

Maryville College Alumni Gym Wellness and Recreation Center Policy & Procedure Manual

2018-2019

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Mission Statement: Goals and Aspirations

Mission Statement:

The main purpose of Alumni Gym is to provide students, staff, and faculty with adequate and welcoming indoor space to exercise, recreate, and participate in campus programming.

Goals and Aspirations:

During the academic year, the majority of operations taking place in Alumni Gym should be recreation and wellness programming for students, staff, and faculty. This space should be welcoming to all populations of campus. This space will be monitored by staff members to ensure that the space is meeting the needs of campus.

Intramural Programming:

A variety of organized and unorganized Intramural programming will take place in Alumni Gym that will include but will not be limited to the following:

- Cornhole
- Indoor Soccer
- Indoor Volleyball
- Basketball
- Ping Pong/Table Tennis
- All-Star Basketball Festivities
- Wiffleball
- Pickleball
- Badminton
- Dodgeball
- Open Gym Activities

Open Free Play opportunities will become more frequent in comparison to past years. Times will be set aside exclusively for free play opportunities for students, staff, and faculty to participate in unstructured play.

Corporate Sales and Events Usage

Corporate Sales and Events will be permitted to use Alumni Gym for rentals and special events so long as those events do not interfere with the Intramural programming, Wellness Programming, and open hours of operation. Corporate Sales and Events will be responsible for staffing this space during times in which they have the space reserved.

Free play equipment checkout

Certain pieces of equipment will be available for checkout for students, staff, and faculty. Students, staff, and faculty who wish to check out equipment must first present their ID to Alumni gym staff members. However, equipment that exceeds the value of \$100 is not available to be checked out. The individual must then sign a waiver stating that they will return the item(s) in the manner in which they checked it out. In the event that the individual does not return the item by the specified return time or returns the item(s) damaged, the individual will be responsible for replacing the item(s). Equipment that is not returned or replaced will result in disciplinary action which could include indefinite suspension from Alumni Gym use, the inability to check out equipment in the future, disciplinary action from the Maryville College judicial system itself, etc.

Some equipment may not be checked out depending on the leagues or events that are taking place at that time. For instance, a student may not check out a softball glove(s) during Softball leagues as those are needed for softball games. Students, Staff, and Faculty can contact the Wellness Coordinator via email to arrange a time to check out equipment or come directly to Alumni Gym during normal operating hours. Equipment that is often checked out includes: Frisbee golf discs, basketballs, footballs, softballs, softball gloves, volleyballs, spikeball sets, playing cards, cornhole boards, wiffleball equipment, etc.

Advertising Resources for Alumni Gym Users:

Gym News Board – All upcoming events will be listed on a TV screen upon entered Alumni Gym. Users will be able to view the schedule on the TV mounted in the lobby of Alumni Gym to plan their gym use accordingly.

Imleagues.com – All intramural programming is listed on imleagues.com. Students, staff, and faculty may go online to view current and future intramural leagues that may take place in Alumni Gym.

Today@MC – The Today@MC newsletter is another resource that is often times used for advertising. Updates to Gym hours, programming schedules, and user qualifications will be listed on the Today@MC newsletter.

Intramural Instagram Account – Updates for Alumni gym schedules will be posted on the Alumni Gym Instagram page.

Student Employment Procedures:

The Wellness Program follows all required Maryville College Employment policies and procedures.

Recreation Assistants – For a detailed description of this position, please visit the online Maryville Career webpage on Handshake. Recreation assistants responsibilities include but are not limited to the following: monitoring operations of Alumni Gym, providing user assistance, and reporting injuries, accidents, and incidents.

Intramural Coordinators - For a detailed description of an Intramural Coordinator's responsibilities, please see the job description in the following section of this manual. Students interested in becoming student intramural coordinators are interviewed by the intramural director and athletic director in most cases. Interested individuals should email the intramural director for application materials. Applicants are encouraged to view the job description on Handshake. The description can also be found later in this manual. Two Intramural Coordinators are selected each academic year.

Intramural Officials – For a detailed description of an officials responsibilities, please see the job description later in the manual.

Handshake:

Each position, regardless of the level of position, is posted on Handshake to give everyone a fair chance to apply on the position.

