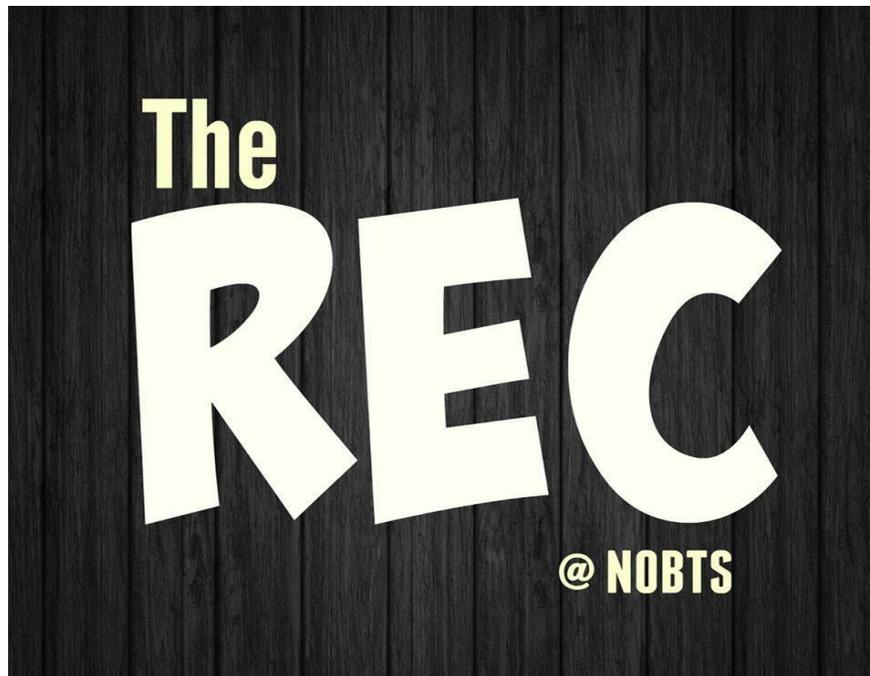


*THE REC*

***Policies and Procedures  
Handbook***



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# ***Policies and Procedures Handbook***

## Section 1 .....Introduction

### 1.1 Introduction

The Offices of Campus Recreation is excited about what we can offer you and hopes you will take full advantage of all the fitness and recreational opportunities available to you at New Orleans Baptist Theological Seminary and Leavell College. The information provided in this manual should assist in answering questions pertaining to various facility policies, procedures, staff information, and general rules for specific activity areas. The Office of Campus Recreation is committed to providing quality recreational programs, facilities, and services that promote family fun, social interaction, student leadership, competition, and healthy lifestyles. In order to ensure this quality experience, we ask that each patron take the responsibility to know and follow the policies and procedures of the Student Recreation Center (The REC).

### 1.2 Mission Statement

The REC

“Where Recreation, Exercise, and Community happens at NOBTS.”

Our Purpose: Be intentional with our activities in order to glorify Christ in everything we do and promote a healthy lifestyle to better equip students to serve Christ!

- Promote and plan wellness and health programs
- Coordinate and supervise recreational activities coordinated on campus
- Publicize and promote the various recreational activities on campus
- Maintain and oversee the use of recreational facilities on campus

### 1.3 Core Values

In striving to meet the vision and mission of the Office of Campus Recreation, the Campus Recreation Staff is committed to:

- Service Excellence - We endeavor to provide service that exceeds each patron’s expectations at all times.
- Student Leadership Development - We provide students the opportunity to learn skills that prepare them for a lifetime of success and leadership.
- Integrity - We are committed to professionalism, ethical behaviors, and courtesy in our actions.
- Safety - We make sure our programs and facilities provide a safe environment for all.

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- Social Interaction - We foster fun and enjoyable experiences through participation in sports, fitness, and leisure activities that encourage and lead to healthy lifestyles.
- Enthusiasm - We are passionate about our work and actively engage our patrons.
- Respect - We create an environment that encourages students to appreciate individuality, and cultural diversity.

### **1.4 Program Goals**

- Goal 1: Provide recreation facilities, programs and services that enhance student life.
- Goal 2: Provide opportunities for student development and leadership experiences.
- Goal 3: Develop strategies for building a stronger, more dynamic campus recreation program.
- Goal 4: Collaborate with other seminary departments and programs to provide wellness services for student success.

### **1.5 Directory**

Campus Recreation Main Office: 504-816-8594

Campus Recreation Coordinator: 504-816-8586

Website: <http://www.nobts.edu/Students/TheREC.html>

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### Section 2.....Policies and Procedures

