

University of Tennessee at Chattanooga
Campus Recreation Department

Aquatic and Recreation Center

Including ARC Fitness and UTC Outdoors

Participant Policies and Procedures

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Revision Log

Name	Subject change	Date
Miles Ledford	Original author	October 2009
Miles Ledford	Submitted for review – Safety and Risk Mgt	November 2009
Miles Ledford	Membership addition – Mocs Card use policy	January 2010
Miles Ledford	Addition to Inclement Weather – Snow/ Winter weather	December 2010
Miles Ledford	Addition to posted rules: Martial Arts Room	December 2010
Miles Ledford	Change Music policy to Music/ TV policy	December 2010
Miles Ledford	Change tornado policy – remove martial arts, small aerobic b/c glass store fronts	March 2011



Introduction

The University of Tennessee at Chattanooga's Aquatic and Recreation Center (ARC) is an incredible facility! The ARC offers students, faculty, staff, and alumni the best opportunities for sport, lifestyle, recreation, and fitness in the area. We currently have 2 basketball, 3 volleyball courts, 6 badminton courts, two indoor soccer courts, an 1/8 mile indoor track, 14,000 square feet of exercise space for state of the art exercise equipment for any and all workouts, small and large aerobic rooms, martial arts and instructional rooms, and a relaxing Wi-Fi lobby featuring the Campus Recreation Hall of Fame which honors student successes and UTC's Recreational History. There is 1,400 square foot suite for UTC outdoors and its programs. The outdoor program also offers a 43'7" indoor rock climbing tower, 13 foot indoor bouldering, and 13 foot indoor training wall. The second phase, which will tentatively be open for operation April 2011, will feature a lazy river with a kayak plunge pool, a 30 person bubble bench, 5 lane lap pool, 30 person hot tub, 156 foot water slide, and water basketball and volleyball courts.

We are excited about what we can offer you and hope you will take full advantage of all the fitness and recreational opportunities available to you at UTC. Consistent with the mission of Campus Recreation, the ARC seeks to complement the academic goals of the University by encouraging the physical, emotional, and social growth of individuals by facilitating the development of skills in leisure activities and lifetime sports.

Mission Statement

The UTC Campus Recreation Department is a student oriented and student lead organization that is a part of the UTC Student Development division of The University of Tennessee at Chattanooga. Its only mission is to serve the students, faculty and staff of this University in all their recreation needs. The department will use recreation as a tool to develop our students physically, socially, and mentally into more productive and capable citizens.

To accomplish this mission, the UTC Campus Recreation Department will use five major programs to reach our students.

- Intramurals
- Outdoor Recreation
- Club Sports
- Non-Credit Classes
- Fitness

The ARC is under the administrative authority of Campus Recreation, a department within Student Development. The facility manager, who reports directly to the director of Campus Recreation, is responsible for the day-to-day operation of the facility. A committee of students, faculty, and staff assists the recreation staff in establishing policies and coordinating priority use of the Recreation Center.

Important Phone Numbers

Campus Recreation Main Office.....425-4213
Recreation Center Front Desk425-5674



Participant Policies and Procedures

Facility Reservations425-5701
Racquetball Reservations425-4183
Fax Number425-5675
Web Address.....www.utc.edu/campusrecreation

The Campus Recreation Staff

Administration Ron Nelson, Director of Campus Recreation
 Miles Ledford, Assistant Director of Campus Recreation

Administrative Support Staff
 Sandy Thornton, Administrative Assistant

Professional Staff

ARC Aquatics – Aquatic Program
 Coordinator of Aquatics

ARC Fitness – Fitness Program
 Lindsay Manning, Coordinator of Fitness

Club Sports
 Robert Espeseth, Coordinator of Club Sports

Intramurals
 Eddrick Brooks, Coordinator of Intramurals

Maclellan Gym
 Christian Orth, Coordinator of Maclellan Gym

UTC Outdoors – Outdoor Recreation Program
 Anna Muller , Coordinator of Outdoor Program

Maintenance Staff
 Doug Sansom, Maintenance Mechanic

AQUATIC and RECREATION
CENTER



General Information

Assumption of Risk

The Campus Recreation program participation is voluntary and individuals use facilities at their own risk. Participation in any physical activity involves inherent risk and even when safety precautions are utilized, injuries and accidents can occur. The Campus Recreation Department would like to encourage each individual to consult their physician and obtain adequate personal health/accident insurance prior to participation in our programs. UTC does not provide personal health or medical insurance for participants.

Statement of Insurance Liability

The University of Tennessee is an agency of the State of Tennessee and is “self-insured” under the Tennessee Claims Commission Act, Tenn. Code Ann. §§9-8-301, et seq. The Tennessee Claims Commission Act covers certain tort liability for actual damages up to \$300,000 per claimant and \$1,000,000 per occurrence. The Claims Commission is the mechanism established by the State legislature to adjudicate claims of breach of contract and of alleged negligence by State officials or agencies, such as, negligent care, custody, and control of persons, personal property, and animals; professional malpractice; negligent operation or maintenance of a motor vehicle; and dangerous conditions on State maintained highways or State-controlled real property. Employees of The University of Tennessee have workers’ compensation coverage through the Claims Commission Act as well.

If you have any questions concerning the liability of The University of Tennessee, please contact

University of Tennessee at Chattanooga
Office of Safety and Risk Management Office
423-425-2145

Participants’ Code of Conduct

Participation in The ARC and The ARC programs is a privilege. All participants in ARC programs or who utilize The ARC facility agree to adhere to the following Code of Conduct:

Participants’ expectations:

- Treat the ARC staff and facilities with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all participants and staff.
- Adhere to the rules & policies set forth by Campus Recreation staff and the University.
- Act in a safe, responsible manner regarding yourself and others.

All users are expected to adhere to the policies and procedures approved for the ARC as well as UTC rules and regulations. Lack of cooperation in adhering to the rules governing the center and its programmed activities will result in administrative action and



Participant Policies and Procedures

possible disciplinary action, including removal from the center and or cancellation of use privileges.