All intramural and Alumni Gym employees are required to demonstrate good sportsmanship and respect while in Alumni Gym regardless of the nature of their presence (working, participating, spectating, etc.). Failure to do so will result in disciplinary action. For more, see Staff Disciplinary Procedures.

How to apply:

Interested applicants are required to email the Wellness Coordinator or apply on Handshake to inquire about interviewing. Each applicant is required to submit a professional resume and 2 or more references (preferably staff or faculty). Applicants who meet the necessary qualifications will be asked to interview. Pending a successful interview, the applicant's references will be contacted.

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Recreation Assistant Job Description

This form must be completed with all requested information and submitted to the Student Employment Office before the job is posted on CCC Works.

Position Title: Alumni Gym Recreation Assistant **Number of Positions:** 10 or more

Department Name: Intramurals & Wellness

Payroll Code:

Supervisor: Josh Anderson

Wage Rate: 7.25 per hour

Phone #: 981-8178

Email Address: josh.anderson@maryvillecollege.edu

Length of Job: Full Academic Year

Job Summary:

This position is responsible for the monitoring of operations in the Alumni Gym Recreation and Fitness Center. These individuals will be required to regulate and monitor the individuals entering and exiting Alumni Gym.

Duties & Responsibilities:

- 1- Open and close Alumni Gym for users
- 2- Ensure that all rules and policies are followed in Alumni Gym
- 3- Monitor users to ensure safety
- 4- Issue equipment to users
- 5- Collect Equipment from users upon departure from Alumni Gym
- 6- Report Accident and Injuries in a timely manner
- 7- Confront users in the event that rules are not being followed
- 8- Guide and Instruct new users on requirements to use Alumni gym

Minimum Qualifications to perform the duties of the position:

Ability to lift objects between 25-50 pounds

Ability to confront peers

Ability to evaluate situations and areas for risk

Dependability and Punctuality are extremely important for this position

Must be detail oriented

Communicate effectively and in a timely manner

Ability to work a variety of hours

Prior experience with monitoring and observation is desired

Customer Service experience is desired

Students must be CPR and First Aid Certified or willing to complete Certification within 30 days of hire date

Work Schedule: Recreation Assistants are needed for a variety of different days and hours to accommodate the needs of the campus community. Recreation Assistants may not work more than 20 hours a week. The tentative hours for Alumni Gym are as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm-6pm	7am-11am 4pm-9pm	7am-11am 4pm-9pm	7am-11am 4pm-9pm	7am-11am 4pm-9pm	12pm-6pm	12pm-6pm

Student Employment Training:

Students that are hired as Recreation Assistants will undergo training to better prepare them to monitor the operations of Alumni Gym. Students will be instructed on rules and policies of the Wellness and Recreation center, how to setup recreation equipment, how to preserve wellness center equipment, proper procedures for individuals to use facility, how to write incident and accident reports.

Hired students will be required to complete training prior to beginning their responsibilities as Recreation Assistants. Hired Students will be required to shadow other employees.

Recreation Assistants will be required to complete and obtain a CPR and First Aid Training Certification. Training must be completed within 30 days of official hire date.

Recreation Assistants will be required to complete Crowd Control Training. This is an online training that covers operations of a facility that can be completed in approximately 6 hours.

Recreation Assistants will also be required to attend a general training along with their fellow coworkers.

Staff Disciplinary Procedures:

When a student becomes a Recreation Assistant, they also agree to be an at-will employee for the Wellness Program. This means that an employee may be dismissed from employment for but not limited to the following: failure to complete tasks, insubordination, failure to demonstrate respect and sportsmanship at recreation and wellness events, falsifying incident reports, failing to address inappropriate behavior, failure to report discrimination or other incidents to the Wellness Coordinator, etc. Failure to meet these expectations could result in dismissal from employment. However, termination is not the only form of disciplinary action that can be taken for an employee that is not meeting expectations. Disciplinary actions that can be taken include but are not limited to the following (The following actions are not steps; a student can be subject to any of the following at any time depending on the nature of the situation):

Written Warning - A written warning may be issued to an intramural employee depending on the situation. This is exactly how it sounds. If the employee continues to not meet expectations, the employee may be subject to further disciplinary action.