#### 2.1 Admittance Policy

- The REC is for the use of NOBTS and Leavell College students as well as other authorized members of the Seminary community (faculty, staff, spouses, dependents, retirees, alumni, and invited guests).
- A valid NOBTS ID or membership card is required for admittance into the facility.
- Current academic year validated on the NOBTS ID is required for admittance into the facility.
- NOBTS ID are non-transferable and may be used ONLY by their owners.
- Guests must enter the Student Recreation Center with a member.
  - Each person with a seminary ID can have two guests per day. Cost for guest admittance is \$3 for a guest pass, \$15 for a month. A guest with a month-long pass may come unaccompanied by the seminary student or staff.
    - ***Note: Methods of payments accepted: student account, cash or check***
  - If guests are staying on campus for an extended period of time, the Recreation Coordinator should be contacted to discuss the fee for a long-term pass.
  - Guests have to understand that The REC is not responsible for any damages to the equipment or bodily injuries. Guests and patrons are responsible for any damage or injury that occurs while they use The REC. They must comply with all rules and policies of The REC.
  - Guests must register with the staff on duty. The guest limit is four per ID unless prior arrangements have been made with the Recreation Coordinator. The seminary hosts are responsible for and must be present with their guests at all times, unless it is a month pass.
  - Guest passes are to be signed by a staff member and given to guest upon payment.
  - Guest must have an official NOBTS guest pass to use The REC facilities.
  - All conferences directly affiliated with NOBTS may utilize The REC for their participants during the length of the conference.
    - Conferences, departments or other NOBTS-sponsored events may utilize The REC by showing a state-issued photo ID and room key from the Providence Guest House.
- Children under the age of 5 are not allowed in The REC without an adult or authorized family member who has been designated by the parent.

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*Please Note:* If an individual attempts to use an ID other than his/her own to access the facility, the card owner and the person using the card will be required to leave the facility. The offender(s) will be disciplined as follows:

- First offense: Individual(s) will have REC access and Intramural privileges for the day suspended and asked to leave the REC and the incident referred to the Dean of Students Office.
- Second offense: Individual(s) will have REC access and Intramural privileges for the day suspended and asked to leave the REC and will be escorted to the Dean of Students Office.
- A non-NOBTS family member caught trying to illegally access the facility will have REC access and Intramural privileges for the day suspended and asked to leave the REC and will be escorted to the Dean of Students Office.

### **2.2 Rules and Guidelines**

- Use of the center is considered a privilege. Patrons are expected to display acceptable social behavior while utilizing the campus recreational facilities. Individuals not complying with the established policies and/or procedures may be asked to leave the facility and will be referred to the Dean of Students.
- Each participant is responsible to determine whether he/she has the proper fitness level to participate in activity at The REC. Participants are strongly encouraged to consult with their health care provider(s) before starting any exercise program.
- Participation in activity at The REC is voluntary. By voluntarily using The REC, participants assume all risk for any harm or injury sustained.
- Consider the consequences of your actions and do not engage in behavior that may harm other patrons or damage equipment.
- Following these two policies take precedence over all other rules or policies during situations where rules and/or policies may conflict:
  - The REC coordinator has the right to remove anyone for behavior that he or she deems either unsafe or inappropriate.
  - The REC coordinator has final authority on all matters concerning safety and emergency situations in all New Orleans Baptist Theological Seminary recreation facilities until substituted by proper authorities. The REC reserves the right to suspend or terminate eligibility of those individuals who demonstrate inappropriate conduct within the facilities or programs offered by The REC. Disciplinary offenses include: disorderly conduct; threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the seminary community; breach of the peace; physical assaulting another; fighting, obstructing or disrupting service; obstructing or disrupting disciplinary procedures or authorized seminary activities; vandalism. The New Orleans Baptist Theological Seminary also prohibits the carrying or possession of

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guns on campus and in the facilities. The REC has an obligation to protect its property and the property of members from theft, damage, destruction, or misuse.

- Threatening or demeaning behavior toward others will not be tolerated and will result in loss of recreational privileges. This includes, but is not limited to, fighting, cursing, harassing, and making negative comments about others.
- Authorized personnel ONLY are permitted in the Equipment Checkout area.
- Personal music should be limited to headphones.
- Portable boom boxes are not permitted in the common and activity areas and the locker rooms, unless utilized by REC staff for program purposes.
  - Portable boom boxes may be appropriate and acceptable for approved group reservations in the activity rooms.
- Programs such as scheduled REC activities will have priority over drop-in and open recreation. If possible, part of the facility will remain open for drop-in participants.
- Verbal and/or physical abuse toward an employee of The REC or REC Intramural participant will result in immediate dismissal from the facility/playing field, with a referral to the DOS office for disciplinary action.
- Abuse of property will not be tolerated. Violators may be subject to disciplinary process and asked to leave the facility immediately.
- The REC reserves the right to take whatever action necessary to preserve the safety and integrity of facilities and programs.
- All accidents and equipment damage should be reported to a REC staff person or program supervisor immediately.
- No pets are permitted in The REC or in The REC pool area unless used specifically as a service dog.
- Only REC staff members may operate stereo and video equipment. Only personal headsets with personal stereos are allowed. Personal sound/video equipment is not permitted anywhere in the facility unless in conjunction with a special event.
- Dress should portray our Christian values (nothing immodest or promoting negative behavior.)
- No alcohol, tobacco products, firearms or illegal drugs are allowed in The REC as on all Seminary property.
- Dispose of your own trash.
- No minors (Under 18 years) are allowed to enter the weight room.
- Christian conduct is expected at all times. Threatening or demeaning behavior toward others will not be tolerated and will result in loss of recreational privileges. This includes, but is not limited to, fighting, cursing, harassing, and making negative comments about others.
- Shoes and shirts must be worn in the Recreation Center at all times.
- Non-marking, athletic shoes must be worn on gym court.
- REC Staff decisions pertaining to appropriate attire are final.
- Wet clothing is not allowed in the building.