General Rules and Regulations

1. Food and drink are not permitted in the Recreation Center; no chewing gum is allowed in the Recreation Center.
2. Programs such as scheduled Campus Recreation activities will have priority over drop-in and open recreation.
3. Use of alcohol, tobacco of any form or other drugs is prohibited in the Recreation Center.
4. Use of the center is considered a privilege. Those who do not cooperate with established policies, use abusive language, are under the influence of drugs or alcohol or act inappropriately toward a University employee will be asked to leave and may have their privileges revoked.
5. Approval to post flyers, signs, or posters on the bulletin boards in the Recreation Center must be obtained from the Building Director. Do not post anything in other areas of the center.
6. Tape is not allowed on gym floors or walls.
7. Use bicycle racks for securing bikes instead of light posts or benches around the outside of the Recreation Center.
8. Campus Recreation is not responsible for loss due to theft. Secure all valuables in a locker. A lost and found is also located at the front desk.
9. Athletic shirts and proper shoes are to be worn throughout the facility at all times, except in the pool. Shirts and tops must cover the torso and belly.
10. Roller blades cannot be worn anywhere in the Recreation Center. All roller blades must be removed before entering the front doors.
11. No pets are permitted in the Recreation Center unless used specifically as a service dog.
12. Only Recreation Center staff members may operate stereo and video equipment. Only personal headsets with personal stereos are allowed. Boom boxes are not permitted anywhere in the facility unless in conjunction with a special event.
13. All accidents and equipment damage must be reported to a Campus Recreation staff person or program supervisor immediately. The person damaging University property is liable for repair or replacement.
14. Personal private contract work, i.e., swimming lessons, personal training, and/or fitness workouts of any kind, are not permitted at the Recreation Center.

Fitness Area Rules

1. Participants exercise at their own risk and they are for their own health and safety.
2. Must wear proper athletic shirts, shorts at proper lengths. Closed toed- non-marking shoes only.
3. No Sandals and No Jeans.
4. Use of profanity, disorderly conduct, or inappropriate behavior will result in a suspension from the building.
5. No food, gum or tobacco products allowed in exercise area. Water only is allowed under a lid.
6. No horseplay around the equipment.
7. Do not occupy equipment during sets.
8. No outside personal training.
9. 30 minute limit on all cardio equipment during peak hours.
10. Re rack your weights.
11. Wipe off your machine after each use.
12. Must use spotters when using weight benches.
13. Please use the cubbies or locker room.
14. Please ask for assistance when needed.
15. All accidents, damaged equipment, or safety concerns must be reported to the help desk.

Court Area Rules

1. Participants exercise at their own risk and they are for their own health and safety.
2. Must wear athletic shirts, shorts at proper lengths. Non-marking shoes only.
3. No food, drink, tobacco products or gum allowed in court area.
4. Do not hang on rims or nets.



Participant Policies and Procedures

5. No dunking.
6. No fighting or cussing.
7. Players must play safely with respect and integrity.
8. Unruly behavior will result in a suspension from the building.

Climbing Area Rules

1. Participants climb at their own risk and are responsible for their own health and safety.
2. No food, drink, tobacco products or gum allowed in climbing area.
3. All climbers must check-in with Wall Supervisor.
4. Helmets must be worn while climbing.
5. Only climbing shoes or athletic shoes are permitted. Street shoes and bare feet are not allowed.
6. No colored chalk is permitted. Do not use excessive amounts of chalk.
7. Climbers' must use the correct rope and anchor for the route they are climbing.
8. Do not distract the Belayer.
9. Use proper belay commands between climber and Belayer.
10. Only those who have completed a UTC Belay Course may belay others.
11. Keep the base of the climbing wall free of gear and personal items.
12. Topping-out, standing or sitting on top of the wall is strictly prohibited.
13. Do not turn upside down while in a harness and on Belay.
14. Hair and clothing should be restrained.
15. All accidents, damaged equipment, loose holds, or safety concerns must be reported to the wall manager.
16. No food, drink, or gum in the climbing area.
17. Dangerous or unsafe behavior will result in suspension from the building.

Bouldering Area Rules

1. No food, drink, tobacco products or gum allowed in climbing area.
2. Participants climb at their own risk and are responsible for their own health and safety.
3. At least one spotter is required when bouldering.
4. Only climbing shoes or athletic shoes are permitted. Street shoes and bare feet are not allowed.
5. No colored chalk is permitted. Do not use excessive amounts of chalk.
6. Keep the base of the climbing wall free of gear and personal items.
7. Topping-out, standing or sitting on top of the wall is strictly prohibited.
8. All accidents, damaged equipment, loose holds, or safety concerns must be reported to the wall manager.
9. No food, drink, or gum in the climbing area.
10. Dangerous or unsafe behavior will result in suspension from the building.

Martial Arts Room

1. No Food Or Drink allowed. No Gum Chewing
2. No Fighting or Foul Language
3. Clean Mat before and After Each Use
4. Clean And Put away all Equipment
5. Must wear Appropriate clothing
6. No Shoes to be worn on mat
7. Report all accidents to the fitness help desk
8. Report any broken or damaged equipment to the fitness desk

Note : rules are subject to change



Membership

Recreation Center Admittance Policy

The Recreation Center is for the use of UTC students and other authorized members of the University community (faculty, staff, spouses, dependents, and invited guests). A valid UTC Mocs Card is required in order to enter the ARC during operating hours. Although such a policy may appear to be an inconvenience to you, it actually serves the purpose of protecting your interests and rights as an authorized user. Your cooperation in presenting proper identification is expected at all times.

Students, faculty, staff, and cardholders of the ARC who forget their UTC Mocs Card will not be admitted into the facility.

Please help maintain a secure environment by using your personal UTC Mocs Card upon arrival to gain entrance to the ARC, watching your valuables carefully, and notifying the staff if you see something out of the ordinary. The ARC is not responsible for lost or stolen items.

*The groups of individuals listed below must have the following to enter the ARC:

Students – valid UTC Mocs Card

Faculty and staff – valid UTC Mocs Card

Spouses/dependents – verification by Campus Recreation Staff

Alumni - valid UTC Mocs Card (alumni version)

Guests - All guests must enter the ARC with an ARC member and pay the guest fee.

- **Age Requirement Policy** - Participants under the age of 16 are not allowed in the Aquatic and Recreation Center.
- **Building Card Access Policy** - A valid UTC Mocs Card is required in order to enter the ARC during operating hours.
- **Personal Items Policy** - The ARC is not responsible for lost or stolen items.
- **MOCS CARD Use Policy:** Improper use of a University ID will result in a suspension of building access and is subject to a judicial review. Improper ID use is defined as using someone else's card to gain access into a University building or use of University programs.