Paid Probation - Depending on the nature of the situation, the employee may be placed on Paid Probation. During this time, the student can continue to work but is given firm expectations on future performance.

Unpaid Probation - During this time, the employee may not work and thus, will not be paid. The duration of this probationary period will be at the discretion of the intramural director. The student will still be paid for any time that they worked prior to their probation period being issued.

Termination - If a student is involved in and responsible for an incident or incidents that is deemed inappropriate, the student may be terminated from employment from the intramural program. In addition, if the student repeatedly continues to not meet expectations, the student may be terminated. Students may be terminated from the program on “Good” or “Bad” terms. The student will be paid for any time that they worked prior to their termination. The student will not be eligible for rehire for the duration of that current academic year. However, it will be noted whether the student was terminated on Good or Bad terms. Students that were terminated on Bad terms will likely not be considered for rehire.

User Eligibility Requirements:

Maryville College Intramural events and leagues, Fitness Classes that occur in Alumni Gym, and unstructured activities in Alumni Gym are exclusive to only current Maryville College Staff, Faculty, and Students. Current Staff, Faculty, and Students are eligible to participate regardless of being Full-time or Part-time status. Volunteer staff and faculty are eligible to participate assuming that they have completed all necessary volunteer employment paperwork with the HR office (this is not common but is most prevalent in volunteer collegiate sport coaches). Former staff, faculty, and students are not eligible to participate. Alumni are not eligible to participate solely for being alumni. In other words, Graduates are not permitted to play unless they reenroll in classes at Maryville College or become Staff or Faculty members. Students that are no longer enrolled in Maryville college classes are not eligible to play.

Individuals that knowingly allow or aid one or more other individuals in the illegal use of or illegal participation in structured or unstructured activity in Alumni Gym will be subject to indefinite suspension from entering Alumni Gym. This will be at the discretion of the Wellness Coordinator.

Before participating in any sort of activity in Alumni Gym regardless of use of gym or wellness center or the nature of participation (playing, exercising, coaching, spectating), all participants must sign an electronic waiver prior to or upon arrival to Alumni Gym. If an individual has been suspended from Alumni Gym Activities, the individual cannot attend, participate in, or spectate in any Alumni Gym operations. For more on suspensions, see the following section titled, “Judicial Affairs: Expectations, Disciplinary Procedures, etc.”

Judicial Affairs: Expectations, Disciplinary Procedures, etc.

By signing the electronic or physical waiver, one agrees to the following:

Alumni Gym users will be expected to encourage proper conduct during all events and activities associated with Alumni Gym. Recreation assistants, Intramural Coordinators, Campus Security Officers, and the Wellness Coordinator all have the authority to warn, penalize, or eject Alumni Gym users from the facility. Alumni Gym users are expected to preserve a welcoming environment for their fellow users. Repeated or continued failure to meet these expectations will result in the suspension from Alumni Gym use. Individuals who are asked to leave Alumni Gym are expected to do so immediately. Failure to do so will may result in indefinitely suspension from Alumni Gym and/or referral to Judicial affairs for a breach in the Maryville College student code of conduct.

Unsportsmanlike and unacceptable behavior is defined as (but not limited to):

- The use of foul, discriminating, or derogatory language
- threatening or verbally abusing any other participant, Intramurals staff member, or spectator
- arguing or fighting with the game official
- intentionally striking, pushing, tripping, or otherwise physically assaulting another player, spectator, or Intramurals staff member
- Any actions that appears to be harming another participant intentionally
- fighting
- Consumption of alcohol or drugs directly prior to or during an event or contest; attending an intramural event while intoxicated or under the influence is prohibited.
- sideline misbehavior by participants or fans
- actions which may potentially cause equipment or facility damage
- Wearing little or inappropriate clothing; This is at the discretion of officials, recreation assistants, Intramural coordinators, and/or the Wellness Coordinator. (Shirts are not optional in the gym or wellness/fitness center)

-Intramurals and Alumni Gym staff reserve the right to remove or eject any player or spectator from Alumni Gym at any time for reason. All decisions are final.

-The Wellness Coordinator reserves the right to ban users indefinitely from Alumni Gym if the participants commit any of the previously mentioned inappropriate behavior.

-Any instance in which fighting has occurred will be referred directly to the Director of Student Services.

