Department Manual

Drew Dobbins, M.Ed., CSCS
Director of the Mountaineer Fitness Center & Campus Recreation

Phone:
830-792-7412

E-mail:
ddobbins@schreiner.edu

Web Page
http://students.schreiner.edu/recreation/
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Mission Statement for Schreiner University

Mission:

Schreiner University, a liberal arts institution affiliated by choice and covenant with the Presbyterian Church (USA), is committed to educating students holistically. Primarily undergraduate, the university offers a personalized, integrated education that prepares its students for meaningful work and purposeful lives in a changing global society.

Vision:

Schreiner University will always hold student success as its first priority. The university will be known for its academic rigor; it will continue to be an institution of opportunity where students from a variety of backgrounds and experiences learn through educational programs equipping them to achieve, excel, and lead. The university aspires to serve as a standard to others in programs and practices.

Mission Statement for Mountaineer Fitness Center

Mission:

To provide the Schreiner University Community with a safe and engaging environment, in order to pursue healthier lifestyle choices through health and wellness, fitness, and recreation programming and services.

Vision and Purpose:

The Mountaineer Fitness Center will provide quality space for fitness facilities, recreation offices, academic classes, athletic offices, and health and wellness services.

Mountaineer Fitness Center Director

The Director of Mountaineer Center and Campus Recreation oversees the day to day operations of the Mountaineer Center and Campus Recreation staffing and programming.

Campus Recreation Staff

Under the direction of the Director of Mountaineer Center and Campus Recreation; Campus Recreation staff manages the operations of the Mountaineer Center and Campus Recreation programming.

Information about the Mountaineer Fitness Center or Campus Recreation Programs can be found at the Control Desk. Further information can be obtained from Drew Dobbins - Director of the Mountaineer Fitness Center & Campus Recreation. Drew Dobbins can be reached at 830-792-7412 or by e-mail at: DDobbins@schreiner.edu
MFC and Campus Rec. Hours of Operation

Mountaineer Center School Year:

Monday-Friday  7:00am-10:00pm  
Saturday  10:00am-10:00pm  
Sunday  2:00pm-10:00pm  

Mountaineer Center Summer:

Monday-Friday  8:00am-7:00pm  
Saturday  10:00am-6:00pm  
Sunday  2:00pm-6:00pm  

*Fitness facilities are open same hours as Mountaineer Center  

Tennis Courts School Year

Monday – Friday  7:00am – 10:00pm  
Saturday  10:00am – 10:00pm  
Sunday  2:00pm - 10:00pm  

Tennis Courts Summer

Monday – Friday  8:00am – 7:00pm  
Saturday - Sunday  2:00pm – 6:00pm  

*Tennis Teams have priority to the courts  

Swimming Pool School Year:

Saturday – Sunday  3pm-8:00pm
Swimming Pool Summer:

Monday-Saturday  1:00pm-6:00pm

Sunday  2:00pm-6:00pm

Intramural Leagues and Tournament:

Monday – Thursday  6pm – 10pm

Sunday  1pm – 5pm

Open Rec:

Monday – Thursday  7pm – 10pm (Edington or Rex Kelly)

*Racquetball courts are open same hours as Mountaineer Center

*There is no set times for the disc course

S.O.A.P. Trip Hours

Day trips: 9am – 8pm

Over night: departure and arrival depends on the trip

*All trips occur on the weekends or during school holidays.

M.A.P. Trip Hours

All trips happen during the summer

Ropes Course

Ropes Course usage must be scheduled with the director of Campus Rec,

*Unless scheduled, the ropes course is off limits.
Mountaineer Center and Campus Recreation

Campus Recreation Facilities

Director of Mountaineer Center and Campus Recreation Office

Campus Recreation Offices
- Managers office
- Fitness Office

Control Desk
- Lobby

Campus Recreation Storage
- Rec 1 (behind the rec office)
- Rec 2 (closet in the lobby)
- Rec 3 (closets in the aerobics room)
- Rec 4 (closet in the cycling room)

Fitness / Sound
- Aerobics Room
- Cycling Room
- Fitness Room
- Locker rooms

Intramurals / Open Rec
- Racquetball Courts
- Tennis Courts
- Edington Gym
- Intramural Fields
- Disc Golf Course

Aquatics / Sound
- Swimming Pool
- Pump house storage

Leadership
- Mountaineer Challenge Course
Mountaineer Center

Information about the Mountaineer Center or Campus Recreation Programs can be found at the Control Desk. Further information can be obtained from Drew Dobbins - Director of the Mountaineer Fitness Center & Campus Recreation. Drew Dobbins can be reached at 830-792-7412 or by e-mail at: DDobins@schreiner.edu

All individuals upon entering the Mountaineer Center must check in at the control desk.