ID cards used by individual other than the owner will be confiscated and the bearer of that card will be required to leave the facility. (the owner of the card can claim their confiscated ID at the building managers office) Both individuals will not be allowed to use the facility and program for the remainder of that day. Both individuals involved may receive a week (seven day) suspension from all Campus Recreation facilities and programs pending their outcome of a judicial review. Incidents involving Faculty/ staff carry the same penalties and will be referred to the Human Resources department. Alumni memberships will be revoked if similar incidents occur.

Membership

Persons using the ARC are required to pay certain fees that are used to support the operation of the facility. Fees for students are included in the student fee payment each



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semester. Faculty, staff, spouses, dependents, and alumni may apply for membership and pay the designated fees.

Proof of University affiliation will be required at the time of application. The person holding the required relationship to the University must purchase a membership. Membership qualifications are limited to the following categories:

Student memberships - Students who have paid the activity fee at registration will have access to the ARC by swiping their UTC Mocs card. This is effective only for the semester in which the student is enrolled.

- **Student member policy** – All current UTC students must have paid the activity fees for the current semester to be considered for entrance.

Faculty and staff memberships - Current faculty and staff members have access to the ARC upon signing up for a Membership at the ARC office.

Retired faculty and staff members are eligible for membership at the ARC. Spouse memberships are available by paying the appropriate fees at the ARC Office.

Adjunct faculty - Adjunct faculty members may have access to the Recreation Center by paying the appropriate fees.

Alumni memberships – UTC alumni may purchase memberships for the ARC by paying the appropriate fees through UTC's Alumni Affairs.

- **Alumni members' policy** - An alumnus is defined as graduating with a degree from The University of Tennessee at Chattanooga.

MEMBERSHIPS ARE NOT TRANSFERABLE AND ARE NONREFUNDABLE.

Guest Policy

All Recreation Center members are entitled to bring one guest to the facility.

- A fee per guest will be assessed
- Members are responsible for the conduct and action of their guests.
- Guest must accompany host at all times.
- The ARC member must register guests at the front desk.
- Children under the age of 16 years old are prohibited from using the facility

Visitor Policy

- Qualified visitors wishing to tour the ARC will be escorted by the Campus Recreation staff.
- Children under the age of 16 years old are prohibited from using the facility.
- Children will be allowed access to specific activity areas at designated hours for special programs

Building Tours

Campus Tours – The admissions department periodically give campus tours to prospective students. Tours that are accompanied by the admissions department personnel have free access to the building. The control desk staff will then give a brief tour of the facility and campus recreation programs.



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New employee tours - faculty and Staff- The human resource department periodically give campus tours to new faculty and staff tours. Tours that are accompanied by the human resource department. The control desk staff will then give a brief tour of the facility and the campus recreation programs.

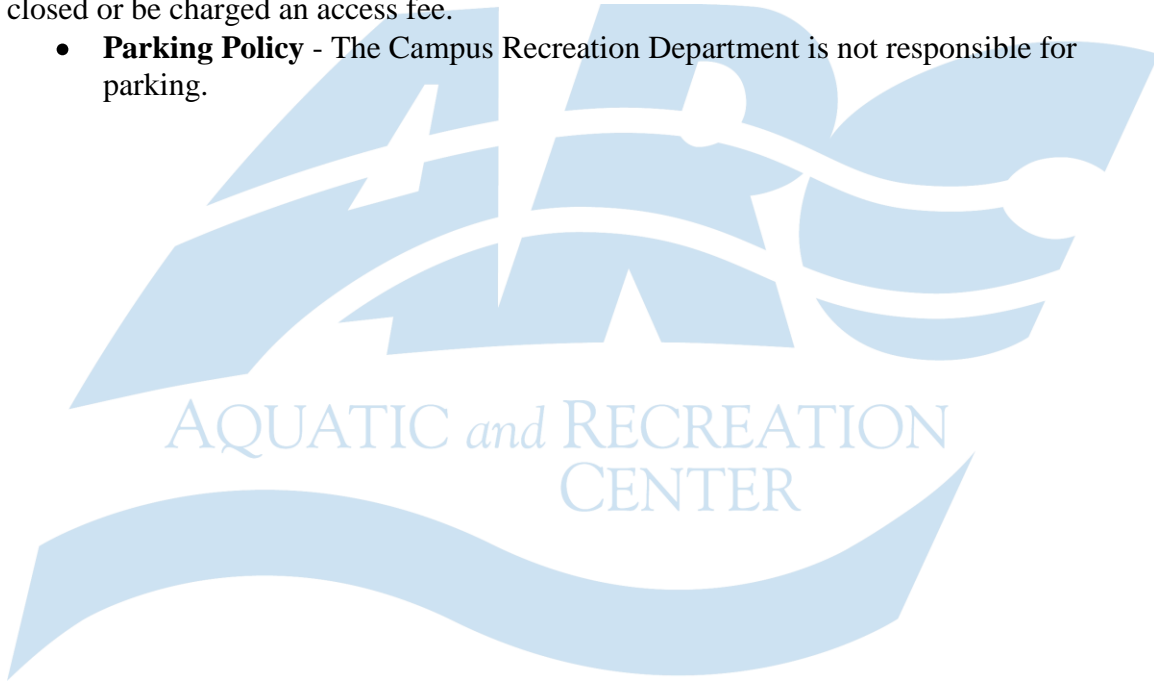
- **Tour policy** - All tours must be accompanied by a Campus Recreation Staff member.

Parking

To park on campus, the appropriate UTC parking permit is required. There are parking spaces designated for use by persons with disabilities near the entrance of the Recreation Center. Bicycles must be parked in the designated racks. Motorcycles must be parked in a parking space.

During the cases of arena events the parking lots around the building will be closed or be charged an access fee.

- **Parking Policy** - The Campus Recreation Department is not responsible for parking.