-Incidents and accidents that are considered extreme will be reported to the Dean and Assistant Dean of Students.

-Users of Alumni Gym will be held responsible for any present spectator's actions that are in violation of the previously mentioned.

Suspensions

The Wellness Coordinator reserves the right to suspend/ban students from Alumni Gym indefinitely if a participant engages in any of the inappropriate behavior listed above. In the event that a student is suspended from Alumni Gym, the student may not play, coach, sit the bench, spectate, or be present in any capacity for any activity in Alumni Gym (structured or unstructured) until the suspension has expired. This includes the Wellness/Fitness Center unless otherwise specified.

In the event that an incident occurs that results in a suspension, an incident report will be filed. This incident report will be viewed by the Wellness Coordinator and the immediate supervisor of the Wellness Coordinator. The incident report will be kept on file for future reference.

In the event that a student disagrees with the suspension, the student may appeal the suspension by emailing the Wellness Coordinator informing them of their intent to appeal within 48 hours of being notified of the suspension. If the student wishes to appeal the suspension, they will be required to attend a “hearing” in which they will present their case to several students appointed from the Wellness and Intramural programs. This group will be referred to as the Wellness and Recreation Judicial Board. The student staff members, Intramural Community members (intramural participants that are not hired staff members), and the Wellness Coordinator will be able to ask questions in reference to the incident that resulted in the suspension. The student staff members will then make a determination (without a vote from the Wellness Coordinator) as to whether the suspension is justified. The Intramural Judicial Board may revoke the suspension entirely or decrease the duration of the suspension. The board may also elect a different form of disciplinary action such as a probationary period, volunteer service, community service, etc.

If an appeal process has started, the individual may engage in intramurals but will still have to fulfill the duration of their suspension if the suspension is upheld by the board. In addition, a suspension may change in nature depending on when the appeal has happened. For example, if a student is suspended for a week’s time one week before spring break begins and the suspension is upheld after an appeal process has been completed the day before spring break, the suspension may be moved to the week after Spring break. Suspensions may also be in the form of number of games if the infraction occurred during an intramural activity.

The student must arrange a reasonable time to meet with the Intramural Judicial Board if they wish to appeal. For example, the Intramural Judicial Board will not meet at 11 PM nor will they meet at 6 AM to accommodate the accused student. The student will be provided with 3 or more times within a week’s time of the appeal submission. If the student refuses to meet at the suggested times, the suspension will be upheld.

Wellness and Recreation Judicial Board

The Intramural Judicial Board will be composed of both student intramural coordinators, intramural officials, recreation assistants, and/or “Intramural participants”. Intramural participants will be selected by the intramural director and will be individuals who actively participate in intramural events and model what it means to be an ideal intramural participant.

These individuals will be expected to know the judicial procedures and policies for the intramural program.

A Wellness and Recreation Judicial Board hearing will ideally consist of the following:

1-2 Intramural Coordinators, 2-3 Intramural officials, 1-2 recreation assistants, and 1-2 Intramural Participants.

The Wellness Coordinator will sit in on these hearings but will not hold a vote in the appeal decision unless there is a tie vote.

The goal of the board is to unanimously come to a decision. However, if the board cannot agree on an outcome, the majority will rule on the decision.

Team Captain Expectations:

Team Captain Meetings:

All team captains are required to attend team captain meetings. For each league, there is always a mandatory team captains meeting. There are several purposes to these meetings. One of which is to ensure that the team actually exists. Otherwise, scheduling errors occur when uncommitted teams don't attend their games. Team captain meetings serve as an opportunity for us to relay important information, rules, regulations, and expectations of players and captains. Failure to attend a Team captain meeting will disqualify the team from the league.