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- Food/drink is allowed in the lobby and offices only, unless it has a sealable lid.
- Scheduled activities take precedence over free play times.
- Check with the staff on duty or the Gatekeeper for current schedule and changes.
- Personal music is allowed only while working out in the weight room, but headphones must be used.
- The REC offices are off limits to all but REC staff.
- Enforcement of recreation policies by the recreation staff has the full backing of the seminary administration. Failure to follow these policies or the instructions of the recreation staff can lead to the loss of the privilege of using the NOBTS recreation areas.
- All private gym or pool use is to be scheduled through the Recreation Center office. Fees are determined by the size and type of group participating.
- No Running in The REC and in the swimming pool area at all times.
- Sitting or standing on any game table is strictly prohibited.
- If a patron is hurt in any way at The REC, one should report their injury/injuries to REC staff personnel.
  - Any clothing item with enough blood that could be transferred to another surface when touched must be taken off and put in a biohazard bag.
- The REC and Office of Campus Recreation is not responsible for any personal belongings. Participants are encouraged to store all personal belongings securely in lockers (located in facility bathrooms).
- Approval to post flyers, signs, or posters on the bulletin boards in The REC must be obtained from the Campus Recreation Office.

### **Checking out Equipment**

- When a patron requests an item from the office, be sure to complete the sign-out sheet for equipment.
- An individual must present his/her own seminary ID to enter The REC. In order to check out equipment, an individual must sign for the equipment. When the equipment is returned, a REC Staff member will sign off that it has been returned.
- Misuse of equipment is reason for loss of gym privileges, and repair expenses will be charged to the individual or individual's family member's NOBTS account.

### **Facilities**

- Facilities & Services
  - When utilizing any NOBTS recreational areas (The REC, pool, Berry Field, Sunshine Park, playgrounds, and the area in and around the gym), patrons enter at their own risk and agree to follow the rules in each area. The seminary does not assume liability for accidents or loss.

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- Use of the Student Recreation Center (The REC) is for recreational purposes only and cannot be used for coaching or instructional purposes for private gain. Organized activities other than those approved by The REC Office are prohibited.
- The REC is a single entry/exit facility. Entry and exit must always be through the front glass door of the building.
- Facilities may be closed and/or reservations cancelled when warranted (i.e., special campus events, intramural sports, sports clubs, camps, maintenance projects, inclement weather). During official seminary holidays or breaks, The REC may have abbreviated hours or may be closed. There are times the facility or an activity area may be closed with little or no advanced notice.
- Questions and concerns regarding REC Programs, personnel, equipment, and facility reservations should be directed to The REC at 504-816-8594.

### **2.3 REC Check**

- Campus Recreation has some sporting and outdoor equipment available for use by its members.
- A valid NOBTS ID is required to check out any sporting equipment.
  - Guests of members cannot check out equipment.
    - The member must do the check out, unless it is a month pass.
- Some indoor sports equipment is designated for use in the REC only.
  - This equipment should be returned to the REC check located behind the front desk when you leave.
  - Other sports equipment is available to check out for an extended period upon the completion of a rental form. A late fee of \$1 a day will be assessed if equipment is not returned by designated date.
- The person checking out the 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 until payment of all bills is made.
- Equipment available: Basketballs, Footballs, Card Games, Board Games, Volleyballs, Soccer Balls, Softballs, Softball Gloves, Ping Pong Paddles and Balls, Tennis Balls, Baseball Bat, Billiards sticks and balls.
- Closing Time
  - All areas, including locker rooms, should be vacated by closing time each night. All equipment checked out should be returned to the lobby and all day lockers must be emptied five minutes prior to closing.
- The REC reserves the right to modify any of these rules for the safety and enjoyment of our patrons.

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### 2.4 Lockers

- Lockers are available for users to rent. Users are strongly advised to secure a locker to store their personal belongings.
- The New Orleans Baptist Theological Seminary and Campus Recreation are not responsible for any damaged or lost personal items in The REC or recreation fields.
- Lockers are assigned on a first-come, first-served basis.
- All locker rental transactions take place at the front desk.
- Annual and semester lockers are renewable.
  - Renewals must take place two weeks prior to the expiration date. Lockers not renewed within the two-week period will be cleared and the contents stored for 15 days.
  - After 15 days contents not claimed will be turned over to Public Safety.
- The user will be charged for any damages to a locker or loss of lock. Users should immediately report any damages or loss of these items to the control desk.
- Only The REC locks will be used in the locker rooms.
  - Participants may not use personal locks on lockers in the locker rooms.

### 2.5 Towel Service

- Towel service will be provided at REC Check/Front Desk. Towels are available to members at the front desk in exchange for an ID card.
- Towels may not be taken outside of the building. Unreturned, lost or stolen towels will be the responsibility of those using the service and result in a replacement charge.
- Towel service provides patrons with one towel at a time. If a member returns his/her towel, another towel can be provided.

### 2.6 Lost & Found

- The REC is not responsible for lost or stolen articles.
- Participants are encouraged to store all personal belongings securely in lockers.
- Staff members are not allowed to hold valuables or bags for participants.
- Found items should be turned in at the Front Desk.
- Any items found which appear to be of significant monetary value will be turned over to Campus Police.
- Lost items will be stored for one week and then turned over to Campus Police.
- Lost or unclaimed ID cards will be held for one day and then sent to the DOS office on the first floor of the Hardin Student Center.