ID Policy
a. An official Schreiner University ID card must be used to gain entry to the Mountaineer Center
b. Members will be denied entry without an ID card. *(the only exception will be for students attending class, a class list will be provided)*
c. Any attempt to gain or provide unauthorized entry into the Mountaineer Center will result in suspension of privileges.
d. SFSA Members, will purchase memberships and ID cards through the office of University Advancement. *($30 yearly fee, fees are subject to change)*
e. Associate SFSA Members, and Schreiner University Retiree, will purchase memberships and ID cards through the office of University Advancement. *($60 yearly fee, fees are subject to change)*
f. Family members of faculty and staff will purchase an ID through the security department *($5 ID card fee, fee is subject to change)*
g. Students who have spouses that want to use the facilities may bring them, but the spouse may not come with the student’s card and be allowed entrance. The Student must be with spouse and vice versa.

*Campus Recreation staff reserves the right to perform random identification checks to ensure the safety and security of all patrons using the facility*

Accessibility

Full Access – have access to the building during regular operating hours

Limited Access – have access to the building during certain hours

- School year *(Monday – Friday 6am – 1pm and 8pm – 10pm)*
- School year *(Saturday and Sunday normal operational hours)*
- Summer *(Full Access)*

Tennis Court Access – have access to the tennis during tennis court hours. Have access to restrooms in the Mountaineer Center during tennis court hours. Do not have access to other facilities of the Mountaineer Center
a. Students
   - Have full access to facilities
   - Must currently be enrolled as a student

b. Staff and Faculty
   - Have full access to the facilities

c. Family members of staff and faculty
   - Have limited access to the facilities
   - Must purchase a Schreiner University ID card
   - Individuals under the age of 16 are not allowed to use the fitness facilities (aerobic room, cycling room, and fitness room)
   - Individuals under the age of 18 are not permitted to use the fitness facility (aerobic room, cycling room, and fitness room) without being accompanied by an adult

d. SFSA
   - Have limited access to facilities
   - Must be a current member
   - Must sign up to be a member through the Alumni house

e. Associate SFSA Member
   - Have limited access to facilities
   - Must be a family member of a current SFSA member
   - Must be a current member
   - Must sign up to be a member through the Alumni house

f. Volunteers
   - Have full access
   - Must be an active volunteer on campus
   - Must be on the current volunteer roster, provided by the University

g. Schreiner University Retiree
   - Have limited access
   - Must sign up to be a member through the Alumni house

h. Guests – a 5 visit guest pass may be purchased by a student, staff, faculty, or SFSA member to be used by a guest. Only one guest pass may be purchased each semester.
   - Have limited access
   - Only students, Faculty, and Staff are allowed to have guests with in the Mountaineer Center.
• All guests must be accompanied by a member of the Schreiner Community; (student, staff, faculty, or SFSA member)
• Schreiner Community Members are only allowed to have one guest with in the facility
• All guests must fill out a release form in order to have access to facilities.
• Guests must sign in upon every visit.

i. Mountaineer Center Exercise Program

• Have limited access
• Individuals in the Kerrville community can enroll in the Mountaineer Center exercise program per semester. Enrollment is limited to 25 people. Individuals must be at least 18 years in age to enroll.
• Kerrville community members not enrolled in the program do not have access to the building.

j. Age limit

• Individuals under the age of 16 are not allowed to use the fitness facilities (aerobic room, cycling room, and fitness room)
• Individuals under the age of 18 are not permitted to use the fitness facility (aerobic room, cycling room, and fitness room) without being accompanied by an adult

k. Kerrville Community

• Have tennis court access
• Must check in at the Control Desk with in the Mountaineer Center

Mountaineer Center Facilities

a. Facilities are available for use by the Schreiner Community during hours of operation only.
b. At no time may the fitness room be reserved; it will always be available for the use of all members.
c. Staff members with offices in the building will have keys to their areas only.

