

SFC/VC Policies and Procedures

Attire and Footwear

1. Appropriate athletic footwear must be worn whenever using recreational areas. Rubber-soled street shoes are not considered to be appropriate footwear for the Natatorium. Proper footwear is necessary to protect individuals, as well as the facility.
2. Court shoes must be worn for all court activities. Jogging shoes may be worn for jogging, passive recreation areas, and weight training only. All shoes that mark floors, turf shoes and open-toed shoes are strictly prohibited.
3. Participants must wear appropriate exercise attire: T-shirts, warm-up suits, sweat suits, tennis clothing (where appropriate) or aerobics attire. Street clothing can be dangerous and confining when exercising and is not allowed to be worn during exercise activities except on the jogging track. Tank tops and sport bras may be worn. Street shoes are permitted on the jogging track; however, it is recommended that athletic shoes be worn. Shirt and pants with buttons (other than rubber), metal zippers, studs or belt loops are considered street wear and are only permitted on the jogging track. These items tend to accelerate wear and tear of exercise equipment and could pose a risk of injury.
4. A shirt or tank top is required for participants to use all exercise machines and free weight areas. A shirt reduces skin contact with the benches and reduces the spread of body oils and germs, which deteriorate the equipment. Please carry a towel and wipe off the equipment seats and backs after each use, or use the disinfectant and towels supplied.
5. Clothing and bags are to be stored in the locker rooms, storage cubbies, or coin lockers. Tokens for small lockers are available at the Reception Desk and Equipment Issue.
6. We recommend that jewelry, which may cause injury or damage equipment, be removed.
7. Participants will be asked to remove jewelry that presents a danger to oneself or others.

Jogging Track

1. Recommended footwear for the track includes jogging shoes, gym shoes, cross trainers, athletic walking shoes and track shoes without spikes. Street shoes are permitted.
2. Street clothing and casual attire will be allowed on the Jogging Track. It is our belief that this will not be hazardous to any equipment or participants. This attire is restricted to the Jogging Track.
3. Running direction is patterned to help reduce leg stress associated with running tight turns. Users help promote safe running conditions by cooperating and running the posted direction for that day. The daily direction is indicated on the sign in the stretching area.
4. Lanes are designated for walkers, joggers, and runners. Safer running conditions are created when users observe the lane usage patterns. Walkers should stay in the inside lanes. Joggers should use the middle lane. Slower runners and walkers should move to the inside to allow faster runners to pass. Walk, run or jog no more than two abreast so

others have room to pass. It is courteous to tell a slower walker or runner when you are passing as it avoids unnecessary confusion and collisions.

5. Stretching areas are located adjacent to the track.

6. Do not spit on floors, walls, or in the water fountains. Cuspidors (for spitting) are located adjacent to the water fountain at the south end of the track and in the Aerobics Room

7. The track is 200 meters. Eight laps equal approximately one mile.

8. Baby strollers are not permitted.

Basketball/Volleyball/Badminton Area (Courts 1-3)

1. Non-marking, athletic footwear is required.

2. Dunking, slapping the backboards, and hanging on rims or nets is strictly prohibited because of the risk of injury and potential damage to the equipment. Violations of this policy will result in ejection from the facility. Repeated violations may result in suspension from the facility.

3. The courts may be used for designated activities only as indicated by the informal recreation schedule. Expectoration (spitting) on floors, walls, or support beams, is not allowed. Cuspidors (for spitting) are located adjacent to water fountains for your convenience.

4. All open challenge play shall be handled in a manner fair to all wishing to participate. While others are waiting, the same two teams or groups may participate for a period of time not to exceed one hour.

5. Setting and removal of equipment is only handled by the facility staff. Ask for assistance if the court equipment needs to be adjusted.