Room Reservations

Room Reservation Fee

Room Name	Capacity	Audio/Visual/Smart Equipment	Reservations costs for UTC Depts., Camps and Conferences.
1st Floor Small Aerobics	40	Audio Visual	\$25 per hour
1st Floor Martial Arts	20	No	\$25 per hour
1st Floor Instruction Room	40	Smart Classroom	\$25 per hour
2nd Floor North Court	100	Audio	\$25/hour per court \$45/hour for both
2nd Floor South Court	100	Audio	\$25/hour per court \$45/hour for both
3rd Floor Large Aerobics	80	Audio Visual	\$25 per hour

Note : fees are subject to change

To Schedule an Event

To schedule any usage of the ARC, a UTC facilities usage form must be submitted to the Building Director. It is advisable to call (423) 425-5701 and check availability before submitting your usage form. After submitting your form it must be approved by the UTC Facilities Usage Committee. Depending on the event, a fee may be charged for use of the facility. This fee is required to cover the cost of facility supervision and maintenance.

Room Reservation Policies

- Must be an approved UTC organization to reserve rooms.
- Must be a UTC affiliated department to reserve rooms.
- The Fitness Floor CAN NOT be reserved at any time.
- Requests are received and approved on a first come, first serve basis after Campus Recreation and student programming needs are filled.
- All participants must be an ARC member and Adhere to all ARC rules.
- All reservations must adhere to the time/date set by the Facility manager. No starting early or running over allotted times.

Events requesting participation and access for non-university related individuals must adhere to additional requirements and procedures per university regulations.

Charges for facilities, set-up, clean-up, staffing and/or equipment may apply to each event and must be understood and agreed upon prior to the reservation confirmation being finalized.

Due to safety and liability issues waivers, insurance and increased supervision may apply for events that include minors. The need for chaperones will be required (due to age restrictions) for special events in Campus Recreation Facilities involving minors. No one under the age of 16 may enter the Aquatic and Recreation Center.

ARC Reservation Priorities:

1. Campus Recreation Programs and Events
2. Registered UTC Student Organizations and Clubs
3. University Departments and Programs



BUILDING SLEEPOVER PROCEDURE

Any overnight stay in a UTC building is a courtesy extended by the University. This courtesy is limited to allowing sleeping in the building and NOT the use of university equipment or facilities for any other purposes.

To be considered for approval, the following procedure must be followed:

- A staff building manager must be present and in attendance at ALL times for the duration of the stay to ensure this protocol and University policies are adhered to.
- The event must be staffed by Campus Security during the event times. The security staff will remain awake and patrolling for fire and safety issues throughout the event. Per NFPA Life Safety Code, the ratio of security for participants is 1 security officer for every 250 people.
- The building manager must have emergency contact information for participants in the event of an emergency. All participants must be at least 18 years of age. All participants must be checked in at the start and for the duration of the event for emergency accountability purposes.
- The attendant must obtain signed waivers for all participants.

Based on fire protection capabilities only two University buildings have been identified as suitable for overnight stays. The ARC (Aquatic Recreation Center) and the University Center. Overnight stay occupancy for any sleeping area will be determined by a calculation of 32 square feet per person.

Occupancy limits for the University Center are to be determined on a case by case basis.

Occupancy for the ARC will be limited to 250. Any occupancy over 250 must be approved by the University and the City Fire Marshal. Maximum occupancy will not exceed 500 persons.

All overnight events are subject to review by the Fire Marshal for approval prior to scheduling.



Participant Policies and Procedures

Equipment

(including sports and outdoor equipment)

Campus Recreation has some sporting and outdoor equipment available for use by its members.

Equipment Policies

- A valid UTC ID number is needed to check out any sporting equipment. Guests of members cannot check out equipment. It must be done by the member.
- Some indoor sports equipment is designated for use in the Recreation Center only. This equipment should be returned to the equipment desk when you leave the center. Other sports equipment checked out will have a late fee assessed after one day.
- The person using equipment is responsible for that equipment. If the equipment is not returned or is lost, stolen, or damaged, payment must be made per the assessed replacement cost. Further use of the center may be suspended and the person will be encumbered until payment of all bills is made.

Outdoors Equipment Rental Rules

- You must be a current UTC Students, Faculty, and Staff to check out UTC Outdoors equipment for up to seven (7) days at a time.
- Equipment Check out is during the open hours of the UTC Outdoors equipment desk.
- All equipment rentals require a twenty dollar (\$20) deposit at the time that it is checked out.
- Equipment must be checked back in to the equipment desk on the following Monday before it closes.
- There is a required check out form that must be filled out before the equipment can go out.
- A person can check out equipment for up to two (2) people.
- Whoever is listed on the equipment rental form is responsible for all the equipment checked out under his/her name. See the rental agreement form.



General Policies

Accident/Injury Policy

Keeping participants safe is the number one priority for Campus Recreation employees. All Campus Recreation professional staff and student staff members (excluding Intramural Student Officials) are certified in First Aid/CPR/AED and are trained to provide limited emergency care to participants if needed until professional emergency care can arrive.

- **Accident/ Injury Policy** - participants are required to report all accidents, incidents, or injuries to the nearest Campus Recreation employee so proper care can be provided as quickly as possible.

If an ambulance or emergency personnel is necessary, participants are asked to contact Campus Recreation staff immediately so Emergency procedures can be activated that include contacting Campus Police. Participants are asked NOT to dial 911 directly from cell phones which may lead to a delay/confusion in getting the necessary help to the injured party.

- **Accident/ injury transport policy** - Campus Recreation employees may not transport injured victims due to risk management issues.

In any injury situations, the injured person (when possible) and any witness will be asked for personal information and questions related to the injury/incident for a university accident report. This documentation is required for the University Risk Management Office.

Locker Use Policy

- **Locker Policy:** The ARC and Maclellan Gym have lockers available for day-use only.

Locks can be placed on lockers during participant's visit to the facility but must be removed when they leave

Locks that are not removed by the end of the night in either facility will be posted with a warning notice to remove and after 24 hrs the lock will be cut and contents removed from the locker. Items removed will be bagged and numbered to be claimed when the participant visits the help desk in the appropriate facility.

Proper Workout Attire

In an effort to provide the highest level of safety and prevent additional wear and tear on equipment and machines in Fitness areas and group exercise classes.

- **Attire policy** -all participants are required to wear athletic clothing while working out or participating in activities.

Clothing not permitted while participating in recreational activities:

Jeans, jean-shorts, belts, cargo style shorts/pants, open toed footwear, croc style or similar style footwear, dress boots, footwear with metal buckles, dress shoes.