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### **2.7 Accident/Injuries**

- An accident report must be completed for any injury that occurs in our recreational facilities. The injured person (when possible) and any witnesses will be asked for personal information and a report related to the injury/incident for recreation center records. This documentation is required. Please contact the front desk or The REC. Employees will assist the patron and complete the necessary form. In case of an emergency, Campus Recreation employees will call Campus Police and coordinator.
- Assumption of Risk
  - Participate at your own risk. NOBTS and The REC are not responsible for financial costs related to health services resulting from illness or injury incurred during use of The REC facilities or participation in program activities. It is recommended that participants secure accident insurance/coverage prior to exercising or program participation.
  - Participants in high risk activities may be required to sign waivers.

### **2.8 Parking**

- To park on campus, the appropriate NOBTS parking permit is required. Visitors need to display a temporary parking pass on their dashboard, which can be obtained 24 hours a day at the NOBTS Campus Police Guard Shack. Campus parking for The REC will be provided across from Lipsey and Hamilton Hall in the overflow parking lot as well as the east side of Iroquois Street. There is no parking in front of the The REC.
- Bicycles must be parked in the designated racks.

### **2.9 Flyers, Posters, and Signs**

- Posting flyers, posters, etc. is only allowed on designated bulletin boards in The REC. All signage must be approved by the Office of Campus Recreation. Any items improperly posted will be removed and disposed of.

### **2.10 Changes in Rules/Regulations/Facility Hours/Fee Structure**

- The Office of Campus Recreation, Dean of Students, or New Orleans Baptist Theological Seminary may at its sole discretion make such amendments to the rule and regulations, the fee structure, or facility hours at any time without prior notice or individual notice to each cardholder. Such amendments shall be binding for all cardholders.

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### 2.11 Questions/Concerns

- For questions and/or concerns regarding any aspect of the recreational facilities or The REC, please contact us at 816-8594 or email [reccoordinator@nobts.edu](mailto:reccoordinator@nobts.edu). Your questions, comments, and suggestions are welcomed.

## Section 3.....Facilities

### 3.1 Facility Spaces

#### **Gymnasium**

- No food or drink is allowed in the basketball court.
- Kicking or throwing of a basketball and/or other equipment toward the ceiling is prohibited. Violators will be asked to leave the facility immediately and will be billed for the damages.
- Only non-marking gym shoes will be allowed unless you are a spectator and then you are asked to walk on the outside of the primary play area.
- No rollerblades, roller skates, rip sticks, scooters, skateboards, shoes with heels, etc. are permitted in the facility.
- Volleyball and badminton nets and standards for recreational play will be set up and taken down by REC staff.
- Overly aggressive play will not be tolerated. No tackling, pushing, or clipping is allowed.
- No reservations will be taken for open recreational play. However, reservations can be taken for special activities/events.
- Organized leagues and tournaments are not allowed unless the space has been reserved through the facility-use application process. The courts are open for recreational play only.
- If there are less than ten players, they must use half court and allow the other half court to be open for another activity if there are others wanting to use the court.
- Treat patrons and staff with civility and respect. Harassment or abuse of any sort is prohibited and disciplinary action will be taken.
- No dunking or hanging on the rim.
- No spitting on the floor.
- No baseballs, softballs allowed in the gym.

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- Dunking Policy:
  - A participant's first offense of dunking the basketball or hanging on the rim one time: he or she will be asked to leave the facility.
  - Second offense: the individual will be suspended from use of all REC facilities for one week.
  - Continual abuse of this policy will result in the individual losing all basketball privileges within The REC.
- Challenge Court Guidelines during open recreation play:
  - A challenge for the next game is issued verbally by waiting players. No one presently in a game may call next game.
  - Only one player needs to be present to issue a challenge.
  - Winning team players stay on the court. Losing team players rotate off the court.
  - Losing team players are not eligible for the next game unless other players are not available.
  - Challenge court activity is player-regulated. Please notify REC staff if there are problems or concerns.

### **Weight Room**

- If a patron has no prior use of The REC weight room then he/she MUST go through an orientation with a REC staff member and sign the Weight Room Orientation form. If not, they cannot use The REC Facilities.
- Prior to using equipment, read the warning labels and instructions affixed to each machine.
- Follow safe workout procedures by starting with a warm up and/or stretching and ending with a cool down and/or stretching.
- Exercises that cannot be performed in a safe and proper manner or may pose risk to others are prohibited.
- It is strongly recommended that participants not wear jewelry, including during free-play and challenge court games in the gymnasium and while using fitness and weight equipment.
- Plates and bars should not be left on the floor or leaning against or stacked on benches. Place on floor between sets.
- To prevent tearing, do not place feet or rest bars or weights on upholstered benches.
- Drink plenty of liquids.
- To avoid falling, make sure shoes are tied tightly and laces do not fall below the bottom of the sole.
- If you feel pain, faint, discomfort and/or dizziness, discontinue exercising immediately and notify facility staff on duty.
- Patrons should check equipment prior to use. Any malfunctioning or broken equipment should be reported to The REC staff.
- It is the user's responsibility to follow and obey all rules posted by The REC staff. Please direct all questions, concerns, and maintenance needs to a Front Desk attendant.
- The REC is not responsible for any damages to equipment or bodily injuries to patrons.
- Weight room users must be 18 years or older.