Multi-Purpose Court 4 -- Floor Hockey, Soccer, and Tennis Area

1. All rules for the basketball and volleyball area shall be applicable to this area.

2. The court shall be available for any activity by reservation up to two days in advance Monday through Friday between 6:00 am and 4:00 pm. Reservations may be made at the Equipment Issue Desk or by calling 650-2370. Reservations may only be made on the hour (i.e. 9:00 am, 10:00 am, 11:00 am).

3. Your ID or membership number and phone number will be requested at the time of reservation so we may contact you regarding schedule changes and conflict.

4. All court reservations not claimed within 10 minutes after the hour are forfeited and may be claimed by any eligible user for the remainder of the hour.

5. Any person or group of persons reserving the court may do so for no more than one hour at a time.

6. Monday through Friday after 4:00 pm, and Saturday and Sunday afternoon, the court shall be designated for open challenge play. Open challenge play shall consist of priority play for Roller Hockey, Soccer and Tennis.

7. All open challenge play shall be fair to all wishing to participate. The court may not have the same two teams or groups participating for a period of time exceeding one hour if someone is waiting to participate.

8. Equipment must be issued by Campus Recreation or approved by Campus Recreation prior to use.

9. For additional rules concerning hockey, refer to the Inline Skates and Hockey section.

Inline Skates and Hockey

1. Inline skates are restricted to use on Multi-Purpose Court 4 only. Inline skates may not be worn at any other location within the facility at any time.
2. Only those times designated for hockey or open reservations can be used for inline skates.
3. All inline skates must be inspected by a Campus Recreation staff member prior to use in the SFC.
 - a. No heel or toe stops are allowed.
 - b. Wheels must be clean and in good condition.
4. All wheel screws must be rounded.
5. All players are required to wear a helmet with a full cage mask and/or mouth guard. Shin guards, elbow pads, wrist guards, and protective gloves are strongly recommended.
6. All stick blades must be wrapped in white tape if tape is used. Only pucks that are approved by a Campus Recreation staff member may be used. All black pucks are prohibited. Using a non-approved puck may result in confiscation.
7. Campus Recreation suggests that roller hockey teams be limited to a maximum of three skaters and a goalie per side.

Cardio and Weight Room Policies and Procedures

1. Workout attire must be worn to use the Cardio and Weight Rooms. Recommended attire includes: sweat suits or shorts, athletic shoes and a non-mesh T-shirt or top. Tank tops, partial shirts or torn shirts are permitted. Weight gloves are recommended when using free weights. Open-toed shoes and chalk are strictly prohibited.
2. Users not familiar with the operation of the exercise machines should seek assistance from the SFC staff.
3. The machines and weights should be used with care. Dropping plates, dumbbells, and weight stacks can cause injury, equipment damage, and facility damage.
4. Users should be courteous to others by limiting the length of their workout at a single station and by observing posted time limits when others are waiting.
5. Users should only use the machine pin designed for the machine they plan to use. The use of an incorrect pin, and/or the improper insertion of the pin may cause personal injury and/or damage to the machine. Machine pins should remain at the station to which they belong.
6. If weights, pulleys or other parts become jammed, users should not attempt to free them without staff assistance. Report the problem to the Weight Room Attendant or Front Desk staff.
7. Users should always inspect equipment for loose, frayed or worn parts before using. If in doubt, do not use the equipment and report the problem to an SFC staff member.
8. To reduce the chance of injury, users should keep head and limbs clear of weights and moving parts at all times.
9. All equipment is to be returned to appropriate storage locations after use (i.e. weights must be restacked).
10. Equipment is to remain in the room, at its appropriate location.

11. Furniture or equipment from other areas may not be moved from room to room without permission of SFC professional staff.
12. Weights are not to be propped against the walls, pillars or mirrors due to the risk of damage or injury.
13. Personal belongings may not be left or stored in activity areas or behind the Cardio Room desk.
14. Spotters are highly recommended at all stations in the free-weight areas. The staff is usually available to offer assistance.
15. Participants should use extreme caution in moving equipment and weights to avoid potential injury to themselves or others.
16. Utilization of collars when free weight lifting is recommended.
17. All concerns and maintenance needs should be reported to the Weight Room Attendant or at the SFC Front Desk.
18. There is a 20-minute limit for using cardiovascular equipment when others are waiting. Please see the Weight Room Attendant if you need assistance.
19. At no time are persons under the age of 16 permitted in the Cardio and Weight Rooms.
20. Food is not allowed. Water bottles may be used if they are made of a non-breakable material and contain only water.