It is required that participants wear:

Athletic shoes with non-marking soles are required in all activity areas.



Participant Policies and Procedures

Shirts that cover the entire chest, back and top of shoulder areas must be worn in all areas.

It is up to the judgment of the Campus Recreation staff if attire is appropriate and safe for fitness related areas and activities.

- **Attire policy:** Participants not adhering to the proper clothing/attire policy or found offensive by others will be asked to adjust as needed or to exit the facility.

Alcohol/Tobacco

- **Alcohol/ tobacco policy-** All Campus Recreation facilities are alcohol and tobacco free (including smokeless tobacco).

All Campus Recreation facilities adhere to the “Smoke-Free Entrances” policy implemented through-out campus. Everyone must extinguish smoking material and dispose of smokeless tobacco prior to entering any facility or nearing any area designated “non-smoking” including entrance ways.

Individuals who appear to be under the influence of alcohol and/or other drugs will be reported to Campus Police and asked to leave any Campus Recreation facility, as well as those who do not follow the tobacco-free policy. In addition, a letter will be sent to the Office of Student Judicial Affairs or Human Resources concerning violation of University rules and regulations.

Food/Beverage

- **Food and Beverage policy** - Consumption of any food or beverage is not permitted past the turnstiles or card swipes in ARC.

Spill-proof plastic water bottles will be permitted in all Campus Recreation facilities. No open plastic cups are permitted in any Campus Recreation facilities.

- **Gum chewing use** - Participants are not allowed to chew gum in any Campus recreation Facilities

Personal Hygiene

All participants are expected to respect the facilities and other participants as outlined in the Participant Code of Conduct. Included in this expectation is that certain aspects of personal hygiene are followed. This includes but is not limited to:

Personal Hygiene Policies

- No spitting and/or rinsing in water fountains or on wall or floors.
- Please use disinfecting wipes to clean all equipment after each use. Cleaning products are provided in workout areas.
- Wear clean and appropriate workout clothing.
- Avoiding workout areas and equipment when ill with contagious virus/cold.
- Covering open cuts or sores with sterile bandages .

Cases involving issues with the above bulleted items will be handled individually and discreetly between Campus Recreation staff and participants. Full cooperation in each matter is appreciated.



Participant Policies and Procedures

Pet Policy

- **Pet policy** - Pets are prohibited from entering the ARC, with the exception of service animals.

Owners of the service animals are required to clean up any pet wastes that occur in any Campus Recreation facility and surrounding areas.

Literature Distribution Policy

- **Literature Distribution policy** - The distribution of leaflets, brochures, and advertisements is prohibited in all Campus Recreation facilities and surrounding grounds unless approved by the Campus Recreation administration.
- **Sidewalk chalking policy** - The use of sidewalk chalk on any surfaces outside Campus Recreation facilities is also prohibited.

Music/TV Policy

- **Central Music/TV Control Policy** - Campus Recreation staff have the ultimate control over the central music/TV being played.

Campus Recreation staff is responsible for controlling the type of music or TV programming and volume level for any facility where music is played. The music played will be determined based on the general population using the facility and will not interfere with any other university policy or university group that may be in the facility. Personal headsets are welcome.

- **Personal Music policy**- The excessive volume (noise heard more than three feet away) or personal radios/portable stereos are not permitted in any Campus Recreation facility.

Inclement Weather Procedure

The ARC will remain open if The University closes due to inclement weather, but certain facility areas may remain open or programs/classes may be cancelled due to staffing limitations. Hours and programs will be adjusted accordingly as staff is available to safely open the facility. Our highest priority will always be the safety of our staff and ARC participants traveling to and from the building. Information will be posted on our web site, www.utc.edu/campusrecreation and on the ARC front desk phone at 423.425.5674.

Inclement Weather Operations

Decision to open or close: The director of the Campus Recreation or ARC (full-time) supervisor.

Program Areas closing: The following programs will close during a University inclement weather closing: Intramurals, UTC Outdoors and Aquatics.

- If possible the Pool and Climbing wall may remain open on a limited basis depending on staff availability.

Area staff requirements: A minimum of 3 staff (2 control desk, 1 fitness desk)



Participant Policies and Procedures

- The building managers or fitness room attendants are to work as scheduled (if possible).
- Best hiring practices: Employee people that live near or on campus to help ensure the highest safety precautions to and from the building.

Updates to communicate closings or alter operating hours: Signs on entrance doors, Webpage, Phone recordings and email blast.

SNOW/WINTER WEATHER

If The University closes during operational hours: The ARC will remain open at the latest with adequate personal to operate the main entrance and fitness desks. All other staff will be sent home.

If The University closes before operational hours: The ARC will open normally or delayed with adequate personal to operate the main entrance and fitness desks. All other staff is asked to stay home.

If the University closed during breaks or periods between semesters: The ARC will follow The University's administration closings or closing announcements.

Best hiring practices: Employee people that live near or on campus to help ensure the highest safety precautions to and from the building.

TORNADOS

Alerts are issued by the National Weather Service and are classified in two major areas. They are:

Tornado Watch – means conditions are favorable for the development of tornados.

Tornado Warning – means a tornado has been sighted in your area.

If the NWS issues a Tornado Warning for the area, the outdoor warning sirens (tornado sirens) should sound. **Alert employees and students** in your immediate area.

1. Close all doors; stay away from windows.
2. Move students/employees to a lower level hallway or basement. Avoid being under large spans of the roof and exterior windows.
3. If available, take a battery powered radio and flashlight with you.
4. Remain in the sheltered area until an all clear is given. Do not leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announced an "all clear."

If a Tornado Warning is issued for Hamilton County and the storm is in a position to threaten the University, Police Services will notify and alert the University. At that time the building will then implement their severe weather evacuation plan to move participants to the safest pre-determined locations for each building.

During a Tornado – Building Evacuation Procedure

- All ARC participants will be moved to the first level (classroom, bottom of stair way and mechanical room). Staff report to the bottom of the stairs.

Photography Policy

- **Photography policy:** The use of photography is not permitted inside any Campus Recreation Facility without written permission from each individual who's picture is being taken.