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- if under 18 years of age, the patron must have parental permission (form is in blue REC folder)
- The following are required to use the fitness center or while exercising on fitness equipment in overflow areas (overflow areas are defined as any space in which there is fitness equipment placed for open recreation use by participants):
  - Closed toe/closed heel non-marking athletic shoes
  - Athletic, non-marking shoes
  - Unaltered full length t-shirt with full length short or long sleeves
  - Athletic pants/ shorts
- Inappropriate items would include those that may not provide proper protection while on The REC floor such as open heels and/or open toes.
- The following are not allowed in the weight room:
  - Food, drink, or gum (Water in a non-breakable bottle is permitted.)
  - Radios or other stereo equipment without headphones
  - Exposed sport bras, altered t-shirts, or obscene language on shirts
  - No foul language or loud outbursts will be tolerated.
- The following must be adhered to when using the weight room:
  - Towels are provided for personal and equipment hygiene.
  - Dumbbells and benches must stay in the free weight area
  - Return weight plates to racks immediately after use
  - Return plates and dumbbells to proper storage immediately after use
  - Use equipment based on the guidelines suggested on each piece, or based on the posters in the fitness center free weight areas
  - Do not drop weights
  - Use collars (weight clips) when lifting in the free weight area
  - Collars (weight clips) must be used at all times when lifting
  - Spotters are highly recommended
    - Staff members are not required to spot.
  - Personal Training is not allowed except by The REC Staff
  - All users must remain at least 5 feet from mirrored walls during exercise. Please do not touch mirrors.
  - Machines should be wiped down after use.
  - Machines not in use should not be occupied (i.e. sitting, resting in-between sets, etc.)
  - No coats, bags, backpacks, etc. are allowed in fitness area.
  - All equipment must be used in the manner for which it was designed.
  - Keep hands and feet clear of moving parts while machine is in use. Place hands and feet only on the handgrips and foot pads provided.
  - There is a 30-minute time limit on all cardio equipment during peak hours. If no one is waiting, you may reset your equipment.
  - Do not operate equipment if it has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Notify the Front Desk attendant of the problem.

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- Participants exercise at their own risk, and they are responsible for their own health and safety.
- Taking photos/videos and talking on the phone is prohibited.
- It is the user's responsibility to follow and obey all rules posted by The REC staff. Please ask the staff on duty if you have questions.
- You are encouraged to get a physical exam prior to engaging in vigorous exercise. Always workout at your own fitness level and ask staff for assistance if necessary.
- **Olympic lifting:** For the safe and fiscally responsible use of this equipment, The REC has developed the following guideline: Lowering of Olympic bars or bars loaded with bumper plates must be done from waist height and in a controlled manner until the lifter has caused the bar to come to a complete stop.

### 3.2 Reservations

- The REC can be reserved by students, staff, their families, or student related organizations, and church groups. Reservation forms can be filled out over the phone or by email. Campus police will be notified of reservations involving non-students, including the number of the group. No deposit is necessary; the cost will be paid in full upon arrival. A REC staff member must be present at all times including during closed-hours reservations. Refer to the price sheet in The REC forms binder.
- The REC is available for shared rental (during hours of operation with members) or exclusive rental (during non-operating hours for private use of group). Rental rates are based on type of rental, amount of staffing required, and setup/strike costs. A facility reservation application can be obtained from The REC. Groups may reserve activity space based on the following general guidelines.
  - All Seminary policies and guidelines apply to the use of this facility. Smoking and the use of alcoholic beverages are prohibited.
  - All groups seeking the use of The REC must fill out a Facility Reservation Form.
    - Reservations for an event or activity must be made no later than 10 working days for a contracted event (Monday through Saturday), prior to the event date.
    - This amount of time is needed in order to properly contact and make arrangements with other campus units whose services may be required for the event.
    - Requests made less than ten business days in advance MAY be granted if time, space, and staffing allow.
  - All events conducted during the week will conclude at 10:00 pm Monday through Saturday and Wednesday events will conclude at 5 pm. Unless it is a lock-in.

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- Any group reserving the facility will be responsible to do everything possible to protect the physical integrity of the facility.
  - Unwarranted damage to the facility caused as a result of the event or activity could result in the group paying for the damages along with the loss of privileges.
- Refusal to Rent
  - The Office of Campus Recreation may refuse to rent The REC for any event or activity if it is determined that the event or activity may cause damage or the unusual risk of damage to the facility or its patrons. Reservation requests may also be refused to any individual or organization which has a history of damaging Seminary property or not paying for services in a timely manner.
  - Room Capacity-Fire Code
    - The REC spaces have capacity limitations designed according to the fire code, which may limit the maximum number of people who can enter an event. Any limitations will be discussed, and alternative plans will be made when necessary and possible.
    - Supervision: A REC employee shall be present at all times when the facility is in use; the cost of which shall be charged to the user. The Recreation Coordinator shall be responsible for the facility and have authority in all matters regarding use of the facility. The event may be terminated if rules are not adhered to or are broken by the user.
- Any group with participants under the age of 18 shall be required to be accompanied by a staff-approved chaperone at all times. No facility use agreement shall be issued to an applicant under the age of 18.
- Use of the pool requires a minimum of 2 lifeguards. Additional lifeguards may be required based on the size of the group.
- During sport tournaments, as hosts of the event, The REC may set a minimum number of officials needed to staff the event to help prevent any safety or crowd concerns.

