

# SPRINGFIELD COLLEGE WELLNESS & RECREATION COMPLEX POLICIES

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# POLICIES

## Wellness & Recreation Complex

### I. General Policies:

1. A valid and functioning Springfield College ID is required to enter the facility.
2. Springfield College reserves the right to ask individuals to produce valid identification at any time.
3. No gum, food or drinks, other than water in a closed container are allowed in the facility.
4. Closed-toed shoes must be worn at all times in the fitness areas and in multipurpose rooms.
5. Fullback shirts and protective footwear are required at all times.
6. Talking on cell phones is not permitted in the fitness areas or in multipurpose rooms.
7. All postings must be approved by Campus Recreation and will be posted on an assigned bulletin board.
8. There will be no posting or taping of any material on windows, doors, or walls in the facility.
9. Springfield College is not responsible for lost, stolen or damaged personal property.
10. Springfield College is a smoke free campus. Smoking and tobacco products are prohibited in the facility.
11. Alcoholic beverages and illegal drugs may not be consumed prior to or while using the facility. Individuals may not use the facility while under the influence of drugs or alcohol.
12. Bicycles, roller skates, rollerblades and skateboards are prohibited inside the facility at all times. Skateboards may be carried into the facility but not used.
13. Pets are prohibited in all facilities, except for service animals.
14. No outdoor cleats can be worn in building.

15. Unauthorized photography and videotaping is prohibited. Authorization must be given by the Director of Campus Recreation.
16. Springfield College recreation/athletic facilities are not to be used for personal profit. This includes personal training services.

## **II. Eligibility:**

### **A. College Community**

1. Full time undergraduate and graduate students.
2. Full, part-time, adjunct faculty and temporary staff.
3. Aramark and Follett employees.
4. Part-time students and all Professional and Continuing Studies students with payment of applicable recreation fee of \$160.

### **B. Other Patrons\***

1. Dependents of faculty and staff and full time students through the age of 25.
2. Spouses/partners of full-time faculty, staff, and students.
3. Retired full-time faculty and staff.
  - Fee: same as current graduate student recreation fee
  - Includes: fitness center use, basketball and racquetball courts, climbing wall, pool, day lockers, and preferred parking
  - Personal training, intramural sports and group exercise classes are not part of the membership
  - Membership registration can be completed in the campus recreation office between the hours of 8:00 a.m. -12:00 p.m. and 1:00 p.m.-4:00 p.m. Monday-Friday

\*Individuals listed in category B must fill out a Patron Information form.

\*Dependents (of faculty and staff) over the age of 18 are required to obtain a Springfield College ID card.

### C. Springfield College Alumni

Alumni of Springfield College are eligible to purchase two types of memberships:

#### *Type 1: Wellness & Recreation Complex membership:*

- \$350 annually
- Must have donated to the College in prior fiscal year (no minimum donation).
- Includes: fitness center use, basketball and racquetball courts, rock wall, pool, day lockers, and preferred parking.
- Personal training, intramural sports and group exercise classes are not part of the membership.
- Membership registration can be completed in the campus recreation office between the hours of 8:00 a.m. -12:00 p.m. and 1:00 p.m. - 4:00 p.m. Monday-Friday.
- Non-member alumni can pay \$10 for a day pass.

#### *Type 2: Pool membership.*

- \$120 annually
- Access to pool only, preferred parking and no donation to the college required.
- Membership registration same as noted in Type 1 membership.
- Non-member alumni can pay \$10 for a day pass.

## **III. Eligibility Policies:**

### A. Family Policies:

- Spouses, partners, and dependents of full-time faculty, staff, and full-time students must complete a patron application. Visit the Campus Recreation office. Approval may be required before ID is issued.
- Dependents under the age of 18 must have a parent or guardian sign the patron application.
- Dependents 16 years of age or older are permitted in all the areas of the facilities.
- Dependents 15 years of age or younger need to be with their sponsor at all times and are not permitted to use the fitness areas and climbing wall.
- Eligibility is automatically terminated if the primary Springfield College affiliate is no longer an employee of the College.
- Springfield College recognizes dependents as defined by the Commonwealth of Massachusetts.
- Campus Recreation reserves the right to require proof of dependency.
- Spouses/partners of faculty and staff will be required to show proof of cohabitant (i.e. driver's license or household bill with the same address as spouse/partner.)
- Dependents 18 years of age or older will have to purchase a Springfield College ID card for a fee of \$10.