Participant Policies and Procedures

To better serve and protect the privacy of our participants the use of photography equipment is not permitted inside The ARC during open recreation or classes offered without prior permission from a professional member of the Campus Recreation staff. This includes professional equipment or cell phone cameras. Violators will be asked to present their photos and/or asked to leave the facility and speak with UTC PD if they do not cooperate.

The use of photo equipment on Campus Recreation fields is not prohibited during club or intramural events but people shooting photos must check in with Campus Recreation staff overseeing the event, report themselves and get the permission of opposing players and the team they want to photograph.

Bikes/Skateboards/Rollerblades

- **Bike/skateboards/rollerblades policy:** To protect our patrons and facilities, participants are not allowed to ride or use items such as bikes, skateboards, rollerblades or similar items inside the facilities.

Unless bikes are being returned to the Outdoor Center from being rented or need to be repaired, all bikes must be locked to the bikes racks located in the Front of the ARC. Bikes are not permitted to be locked or chained to fences or benches around the facilities. Bikes may be removed if needed if this occurs.

The use of skateboards/rollerblades is allowed on campus if being used for transportation. Anyone performing stunts or tricks on benches, curbs, etc., in or around Campus Recreation facilities will be asked to stop and leave from the area. If they do not cooperate, UTC PD will be called for assistance.

AQUATIC *and* RECREATION
CENTER



Policy Information

Trip Policies

- All trip participants must fill out the UTC Outdoors Trip Health Form and Waiver before every trip.
- A list of all the staff and participants along with their UTC i.d. and an emergency contact for each person is copied. One copy is left in the Outdoors office and the other is kept with the Trip leader.
- All health forms are reviewed for any medical history that might prohibit a person from participating in a particular activity.
- Trip leaders will be trained at the minimum in first aid and CPR.
- All UTC Outdoors Trips require that a person come in and sign-up for that specific trip. There is a health form and waiver that must be filled out by the individual, signed and dated. All trips require a Twenty dollar (\$20) deposit, unless otherwise specified, at the time that the person signs up for the trip. Participants are sent an email, a few days prior to the trip date, which includes all the pertinent information for that particular trip.

Refund Policy

- You will forfeit your money with a no show or no call. Refunds will not be given within 72 hours of a trip.

Trip Cancellation Policy

- If the trip was to be cancelled, refunds will be returned to you by stopping by the office. You will be notified by 4pm Friday by email or phone.

Trip Disclaimer

This is a high adventure activity so please be aware that there are risks involved. UTC Outdoors strives to minimize these risks, yet all elements of risks can never be eliminated. To prevent any problems, follow all instructions given by the trip leaders, follow all safety guidelines and regulations. Please read, fill out, sign and date the trip health form and hold harmless agreement. Your information will remain private.

Limitations

Some trips do require previous experience or prior class participation to participate in. Those trips will be denoted. There are some exceptions to this rule, as determined by the Coordinator of Outdoor Programming.

Emergency Plan Procedure

If presented with an emergency situation the UTC Outdoors Staff are trained on the emergency procedures.



Participant Policies and Procedures

1. They will first assess the situation and determine whether or not it is a real emergency.
2. In the event of an emergency, conduct a primary assessment; administer first aid immediately to anyone who is ill or injured. Call for EMS if necessary. Everyone else should stay together and out of the way.
3. At least one Trip leader will remain with the group. The leaders presence and calm assurance could prevent panic and a potentially worse disaster
4. The Trip Leader will call 911 or the proper authorities if necessary. The caller should be prepared to explain the nature of the emergency, what actions have been taken, and directions to their location. Do not hang up until the operator hangs up.
5. Contact the University through the proper channels:
6. Call the Coordinator of Outdoor Programming, if not on the trip.
7. Contact the either the Director or Assistant Director of the Campus Recreation Dept.
8. Dependent on the severity of the situation, the Director or Ass. Director will contact the Dean of Students or Vice Chancellor of Student Development
9. Communicate with the channels, the following information:
10. The name of anyone ill or injured
11. Identity of the group involved
12. Time and location of the emergency
13. What aid is needed
14. What actions have been taken
15. And any other pertinent information.
16. Phone communication will be used where available. Where such communication is unavailable, one staff member should stay with the group while the other staff member either takes the ill or injured to get treatment or goes to get help.



ARC Fitness Program Policy Information

The Fitness program offers participants a safe, complete workout in the area of cardiovascular conditioning, flexibility, and strength training. Participants have the opportunity to work out on their own in the various fitness areas, participate in Group Exercise classes. The Fitness program has something for everyone.

General Policies:

- Obey all posted rules in the Fitness area and the RecSports Participant Handbook.
- Wipe down all equipment (cardio and weight training) after use with disinfecting wipes in all workout areas.
- Children under the age of 16 are not permitted in group exercise classes or in the fitness areas at any time.



Participant Policies and Procedures

- All participants must be dressed in proper workout attire. Note: See Proper Workout Attire under the General Policies section.
- All participants must wear athletic shoes.
- Participants must use a spotter at all times when lifting weights over themselves
- No food or gum will be allowed in any fitness area. Plastic water containers with sealable lids are allowed
- Report any equipment issues or injuries to the Fitness staff on duty immediately.

Dumbbell Area Policies:

- Dumbbells are not to be dropped, slammed down or thrown down. Participants must control the weights at all times.
- Participants are not allowed to rest dumbbells on top of the upholstered utility benches or cubby shelves.
- All dumbbells must be put back on their designated rack after use.
- Dumbbells are not allowed to be added to weight stacks as additional weight.
- Wipe down equipment after use with supplied wipes or spray bottles

Free Weight Area Policies:

- Weight collars are required on all weight bars when using any plate loaded equipment.
- Re-rack weight plates after use to their correct location and rack.
- Participants must control weight during Olympic style lifts at all times. Dropping or throwing down of plates and bars at the end of an exercise is not permitted.
- Wipe down equipment after use with supplied wipes or spray bottles

Pin Select/Selectorized Equipment Policies:

- Check that pin is completely inserted into weight stack before using.
- Do not add weight plates onto the pin in the stack. Only use weight provided by manufacturer.
- Do not slam weight stacks. Maintain control of weight during entire repetition.
- Allow persons doing single set circuit training to work through when performing multiple sets.
- Wipe down equipment after use with supplied wipes or spray bottles

Cardio Equipment Use Policies:

- Obey the 30 minute time limit when others are waiting for cardio machines.
- Wipe down cardio equipment after use with supplied wipes.
- Report any problems with equipment to fitness staff on duty immediately.