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Section 4.....Pool

4.1 Pool

Pool Regulations:

- Activities in the pool area will be under the supervision of either the pool manager or the lifeguard(s) on duty. People in the pool area are responsible for adhering to the instructions of the lifeguard(s) on duty.
  - These two policies take precedence over all other rules and policies during situations where rules and/or policies may conflict.
    - The New Orleans Baptist Theological Seminary lifeguards have the right to remove anyone for behavior that he or she deems either unsafe or inappropriate.
    - The New Orleans Baptist Theological Seminary lifeguards have final authority on all matters concerning safety and emergency situations in all New Orleans Baptist Theological Seminary aquatic facilities until substituted by proper authorities.
- A seminary ID card will be required of all those entering the pool. The only exceptions are children under the age of 6 who are being supervised by a responsible adult (18 years or older), or private reservations. Guests must purchase a temporary ID from The REC Staff prior to entering the pool.
- No one under the age of 17 can sponsor a guest at the pool. All guests 17 and under must be sponsored by an adult (18 or older).
- Only attire or behavior in keeping with the highest Christian standards will be permitted. No indiscrete bathing suits are allowed, including bikinis, or other swimwear showing midriff. Street clothes, including cut-offs, are not permitted in pool area, except for adults supervising children.
- Running and rough play, pushing, horseplay, throwing people into the air, or “chicken fighting” (being on someone else’s shoulders) in the pool is not permitted.
- Anyone (adult or child) who violates any of these rules misuses the equipment or fails to follow the instructions of the lifeguards will lose the privilege of using the NOBTS recreation areas.
- All flotation devices and pool toys are subject to approval by the lifeguard on duty prior to use.
- Skilled swimmers only are allowed in deep water
- Dive only in 9 feet of water and above.

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- In case of lightning, the pool must be cleared. Do not enter the pool until the storm has passed and the lifeguard indicates it is safe to reenter.
- Children who are non-swimmers must have an adult within arm's reach.
- Prolonged breath holding/underwater swimming/hyperventilation is considered dangerous activity and is not permitted.
- Participants with communicable diseases or open sores are not permitted in the pool.
- Spitting, nasal discharge, urination, etc. in the pool are not permitted.
- Food and gum are not permitted.
- GLASS OR OTHER OBJECTS THAT CAN SHATTER ARE NOT PERMITTED.
- Diving in areas other than 9 feet of water and above is not permitted due to shallow water depth.
- Kayaks, canoes, long boards, paddle boards, and scuba tanks are permitted only for scheduled/approved programs.
- The maximum capacity of the pool is 65 people. Swimming pool participants share responsibility for controlling the spread of bacteria/parasites that cause waterborne disease such as Cryptosporidium (a gastrointestinal illness caused by parasitic protozoa) in recreational water venues. Participants are strongly encouraged to be proactive regarding prevention of illness:
  - Immediately report fecal contamination to staff so that appropriate disinfection can be administered.
  - Refrain from swimming while ill with diarrhea and for 2 weeks after diarrhea has resolved.
  - Do not swallow pool water.
  - Practicing good hygiene – A rinse off under the outside shower is required before entering the pool.
- Children:
  - Anyone between the ages of 6-17 must be on record and possess proof of passing the swimming test as well as a permission statement signed by parent(s) or guardian.
  - Anyone unable to pass the swim test must be accompanied by parent or guardian in the deep end of the pool.
- Wading Pool:
  - The wading pool is reserved for children 5 years old and younger. The use of pool shoes is recommended.
  - Parents are responsible for the direct supervision of their children in the wading pool.

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### Section 5.....Outdoor Facilities

#### 5.1 Outdoor Recreation Areas

- General Information:
  - Quiet hours are from 10:00 p.m. to 8:00 a.m.
  - Children 10 years and below must be supervised by an adult at all times (refer to pg. 7-8 for details).
  - Playground equipment is for children ages 2-12 only.
  - No pets of any kind allowed.
  - Dispose of your own trash.
  - Park lighting systems may be used after dark for authorized NOBTS activities.
  - Be considerate of others who are resting or studying.
- *Chapel Quad*: Recreational and sports activities are prohibited on the front block of the campus due to the upkeep of the grounds and due to safety concerns related to the underground irrigation system.
- *Picnic Areas*: Anyone who is part of the NOBTS family may use the various picnic areas on campus. Reservations must be made to place the event on the campus calendar by calling the Dean of Students (x3283). There is no charge but every group is responsible for protecting the parks and for cleaning up the area used.
- *Sunshine Park*: A Family Recreation Area is located in the quad behind Willingham, Lipsey, Dement and Crutcher apartments. This area includes a playground for children, junior soccer field, basketball court, sand volleyball court, and walking track. Standard outdoor recreation regulations apply. Additional regulations include:
  - No pets of any kind are allowed in the park.
  - *Walking Track*: The walking track is made of special, soft material for your comfort. Certain items will destroy the material. Please no cleats, spikes, skateboards, scooters, bicycles, or inline skates. Be considerate of other walkers and pull empty strollers, toys, etc. off of the track.
  - Exercise Stations and Volleyball Courts:
    - Volleyball court is for volleyball play only.
    - No horseplay on the exercise stations; please use them in their intended fashion only.