Swimming Pool Regulations (Outdoor and Indoor)

1. Swim only when a lifeguard is on duty.
2. For safety reasons, please follow the lifeguards' instructions at all times.
3. No running is permitted on deck.
4. Diving is not permitted in the shallow end.
5. For health reasons, please do not use the pool if suffering from any skin or communicable diseases or open wounds.
Bathing caps are required for all persons with shoulder length hair. Gum is not allowed.
6. Parents must watch children at all times.
7. Food and drinks are permitted only in the spectator area and only during approved events. Water bottles may be used if they are made of a non-breakable material and contain only water.
8. An approved swimsuit is required. Denim jeans or cut-offs are not permitted. A t-shirt, preferably white, may be worn over a swimsuit.
9. No hazardous activity or foolish behavior is allowed.
10. Do not wear street shoes when walking on the deck of the pool.
11. Only one person is allowed on the diving board at a time.*
12. The three-meter board is closed during recreational/free and lap swimming.*
13. All back dives are prohibited to ensure your safety.*
14. Proper I.D. must be presented to the lifeguard before using the pool.
15. Use of scuba equipment is prohibited during lap and recreational swims.
16. Individuals who are unable to swim the width of the pool may not dive.

*Applies to Indoor Pool only.

Family Swim Regulations

1. A parent or guardian must accompany children under the age of 16.

2. Children are allowed to use personal flotation devices, or arm rings, which are attached. In addition, the child must be directly supervised by a parent or guardian in the water while using these devices.
3. Members may bring only immediate family members into the indoor pool during family swim periods, unless a guest pass has been purchased. Family/Step is defined under the Family Access Privileges as spouse and children.

Food, Beverage and Tobacco Use

1. All types of tobacco use are prohibited. The VC/SFC is a smoke free environment.
2. Possession and/or consumption of alcoholic beverages are prohibited in the VC/SFC except during designated functions.
3. Food and drink may not be brought in activity areas, except during designated functions. Water bottles may be used if they are made of non-breakable material and contain only water.
4. Please help keep the facility neat and appealing to all users by properly disposing of litter.
5. Use of the facility while under the influence of alcohol and/or drugs is prohibited.

Racquetball and Walleyball Courts

1. Safety goggles are highly recommended.
2. Racquetball racquets that have bumper guards and wrist ropes/straps are recommended.
3. Court shoes are highly recommended. Any athletic shoes that mark the floor are prohibited.
4. Shirts must be worn at all times.
5. Courts may be reserved up to two days in advance at the Equipment Issue Office or by calling 650-2370.
6. Your student identification number or membership number and phone number will be requested at the time of reservation so we may contact you for scheduling changes and conflicts.
7. All court reservations not claimed by 10 minutes after the hour are forfeited and may be claimed by any eligible user.
8. If you have reserved a court and someone else is using it and will not relinquish it to you, or if someone is abusing the employee, see the Building Supervisor. He or she will assist you in addressing the situation.
9. Reservations for racquetball may be made on the hour. Players, or groups of players, may have only one reservation per day unless a surplus of courts is available.

Lost and Found

1. Contact the staff at the Equipment Issue Office at 650-2370 to inquire about lost clothing and equipment.
2. Items not claimed within 30 days will be donated to charity.
3. SIUE ID cards not claimed within 24 hours are sent to the Service Center located on the first floor of the Rendleman Building.
4. Campus Recreation and SIUE are not responsible for lost or stolen items.