Group Exercise Class Policies

Group Exercise offers a variety of fitness classes to accommodate the interests of all participants. Fitness classes provide participants an opportunity to



Participant Policies and Procedures

develop, grow, and maintain a healthy lifestyle within a fun and friendly atmosphere.

Visit the Campus Recreation website for the complete group exercise class descriptions & schedules: www.utc.edu/campusrecreation

Participants must adhere to the following policies during classes:

- No food or gum is allowed in the studios.
- Plastic water containers with sealable lids are allowed in studios
- Return all equipment to the respective storage area after use.
- Turn off all cell phones and pagers during class. No text during Yoga!
- Inform instructor of any medical conditions you may have before class begins.
- Excessive and loud talking during class is prohibited.
- Only proper athletic clothing and athletic shoes are to be worn in the studios. Non-marking shoes only.

Group Fitness Classes Sign up Procedure

Spin Cycle Class Sign up Procedure

Participants interested in taking Spin Cycle are required to sign up at the control desk prior to class. This must be done over the phone or in person. Participants are not allowed to sign up more than one person at a time and registration begins no earlier than 24 hours before each class.

All other Group Fitness Classes

No registration is required for the remaining Group Fitness classes. It is a first come, first serve basis and the number of participants will only be limited by space and amount of equipment to offer.

Fitness Equipment Orientations

For the convenience of all patrons, an equipment orientation is available at no cost. This orientation is conducted by the fitness floor staff and is designed to familiarize patrons on the proper usage, safety features, and adjustments available on all fitness equipment.

Personal Training

- **No personal Training policy-** People not employed by the Campus Recreation Department are not allowed to Personal Train in any Campus Recreation facilities. Any individual violating this policy will be asked to leave and may lose facility use privileges.



Building Evacuation

Evacuation rally points:

- Chattanooga Fire Department Entrance Point – Main Entrance
- Campus Police/Chattanooga Police Entrance Point – Main Entrance
- ARC Staff and Patron Rally Point – First floor of the 5th Street Garage

BUILDING EVACUATIONS

Responsibilities of All Faculty, Staff, Students and Participants.

- learn locations of exit routes, exit stairwells and areas of rescue in any buildings your routinely use
- know the location and operation of the fire alarm system
- participate in all fire drills and take them seriously – treat every alarm as an actual emergency
- learn in advance the needs of anyone for whom you are responsible who may need assistance during an emergency
- if you are the first to notice an emergency, immediately call 425-Help or 9-1-1.

Evacuation Procedures

1. Building evacuations will occur when an alarm sounds and/or upon notification by Police Services.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. **DO NOT USE THE ELEVATOR IN CASES OF FIRE AND/OR EARTHQUAKE! USE STAIRWAY.**
3. When evacuating your building or work area:
 - Stay calm; do not rush and do not panic.
 - Safely stop your work. If there is time, turn off personal computers to protect university data from possible damage; forward phones.
 - Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
 - If safe to do so, close your office door and window, but do not lock them. The last person to leave an office, classroom, or lab will close and lock the door behind them.
 - Use the nearest safe stairs and proceed to the nearest exit.
 - Be alert for individuals with disabilities or injuries who may need assistance. However, under no circumstances should an individual risk or jeopardize his/her personal safety in an attempt to rescue another person.
4. Once outside proceed to a safe area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
5. Wait for any instructions from emergency responders.
6. Upon notification by responding external public agencies that the emergency is contained and that any evacuated buildings are suitable for re-occupancy, the Director of



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Public Safety, in consultation with appropriate authorities, shall determine when occupants will be allowed to re-enter those buildings. Appropriate authorities may include, but not be limited to, Assistant Vice President for Physical Plant, Manager of Environmental Health and Safety, and Safety Officer, or their designees. Occupants shall not be allowed to re-enter a building where there is visible smoke; in such situations, the fire department and/or Physical Plant will be requested to ventilate the structure prior to re-occupancy.

EVACUATION OF PERSONS WITH DISABILITIES

Individuals who may need assistance during an evacuation should advise supervisors and instructors in advance what assistance may be needed in case of emergency.

- Individuals who have a visual impairment: tell the individual the nature of the emergency. Ask him or her to take your elbow and then escort him or her to an exit. As you walk, tell the individual where you are and the location of any obstacles. When you have reached safety, orient the person to where you are.

- Individuals who are deaf or hard of hearing: individuals with impaired hearing may not perceive an emergency and may require visual cues to alert them to the situation. This may be accomplished by first turning a light switch off and on to gain the individual's attention. Then write a brief note or use gestures to explain the emergency and identify the nearest exit.

- Individuals who are non-ambulatory: some people have minimal ability to move independently. Moving or lifting them may be dangerous to their health. Always ask the individual to tell you the best way to be of assistance to them. Help them to an exit, a stairwell, or an area of rescue. Be sure to take any associated equipment such as respirators and cushions. Individuals should remain with their mobility equipment until fire or rescue personnel arrive.

AREA OF REFUGE

Locations:

First floor – South east (next to the elevator)

Second Floor – Both Northeast stairwells (behind basketball courts)

Third Floor – Both Northeast stairwells and Both Southeast stairwells

The purpose of the Area of Refuges is for communication with fire/police during evacuations. If someone is unable to negotiate the stairs these communication boxes can be used to locate and communicate.



Participant Policies and Procedures

Appendix- Waiver

The University of Tennessee at Chattanooga
Hold Harmless Agreement and Waiver Release

I, the undersigned, hereby acknowledge my receipts of the permission and privilege to participate in the UTC Outdoors program of the University of Tennessee at Chattanooga.

In consideration of the permission and privilege allowed me thereunder, I do hereby specifically agree that I will indemnify, save and hold harmless all members, officers and advisors of the University of Tennessee and all of its full and part time employees and representatives and officers and trustees from any and all losses, claims, actions or proceedings of any kind which may be presented or initiated to recover money, property or damages for any injuries to persons, injurious results or any damages to property suffered during the conduct of activities of the program and arising directly or indirectly from my participation in this activity.