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### Section 6.....Emergency Action Plan

#### 6.1 Bomb Threat

- In the event you receive a Bomb Threat, remain calm and get as much information in regard to the following:
  - Document exact words of caller.
  - Ask questions of the caller concerning the bomb.
    - Who are you?
    - What type of device is it?
    - When is it set to explode?
    - Where is it placed?
  - Get description of caller.
    - Male or Female
    - Young, old, middle aged, or accent
    - Tone of voice, speech impediment
    - Is voice familiar?
    - Who did it sound like?
    - Time caller hung up
    - Background noises
    - Remarks
  - Contact Campus Police immediately at 504-944-7711 and give them any information you were able to obtain from the caller, as well as what time you received the call and where you are calling from.
  - Inform your supervisor.
  - The police and the building manager will be responsible for building evacuation.
  - If you are instructed to evacuate the building, move a safe distance away from the building. Do not re-enter the building until told that it is safe to do so by authorized personnel.
  - If you should see a suspicious object or package, report it to the Department of Public Safety. DO NOT TOUCH it or move it in any way.

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### 6.2 Fights

- In the instance of a physical confrontation, patrons should immediately notify the coordinator or staff member if available or call Campus Police at 504-944-7711.

### 6.3 Fire Evacuation

- If you smell smoke or other unusual odors suggesting a possible fire, immediately call Campus Police at 504-944-7711 and notify The REC at 504-816-8594.
- If you discover an actual fire situation, you should:
  - Alert other building occupants immediately.
  - Dial 911 and provide the location of the fire.
  - Evacuate the building through the nearest exit.
  - Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately.
  - DO NOT re-enter the building until told it is safe to do so by authorized personnel.

### 6.4 Injury or Illness

- In the event that you respond to an injury during your employment with the Seminary, the following protocol should be followed:
  - For minor injuries, you should:
    - Administer first aid and fill out an Accident Report.
    - Do not give out any type of medication such as anti-bacterial ointment, Tylenol, etc.
    - You can help stop bleeding, give a band-aid, or give the victim a bag of ice.
  - For a seriously ill or injured person, you should:
    - Follow the American Red Cross Emergency Action Steps: CHECK, CALL, CARE to assess the injured participant and care for the conditions that you find.
    - Call 911 or instruct another employee or bystander to call. Notify the appropriate staff member of the situation. Make sure that the employee/bystander waits to verify the 911 call has been completed and comes back to notify you when all calls have been completed. Also call Campus Police at 504-944-7711.
    - Give the 911 operator as much information as possible about the injury or illness and the location of the victim.
    - Instruct another employee or bystander to get the AED and bring it back to your location, if needed. (AED's are located next to the front door in front of the front desk)
    - Move an injured victim only:
      - If the scene is unsafe or becoming unsafe.

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- If another victim must be reached who may have a more serious injury or illness.
- To provide proper care (i.e. someone has collapsed on a stairway and needs CPR, which must be performed, flat surface).
  - Restrict participant use of the affected area(s).
  - Remain with the person until the police or emergency medical personnel arrive.
  - If the injured person is an employee, contact their supervisor as soon as possible.
  - Ensure that all witnesses remain at the scene of the accident. Get detailed witness statements from anyone who saw what happened.
  - Ensure that all documentation is completed and that all paper documentation is given to staff.
- The REC, (a Division of Student Life), and NOBTS are not responsible for injuries incurred in intramural, recreational, aquatics, outdoor, wellness, fitness, and other activities. The REC will provide first aid if possible and along with Campus Police, if necessary, will solicit transportation to a hospital. Medical expenses are the responsibility of the participant.
- Participants should know and be able to meet the physical demands of any activity in which they are to engage. Each activity has a certain degree of risk, some more than others. The Office of Campus Recreation **STRONGLY** recommends all students and/or members be covered by health and accident insurance.

### **6.5 Missing or Lost Child**

- If someone reports a child is missing, immediately contact the nearest staff member on duty and call Campus Police at 504-944-7711.
- Get a detailed description of the child from the reporting person.
  - What he or she is wearing
  - Who is responsible for the child
  - The child's parent/guardian's name if different from that of the child or reporting person.
- As designated, all available employees will monitor main entrances to the facility.
- The person reporting the missing child must remain on site to assist staff and speak with the Campus Police Officer responding to the emergency.
- If the child is found and appears to have been lost and unharmed, the child is reunited with the searching family member or guardian. Document who the child was turned over to.
- If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk.
  - If possible, follow the person at a safe distance and record the direction of travel and any vehicle information if applicable.
  - Campus Police will be notified and given details about the person accompanying the child.