Team Captain Responsibilities:

Team Captains are expected to hold their teammates accountable. While they are playing in that particular sport or event, they are also responsible for managing their team. If there are any disagreements or disputes amongst participants, team captains are expected to resolve those issues peacefully and appropriately. Team captains are the only individuals who should be addressing concerns with intramural officials and staff. This is to avoid multiple people bombarding officials and staff at the same time. The team captain is expected to be respectful if they choose to address an official or staff member. It is the Team captain's responsibility to understand the rules and regulations of the league or event that is taking place. Each team captain will be issued a list of rules and regulations prior to the beginning of the first game. The team captain is responsible for informing their teammates of game rules and game times. The team captain is also responsible for specifying time preferences for his or her team prior to the creation of the schedule for each league and event. Team captains have the ability and opportunity to do this via Imleagues.com or they can email the Intramural Director directly. Each Captain is given an ample amount of time to specify time preference for his or her team. Each team captain is also responsible for their team's spectators. Spectators or team "fans" are expected to demonstrate good sportsmanship as well. Team captains are responsible for their team's spectators as well. Team Captains as well as teams as a whole are held responsible for actions of their spectators. Team captains must inform spectators of sportsmanship expectations. Team Captains are responsible for the conduct of their teammates. In the event that a player is ejected or suspended from intramurals, a team captain could be liable for disciplinary action as well. Team captains are required to sign a "Team Captain Agreement" form that specifies all the previously listed expectations.

Intramural Team Captain Agreement

As team captain you...

- Are the only one who shall discuss game issues with Intramurals staff.
- Are the only player who may question the ruling of an official. An official may be approached by a team captain as long as their actions and conversation are deemed as respectful and acceptable behavior.
- Must have knowledge and understanding of all rules and policies.
- Are responsible for informing players on your team of rules, sportsmanship expectations, and game times.
- Are responsible for the conduct of your team, including spectators.
- Are responsible for informing the Intramural Director or Game Forfeits by at least noon the day of the event.
- Are responsible for compiling a roster of eligible participants for your team. Team captains that knowingly allow individuals to participate that are not Maryville College students, staff, or faculty may be dismissed from the event or league.

Team captains are subject to disciplinary action, including suspension from Intramurals program, if they show no effort to control their team and do not actively diffuse and discourage unsportsmanlike conduct.

As team captain, I understand and agree to abide by the above rules, along with all Intramurals policies and rules. I understand that if I do not abide by these rules as the leader of my team, I forfeit the right to compete in the Intramurals program.

Signature

Date

Injuries and Accidents

In the event that a significant injury or accident occurs, the Wellness Coordinator must be notified immediately by intramural staff members who witnessed/were present for the injury. The intramural coordinators and officials present for the injury will be required to submit an accident report to the intramural director no more than 24 hours later. The Intramural director will file an injury/accident report with the Assistant Dean of Students. If an injury is deemed as life threatening, the Wellness Coordinator will take the necessary steps to ensure that the injured individual goes to the hospital to receive treatment. Intramural Staff members are not liable for students in the event that they refuse medical treatment.

Safety Precautions and Emergencies

Entrances and Exits:

During Normal operating hours, Alumni Gym will regulate the entry and exit of all Alumni Gym users. All users will be expected to enter and exit through the vestibule. However, in emergency situations such as fires, active shooters, poison gases, smoke, etc. users will be able to exit the building by whatever means necessary.

All normal and emergency entrances and exits will be required to have at least a 5 foot proximity of open space directly in front of and behind them so as to not block users from exiting the building quickly.

All entrances and exits will be locked during normal operations of the building. Users will be able to enter the building during normal operating hours with the use of their Maryville College ID so long as they are an approved user.

Emergency Resources:

A functioning AED will always be present in Alumni Gym while the building is operational. Recreation Assistants will be required to periodically check on and confirm the presence of the AED.

A First Aid kit always will be present in Alumni Gym while operational. This kit will be restocked and rechecked monthly.

Recreation Assistants will be required to contact Security and the Wellness Coordinator in the event of an emergency. Recreation assistants also have the authority to call 911 if there is a threat of danger or an extreme health concern.

Assessments

At the end of each academic year, the following assessments will be completed:

End of year report: The end of year report will be completed by the Wellness Coordinator. This consists of a narrative to describe the successes and short-comings of the intramural and Alumni Gym programming that academic year. Participation statistics will also be included. It will also be noted what time of the year that each event tentatively takes place.

Staff Assessments: At the end of the academic year, student staff members will be required to complete a questionnaire of the operations of Alumni Gym. This includes questions about intramural equipment, efficiency, staff support, training, etc.

Intramural Surveys: Students will have an opportunity to give input on the operations of Alumni Gym during the academic year in the form of surveys, emails, etc.