#### B. Returning students policy:

- Returning students who are pre-registered full-time credit hours for fall semester will be granted access during summer sessions.

#### C. Domestic partner policies:

- A patron information form will be available to be completed at the campus recreation office.
- Proof of cohabitation will require either a) copies of drivers' licenses that have the same address or b) copies of two bills with both partners names on them delivered to the same address.
- Partner status will be confirmed on an annual basis by the employed faculty/staff member.

### IV. Benefits:

#### A. College Community

1. Un-restricted access to all facilities and programs.

#### B. Other Patron

1. Use of the Linkletter Natatorium.
2. Walking or jogging on the Field House indoor track.
3. Use of cardiovascular and strength fitness equipment.\*  
(Must be 14 or older)
4. Use of racquetball courts.
5. Recreational climbing on the climbing wall.\*  
**(Must be 16 or older – with the exception of designated times and special events)**
6. Participation in open recreation activities.
7. Use of the locker rooms and day lockers.
8. Equipment checkout.
9. Participation in group exercise classes and wellness programs.\*  
(Must be 18 or older)
10. Access to personal training services.\*\*  
(Must be 18 or older)

11. Services in the Wellness Resource Center.\*\*  
(Must be 18 or older)

\*Access to programs maybe limited based on college community participants.

\*\* Due to limited personal training staff, priority will be given to full-time faculty, staff, and students. Extending personal training services to dependents, spouses, and domestic partners of full-time faculty, staff, or students will be at the discretion of the personal training program coordinator.

## **V. Guest Policies:**

1. Full-time faculty, staff and students will be limited to one guest per entry to the facilities. The guest fee is \$10.00.
2. Guest fees will be charged to the sponsors' Springfield College ID.
3. Guests under the age of 16 are not permitted in the fitness areas or climbing wall.
4. Guests must present a photo ID at the welcome desk and sign an informed consent form before entering the facility.
5. Sponsor assumes full responsibility for all actions and behaviors of their guest.
6. Campus Recreation reserves the right to refuse admittance to any guest.
7. Requests for groups or parties must be made to the Associate Director of Campus Recreation at (413)-748-3445.
8. Guests are not permitted to participate in organized Campus Recreation programs.
9. Full-time faculty, staff and students are the only eligible participants that can sponsor a guest.

### 10. Family Time Policies:

- a. 'Family Time' is a designated time during standard hours of operation in which the guest fee is waived for faculty, staff, and students (sponsors) who are bringing guests to use the facility. Guests may include: spouses, family members, friends, dependents (children), etc.
- b. Sponsors and guests can use the facility past 12:00 p.m., however those entering the facility after 12:00 p.m. will need to follow standard guest policies.
- c. Full-time faculty, staff, or students can bring up to 5 guests per visit.
- d. The sponsoring faculty, staff, or student member should present their Springfield College ID to our staff and complete the designated "sign-in" sheet located at the Physical Education Complex and Wellness Center.

- e. Each guest should complete the guest waiver and be let in through the access gate.
- f. Staff should remind sponsors that they are to be with their guests at all times.
  - i. **Age Restrictions:**
    1. Climbing Wall – children 5 years of age and older are permitted to use the climbing wall.
    2. Fitness Areas – children 14 years of age and older are permitted to use the fitness areas.
    3. Field House/Dana Gym/Racquetball Courts/Blake Arena: all ages permitted.
  - ii. **Area Restrictions:**
    1. Guests ARE NOT permitted to participate in Group Exercise classes or to use the multipurpose rooms.
- g. Equipment Check-out:
  - i. Standard policies apply – sponsors (faculty, staff, or students) can check-out equipment and leave their Springfield College ID with our staff at the Physical Education desk.