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### 6.6 Power Failure

- During a power failure, patrons will be instructed to stop all activities.
- Remain calm
- If evacuation of the facility is required, please follow the evacuation plan.
- Do not light candles or other type of flame for lighting.
- Unplug all electrical equipment (including computers, cardio equipment, etc.).
- Turn off light switches, TV's etc.
- Check cardio/strength training room and free weight rooms for any injuries due to the power going off.
- Do not attempt to switch on or off gym lights (they will restart). It will take approximately 15 – 20 minutes for gymnasium lights to reset, the lamps to cool down, and then warm-up after the power comes on.
- Provide light with flashlights to those in locker rooms or other needed areas. Depending on the severity and length of the power outage.
- You must contact your supervisor immediately after the incident has been handled. If your immediate supervisor is not available, then staff should follow the contact procedures for emergencies on the right side of the front desk.

### 6.7 Tornado

- Tornadoes can happen at any time. However, tornadoes are most likely to occur in the late afternoon on a hot spring day. Campus Police will monitor weather conditions utilizing the following resources to predict the potential for weather conditions causing the issuance of a tornado watch or warning.
- NOAA Weather Alert Radios
- Weather Alert Web Sites
- National Weather Service Alerts over Law Enforcement Inter-Agency Alert Systems
- National and Local Television/Radio Stations
- Local Emergency Management Alert Systems
- When weather conditions merit the issuance of such a watch/warning, Campus Police will notify the campus by radio, telephone, campus text alert system and/or word-of-mouth:
  - Tornado Watch – Conditions are favorable for tornadoes to develop. Listen for further instruction and/or the sounding of tornado sirens. Stay alert for sudden strong winds, rain, hail, or a funnel shaped cloud. **BE PREPARED TO TAKE SHELTER.**
  - Tornado Warning – A tornado has actually been sighted or indicated on radar. **TAKE SHELTER IMMEDIATELY!** All employees should secure their offices (if time allows) and take the shortest route to designated safe zones. Supervisors shall see that work areas are evacuated and all staff have vacated offices.
- In the event of a Tornado, the following safety procedures are recommended:

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- Interior spaces – seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against flying debris.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as the gym or lobby.
- People should be sitting with their faces to the wall, with their heads down, knees up and arms protecting their bodies and heads.
- If you are outside and you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing. Note: Campus Police gives the all-clear notification. The REC employees will assist in notifying patrons once word is received from Campus Police. If the weather condition can be predicted far enough in advance, coordination between The REC and Campus Police will occur to possibly postpone, re-locate, or re-schedule any event that may be impacted.

### **6.8 Unsafe Condition**

- If you observe an unsafe condition that poses a threat of injury or property damage, you should contact the front desk at 504-816-8594 or via email at [reccoordinator@nobts.edu](mailto:reccoordinator@nobts.edu).
- If the situation is critical and needs immediate attention, call Campus Police at 504-944-7711 or contact The REC Coordinator at 504-816-8586. All unsafe conditions should be reported to avoid injury or property damage.

### **6.9 Heat Index Guideline**

- When the heat index is equal to or greater than 110 degrees, all intramural contests will be canceled. When the heat index 30 minutes prior to a game is greater than or equal to 105 degrees, all intramural sports requiring continuous vigorous activity shall be canceled. Sports requiring continuous vigorous activity include but are not limited to soccer, football, and ultimate frisbee.

### **6.10 Inclement Weather**

- If the Seminary is closed due to inclement weather, The REC will be closed as well. Updates will be posted on Facebook at “NOBTS the REC.” Programs scheduled by The REC including Intramural sports, GetFit or wellness classes will not be held.\

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### 6.11 Outdoor Activity Weather Guidelines

- Every storm is different, so The REC employee needs to take into consideration the direction the storm is moving and how quickly it is moving.
- Because it takes several minutes to clear patrons, you may have to begin to clear patrons before the storm arrives.
- The coordinator should be called when decisions will be made, and they are often available to be contacted if you need help in deciding to suspend play.
- It is important to maintain a safe environment for participants to play while keeping in mind the difficulty of rescheduling and making up games.
- Visibility and field conditions can often be negatively affected by rain or wind.
- In certain cases, severe weather may lead to unsafe playing conditions.
- Be sure to keep patrons away from trees.
- Advise them to go to a completely enclosed building. If there is not enough time to reach a safe building:
  - Keep everyone away from structures in open areas.
  - Keep away from water and metal objects, such as metal fences, rails, and bleachers.
- As a general rule, wait for 30 minutes after the thunder and lightning stops entirely before letting patrons return to the fields.
- The combination between the 30-second count and the 30-minute wait is called the 30/30 Lightning Rule. The REC employee has the discretion to suspend or postpone play due to hazardous conditions.
- No employee or patron shall use a phone during a storm.
- HAIL
  - Seek protective shelter immediately.
  - Remain indoors or under protective shelter until hail has stopped.

*THE REC*

# ***Policies and Procedures Handbook***

## **The REC Policies and Procedures Handbook Agreement**

I, as an employee for the NOBTS Recreation Center (The REC), have read The REC policies and procedures handbook thoroughly. I understand the rules listed as well as what is expected of me as an employee at The REC. I also agree to the terms set out in the handbook.

If at any point I fail to abide by or enforce the rules listed in the handbook, I am aware that disciplinary action will follow as well as possible separation.

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(Employee Signature)

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(Date)

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(REC Director Signature)

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(Date)