In accepting the permission and privilege to participate under this "Waiver, Release and Hold Harmless Agreement", I understand that this agreement extends and applies to any personal injuries, injurious results, damages or losses which I myself may experience or sustain directly or indirectly arising out of said activities organized or sponsored by this organization. I covenant for myself, my estate, executor, heirs and assigns not to file suit or initiate any claim procedures in respect to any personal injuries, property damages or losses I may experience or sustain arising directly or indirectly out of my activities thereunder.

I freely assume all risk, hazards and losses which shall apply to activities of the organization. I hereby declare and represent that I am 18 years of age or over or, if under the age of 18 years I am represented by my parent or legal guardian, and that in making, executing and tendering this voluntary consent, it is understood and I acknowledge that I am relying wholly upon my judgment, belief and knowledge of the circumstances involved in my participation in UTC Outdoors and that I have read this statement, understand its contents and execute it of my own free will and choice.

Signature lines for participant and witness, with date lines and a large background watermark reading 'AQUATIC and RECREATION CENTER'.

Signature of parent (if minor) and Date line, followed by a line of asterisks.

Media Release

I, the undersigned, do hereby give University of Tennessee at Chattanooga and parties designated by The University the irrevocable right to use my name, image, video, photograph, and/or recordings for reproduction in any medium for purposes of public information, education and the furtherance of the goals of the institution or for other lawful purposes.

I do not want my name or image to be used

Signature and Date lines for the undersigned and parent (if minor).



Appendix- Trip health form



Activity _____ Activity Date _____ Trip Health Form

Name _____ UTC ID _____
 Student Staff Faculty Alumni Other

Email _____ T-shirt size _____

Home Address _____ _____	Phone _____ Weight _____ Height _____ Age _____ Sex _____	Transportation <input type="checkbox"/> Your own <input type="checkbox"/> UTC transportation <input type="checkbox"/> Riding w/ Trip Leader <input type="checkbox"/> If riding w/ who _____
--------------------------------	---	---

If living on-campus, which residence hall _____

Swimming Ability <input type="checkbox"/> Swimmer <input type="checkbox"/> Beginner <input type="checkbox"/> Non-swimmer	Lodging - If over night stay Prefer to stay with
Physical Condition <input type="checkbox"/> Active <input type="checkbox"/> Semi-active <input type="checkbox"/> Non-active	<input type="checkbox"/> No preference

Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No	Allergic to bee sting <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to Asthma or Bee Sting do you carry rescue inhaler or epinephrine <input type="checkbox"/> Yes <input type="checkbox"/> No	
You are expected to have rescue inhaler or epinephrine with during the program.	

- Allergies _____
- Food restriction(s) (vegetarian?) _____
- Physical Restriction(s) _____
- Medications _____

In Case of an Emergency

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

I authorize the information provided above is complete and accurate statement of the physical and psychological factors which may affect my participation on a UTC outdoors program. Furthermore, I believe that I am in good health.

Signature _____ Date _____

You are strongly advised to carry personal health insurance for the duration of your participation in UTC Outdoors activities. The University is not responsible for any cost or care associated with any personal injury associated with these activities.

Zero Substance Policy

The University of Tennessee Outdoor Program (UTC Outdoors) does not permit the use or possession of alcohol or illegal drugs while participating in a UTC Outdoors program. In signing this document, I am agreeing to abide by this policy while participating in a UTC Outdoors sponsored event. Anyone using illegal drugs or alcohol will be immediately removed from the trip or activity and may face disciplinary action from the University of Tennessee at Chattanooga. I understand that should I be removed from the trip or activity, I will be held responsible for all costs (including additional airfare, taxis, bus, etc.) incurred during my return to the University of Tennessee at Chattanooga.

Signature _____ Date _____

Reservation Deposit/ Payment - Check # _____ Amount \$ _____ or Cash \$ _____ Staff member _____

Deposit accepted _____ 20____ Deposit Returned on _____ 20____



Appendix- Equipment Rental Form

THE UNIVERSITY of TENNESSEE **UT**
CHATTANOOGA

Campus Recreation

Rental Equipment Agreement

Name _____ UTC ID# _____

Email _____ Driver's license (if not UTC) _____

Address _____ City _____ State _____ Phone#(c) _____

Date of Rental _____ Thursdays from 1:00 till 4:00 Mondays 1:00 till 4:00
Date/time to be returned _____

Description	Quantity	UTC number
1.		
2.		
3.		
4.		
5.		
6.		

Initial each one:

_____ In consideration of my acceptance as a renter of UTC Campus Recreation equipment sponsored by the University of Tennessee and Campus Recreation Department I do hereby for myself, my heirs, executor, and administration do waive, hold harmless, and release any rights and claims for any and all damages that I may have against UTC, the University, the Campus Recreation Department, and any other sponsor, their representatives, and officers. I am fully aware of and have considered all risks, hazards, and losses, which shall apply to rental and use of this Campus Recreation equipment.

_____ I accept liability for the equipment until I return it and the Campus Recreation personnel determine it to be in satisfactory condition. By accepting liability, I agree to pay damage fees, replacement fees, cleaning fees and drying fees assessed by the Campus Recreation personnel.

_____ I understand replacement fees will be based on the retail value of the same equipment.

_____ I understand that I will be charged a \$20.00 deposit fee to use equipment.

_____ I understand that I will be charged \$25.00 late fee for everyday after the agreed returned date and time.

_____ I understand that the fee for returning wet or dirty equipment is a minimum of \$50.00. The Campus Recreation personnel will determine any additional charges.

_____ I understand a hold will be placed on my university records if fees are not paid, or equipment not returned on time. Also Campus Police will be notified of stolen property.

_____ I understand that can only rent equipment for no more than two people. I understand that I cannot rent for more than (7) seven consecutive days.

_____ I understand that renting kayaks or bicycles that I have to obey city, county, state and federal laws by wearing a helmet.

Check Out

Signature of Renter _____ Date _____

Must sign back in to receive your deposit back and not be charged late fees.

Check In

Signature of Renter _____ Date _____

	Check number # _____	*Official use only* Check amount \$ _____	Cash Amount \$ _____
-Check Out-	Name of staff _____	Date _____	
-Check In-	Name of staff _____	Date _____	
	Deposit: Returned Yes _____ Date _____	NO _____ why? _____	



Participant Policies and Procedures