## **VI. Locker Room Policies:**

1. No cell phone use in locker rooms.
2. Lockers are issued for faculty and staff for a fee of \$20 per year (July-June) on a first come first served basis at the Campus Recreation office.
3. All faculty and staff that are issued lockers are responsible for keeping their locker clean.
4. Locker owners will be asked on an annual basis (July-June) if they will keep their locker.
5. Children 5 years of age and older may not enter an opposite gender locker room.

## **VII. Day Locker Policies:**

1. Provide your own lock.
2. Personal locks may NOT be left on lockers overnight. All locks must be removed 15 minutes prior to facility closing.
3. If lockers are not cleared by closing time each day, Campus Recreation staff will cut the lock and remove all items in the lockers. All items will be kept in lost and found for 14 days. After 14 days, all abandoned locker contents will be donated.
4. Lost and found items should be turned into the Wellness Center welcome desk.

### **VIII. Equipment Checkout/Policies and Procedures:**

1. A Springfield College ID is required to checkout equipment.
2. Recreation equipment checkout will be issued at the Physical Education Complex welcome desk. A Springfield College ID must be left at the desk and will be issued back once equipment is returned.
3. Equipment must be returned at least 15 minutes prior to closing time.
4. Individuals will be charged for damaged or lost equipment.
5. Sponsors may check out equipment for their guests, but assume full responsibility for equipment issued.
6. Special requests for equipment must be made 48 hours in advance to the Intramural Office at (413)-748-3613.
7. All patrons requesting equipment will be required to complete a rental agreement form.

### **IX. Fitness Area Policies:**

1. Books, bags and other belongings must be placed in a locker.
2. Equipment should only be used for its intended purpose.
3. Report all injuries and any equipment concerns to a staff member.
4. Wipe off controls, seats, pads and railings before and after using equipment.
5. If you are performing multiple sets on a piece of equipment, please allow others to work in with you.
6. The wellness service staff reserves the right to stop an exercise or activity they deem to be unsafe or inconsiderate.
7. The use of weight collars for all barbell exercises is required.
8. The use of chalk is not permitted.
9. Re-rack all weights in the designated spaces.



10. Do not drop weights on the floor. When performing deadlift exercises, dropping weights from above knee level is prohibited.
11. Exercises that cannot be performed in a safe manner or pose any risk to others prohibited.
12. Do not remove free weights from the free weight area.
13. Removal of equipment from fitness area is prohibited.
14. Fullback shirts and protective footwear are required at all times.
15. Read the Physical Activity Readiness Questionnaire (PAR-Q) before participating in any activity.
16. Warming up and cooling down is recommended.
17. Participants are encouraged to complete an equipment orientation. If you are not familiar with a piece of equipment, please ask one of the staff members for assistance.
18. It is recommended to use a spotter or ask a staff member for help with free weight exercises.

## **X. Function Training Area Policies:**

1. All equipment must stay in functional training area.
2. No additional equipment should be brought into area.
3. All equipment should be disinfected with wipes (not spray) BEFORE and AFTER use.
4. No personal bags are permitted in this area.
5. No pull-ups/chin-ups on the functional training frame.
6. This area is CLOSED when being used for small group training or group exercise programs.
7. All equipment should be properly stored or re-racked after use.
8. This area will close 30-minutes prior to the facility closing.

9. Patrons are only permitted to slam the following equipment to the ground:  
Slamballs, GRIPRs
10. Sled must stay on track at ALL times.

## **XI. Multi Purpose Rooms Policies:**

1. Use of Multi Purpose rooms is limited to academic classes and Campus Recreation programming.
2. Individual reservation/use of the Multi Purpose room is prohibited.
3. Only authorized personnel are allowed to use equipment in storage areas.
4. Unscheduled organized programs/activities are prohibited.
5. Campus Recreation will approve footwear for particular programs or classes.
6. Fullback shirts and protective footwear are required at all times.