Injuries

1. If an injury occurs, please contact a member of the Campus Recreation staff immediately.
2. If you are bleeding prior to, or begin to bleed during any activity, stop the bleeding and cover the afflicted area with a bandage prior to returning to the activity. First-aid kits are available at the Equipment Issue Office, the Wellness Center, the pool, and the Reception Desk. Please inform a staff member if blood is on equipment or other facility surfaces.
3. The university and its staff are not responsible for injuries. All participants are financially responsible for all expenses related to injuries and emergency care, including medical care, ambulance and other costs. Medical insurance is strongly recommended for all participants.

Locker Use

1. All users may request an assigned locker for a term through Equipment Issue at no cost. Contents may be left overnight. Locks are not provided for term use, but are for sale in our Pro Shop.
2. SIUE is not responsible for lost or stolen articles. Assistance will be provided in filing a theft report with the proper authorities. Do not bring valuables to the facility. Always use a lock, even when in the shower. Users forgetting a lock may use a coin-operated locker to secure their belongings or may rent a lock at Equipment Issue. The Campus Recreation staff is not allowed to hold valuables for users. Clothing and bags are to be stored in the locker rooms, storage cubicles, or coin lockers.
3. General use and faculty/staff lockers must be cleared of contents by the end of the spring semester. Lockers not emptied will be cleaned out by SFC staff. All items will be confiscated and stored in Equipment Issue for you to pick up. There will be a \$5.00 fee to recover confiscated items. Items will be kept for 30 days, then donated to charity. Campus Recreation and SIUE are not responsible for lost or stolen items.

Locker and Locker Rental

1. Full-length lockers are available for rental on a limited basis to faculty and staff.
2. Registration and rental is on a semester basis.
3. Cost is \$15.00 per semester per locker and includes a combination lock.
4. The combination on the locker room door is changed each semester and is available at Equipment Issue.
5. Locker room use may be restricted during some special events.

Television and Programming

1. Special programming may be scheduled for the lounge. Lounge closing notices will be posted prior to events that disrupt the regular programming.
2. Sporting events, health, and wellness programs will have high priority.
3. Station selection will be based on a first come, first serve basis with majority rule. Please allow the SPC staff to operate the TV controls.

Radio Program

1. Radio stations will be determined by the staff based on format type of the station and the sensitivity of the social acceptability of the material. Programs with offensive language and political talk shows will not be played.
2. Personal radio and headsets are permitted.
3. Large personal public radios are not permitted.

Telephones

1. Pay Phones are located near the east and west east and west entrance to the SFC and in the lobby area near the Gymnastics Room.
2. An on-campus phone is located adjacent to the public phones at the east entrance and in the lobby adjacent to the Gymnastics Room.
3. Please limit calls to three minutes when using the on-campus phone while others are waiting during emergency conditions.
4. Please be courteous others waiting to use the phone.

Emergency Procedures

1. In the event of a fire or other emergency, alarms will sound throughout the facility. Please exit the building using the nearest exit, except in the event of a tornado warning.
2. In the event of a tornado, emergency shelters are located in the hallways next to the Equipment Issue Office. You will be directed by facility staff to the nearest shelter in the event of emergency.
3. In the event of a power outage, the use of the equipment will not be allowed.
4. Do not attempt to use the elevators in an emergency situation. Exit through the nearest available exit.

Center Bulletin Boards

1. All bulletin boards within the SFC are monitored by the units and department housed in the facility.
2. Posting of all notices and flyers must be received prior approval from the Kimmel Leadership Center.
3. An open bulletin board is available in the hallway east of the Equipment Issue Office. Out-of-date and offensive material will be removed.

Penalties for abuse of Facilities or Failure to Abide by Policies and Procedures

1. Individuals who damage the facilities or equipment will be responsible for the repair or replacement cost.
2. Individuals who abuse or damage the facilities, or fail to follow established procedures, may forfeit their right to use the facility.
3. The preceding guidelines are established with the safety and enjoyment of all participants in mind. Decisions rendered by the professional staff on any infraction may be appealed to the Campus Recreation Advisory Committee.