## **XII. Facility:**

1. Reservation requests for recreation/athletic facilities can be made by contacting Pete Avdoulos by calling (413)-748-3445 or by emailing [pavdoulos@springfield.edu](mailto:pavdoulos@springfield.edu).
2. Reservation request forms may be completed and submitted by email or in person to the Campus Recreation office.
3. Requests DO NOT guarantee that a room or facility will be reserved.
4. All standard policies and procedures apply to all groups.
5. Supervision of all groups reserving the facility is required by Springfield College.
6. Supervision ratios depend on the event and activity and costs of \$12-\$15 per hour per staff member will be included with the rental cost.
7. A 10-15% surcharge for facility/equipment depreciation will also be included with the rental cost depending on the facility or equipment used.

### **XIII. Gymnasia Policies:**

1. No tape is allowed on the Field House floor.
2. Tape on wood floors must be approved by Campus Recreation/Athletics. Approved tape should be replaced every two weeks.
3. Kickball is not allowed in any indoor facility.
4. Grabbing or hanging on the nets or rims is prohibited.

### **XIV. Open Recreation Policies:**

1. Basketball: Games are played to 11 points, win by two. Winners stay, losers rotate off. Winning teams may stay on the court for no more than TWO consecutive games.
2. Fullback shirts are required at all times.
3. During open recreation Field House courts #3 and #4 maybe used for sports other than basketball. Campus Recreation staff has the right to adjust open recreation activities. Activities requiring additional equipment and set up will be intentionally scheduled on a semesterly basis.
4. Campus Recreation staff has the right to adjust open recreation activities in order to accommodate other users.
5. The open recreation schedule will be determined based on institutional priorities. Campus Recreation staff will assist with set-up and break down open recreation equipment based on staffing availability.

### **XV. Field Policies and Supervision:**

1. Students may use field space for open recreation and should be prepared to present an ID at any time.
2. Fields are for students, faculty, and staff use.
3. Off-campus groups or non students can request to reserve the field for a fee by calling the Office of Conferences and Special Events at (413)-748-5287.

4. Organized events by students can be scheduled by calling the Office of Campus Recreation at (413)-748-3445.
5. Campus recreation facility staff (roamers/supervisors) are to check the fields every shift using the Astra schedule.
6. Staff is to call Public Safety if a non-student group is using the field that is not on the Astra schedule.
7. No pets.
8. No cleats longer than ½” and No Metal cleats (*Violations of this kind void the warranty*).
9. No food, including no gum, sunflower seeds, soda or Gatorade.
10. No chewing tobacco.
11. No jumping the fence – use the gates.
12. No golf or golf carts on the playing surfaces.

Vehicles are not allowed to drive onto the asphalt at Stagg Field.

Appropriate Activities:

1. Soccer, Field Hockey, Lacrosse, Football, Softball, Frisbee, Baseball or other approved campus recreation special programming.
2. The following activities shall be limited, and require specific additional equipment and approval:

#### **XVI. Attire:**

1. Non-marking athletic shoes are required in all activity areas.
2. Protective footwear is required in fitness areas.
3. Eye guards are recommended in racquetball/squash areas.
4. Full back shirts are required at all times (except in pool).

#### **XVII. Indoor Jogging Track:**

1. Walkers are encouraged to use outer three lanes.
2. Runners are encouraged to use inner three lanes.

3. Faster runners have the right of way.
4. Stretching areas are located in various areas around the track-walls.
5. The track is available unless exclusively scheduled for athletics or special events.
6. No track shoes allowed outside of track area.

### **XVIII. Personal Belongings:**

1. Personal belongings must be secured in day lockers.
2. Unsecured belongings will be considered abandoned property and turned in to lost and found.
3. Lost IDs should be turned into the Wellness Center Welcome Desk.

### **XIX. Conduct:**

1. Springfield College's Code of Conduct applies at all times.
2. Students, Faculty, and Staff may be subject to further college disciplinary action as outlined in the Springfield College Code of Conduct.
3. Sanctions will be levied as follows. More severe sanctions may be imposed at discretion of Campus Recreation department and/or the Office of Student Affairs.
  - a. Student, Faculty, or Staff uses an ID other than their own to enter the wellness and recreation complex;
    - i. First infraction; one month suspension from use of the Wellness & Recreation Complex.
    - ii. Second infraction; suspended for one semester from use of the Wellness & Recreation Complex.
    - iii. Third infraction suspended from use of the Wellness & Recreation Complex for period of one year.
  - b. Student, Faculty, or Staff verbally abuses staff member for enforcing policy
    - i. First infraction; two month suspension from use of Wellness & Recreation Complex.
    - ii. Second infraction; one semester suspension from use of the Wellness & Recreation Complex.
    - iii. Third infraction; one year suspension from use of the Wellness & Recreation Complex.

- c. Student, Faculty, or Staff uses profane language and/or exhibits threatening behavior toward a student staff member;
  - i. First infraction; minimum one semester suspension from use of the Wellness & Recreation Complex.
  - ii. Second infraction; one year suspension from use of the Wellness & Recreation Complex.
  
- d. Student, Faculty, or Staff disregards directive from student staff upon entering the facility (i.e.: jumps turnstile, slides past turnstile) or behaves disrespectfully towards that student staff member;
  - i. First infraction; two month suspension from the Wellness & Recreation Complex.
  - ii. Second infraction; one semester suspension from the Wellness & Recreation Complex.
  - iii. Third infraction; one year suspension from the Wellness & Recreation Complex.
  
- e. Student, Faculty, or Staff exhibits disrespectful behavior or any of the above infractions with professional staff member;
  - i. First infraction; minimum one semester suspension from use of the Wellness & Recreation Complex and referral to Dean of Students' office for further discipline.
  - ii. Second infraction; one year suspension from use of the Wellness & Recreation Complex and referral to Dean of Students' office for further discipline.
  
- f. Harassment policy:
  - i. Harassment policy is part of the Code of Conduct in the College Handbook and at [www. http://springfieldcollege.edu/sexual-assault-prevention-and-response](http://springfieldcollege.edu/sexual-assault-prevention-and-response).

**4. Sexual harassment consists of but is not limited to:**

- i. Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: submission to or rejection of such advances; requests or conduct is made either explicitly or implicitly a term or condition of employment or academic success or as a basis for employment decisions; or: such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or learning environment.
  - 1. Non-consensual sexual intercourse:
    - a. Any sexual intercourse (anal, oral, or vaginal), however slight and with any object, by a man or woman upon a man or a woman, without consent\*.

2. Non-consensual sexual contact:
  - a. Any intentional sexual touching, however slight and with any object, by a man or a woman upon a man or a woman without consent\*.
  
3. \*Consent:
  - a. Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity does not imply consent to any other.
  
4. Sexual exploitation:
  - a. Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other Sexual Misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and sexually-based stalking and/or bullying may also be forms of sexual exploitation.
  
5. Title IX:
  - a. Title IX—part of a 1972 federal education law—prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment and sexual violence are forms of sexual discrimination. Springfield College is committed to providing an environment free from discrimination.
  
6. Domestic violence:
  - a. Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a

spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

7. Dating violence:

- a. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship shall be determined based on a consideration of the following factors; the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

8. Stalking:

- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

9. Gender-based violence:

- a. Gender-based violence includes all physical, psychological, and sexual violence that is connected to an individuals' gender roles and identities.

- ii. Notify campus recreation professional staff if you feel you are a victim of sexual harassment
- iii. Fill out appropriate incident report with staff member
- iv. Notify campus recreation staff if you feel you have witnessed this harassment occur to another student/faculty/staff
- v. Campus Rec staff will notify the Dean of students office of the incident and provide a report.