Schreiner University Athletic Usage

a. Athletic teams may be using the fitness facilities between 3pm and 8pm M-F; the fitness facilities will still be open to the Schreiner Community. (Be advised that equipment use may be limited during these time; athletic teams have first priority to the free weights.)

Informed Consent

a. Before using the Mountaineer Center racquetball courts, fitness facilities; renting any equipment, or participating in recreation programming, individuals must complete an informed consent form and a PAR-Q & YOU form.
b. Individuals can complete both forms at the control desk.
   Forms can be found in Appendix A and B.
Member Attire

a. Shirts must be worn at all times in all areas of the building.
b. Shoes must be worn at all times.
c. With in the racquetball courts and fitness areas members and guests must wear closed toe running shoes or tennis shoes. No sandals, no boots, and no flip flops are allowed. (flip flops may be worn to exercise classes which do not require footwear ie. Yoga, Pilates)

Locker Rooms/showers

a. Two locker rooms with showers are available with in the Mountaineer Center: one for men, one for women.
b. Taking pictures in the locker room is prohibited.
c. Locker room usage is restricted only to the Schreiner Community
d. Individuals must provide their own toiletries and towels, for shower use.
e. During times of Athletic use, one of the two locker rooms will be closed to the general Schreiner Community.
f. Prior to scheduled competitions locker rooms must be reserved by the athletic department 24 hours in advance. Notification of such closures will be posted upon entrance to the Mountaineer Center along with an e-mail notification to students, faculty and staff prior to date of event. The assigned locker room will remain locked during times of athletic use.

Locker Rentals

b. Lockers are available for day use only.
c. Locks are provided by Campus Recreation and can be checked out at the Mountaineer Center control desk. (members may not use their own locks)
d. Items must be removed from lockers daily.
e. Any item left in a locker at the end of the day will be removed by the Campus Recreation Staff.
f. Schreiner University is not responsible for lost or stolen items.

Maintenance of Mountaineer Center Facility by Campus Recreation Staff Members

a. At the beginning of a staff member’s shift they will make a round of the facility, clean all equipment and ensure all equipment is in working order.
b. Staff will use Germicidal Disposable Wipes (these wipes kill MIRSA) to wipe down equipment
c. All maintenance activity is logged in the Mountaineer Center Maintenance Check List.
d. Yearly maintenance is completed by the manufacturer of equipment products.

Maintenance of Mountaineer Center Fitness Facilities by members

a. Prior to use of equipment each member must check equipment for safety.
b. No gum, chewing tobacco, or food will be allowed in the fitness room, aerobic room, cycling room or racquetball courts.
c. Absolutely no alcoholic beverages will be permitted inside the Mountaineer Center facility. Members found in violation of this rule will be held in violation of the Schreiner University Student Code of Conduct.
d. Members must be wiped down equipment with Germicidal Disposable Wipes after each use.
e. Free weights must be re-racked, and placed in designated storage areas after use.
f. Stretching/ Yoga mats and exercise balls must be wiped down with Germicidal Disposable Wipes and returned to storage areas after use.

Sweat Towels
a. Sweat towels are available at the control desk.
b. Used sweat towels must be placed in towel bin located in the fitness room after use

Group Exercise Classes
a. All Schreiner community members may participate in group exercise classes. Schedules of available classes and times are located at the control desk and are subject to change upon instructor availability and participation.
b. All classes will be held in the aerobics room and cycling room

Sound Systems

_All cardio equipment with in the fitness room has access to Cardio Theater. (cardio theatre allows individuals to select which TV they would like to listen to using head phones)_

*Head phones will not be provided*

a. The fitness room, cycling room, and aerobics room have separate sound systems which are used specifically for those rooms.
b. Campus Recreation staff are the only ones authorized to operate the sound equipment.
c. Special sound system requests must be approved by the Director of Mountaineer Center and Campus Recreation

Reserving Rooms

_All fitness classes and recreation programming takes precedence._
The racquetball Courts, Aerobic Room, Cycling Room, Health and Wellness/Recreation meeting room and classroom can be reserved.

a. Room reservations are made through the Director of Mountaineer Center and Campus Recreation.
b. Racquetball courts must be reserved at the Control Desk
c. The Registrar reserves the classroom in the Mountaineer Center during the school year. The Director of Mountaineer Center and Campus Recreation reserves the classroom during the summer.

Racquetball Courts
- Court reservations must be made at the control desk 24 hours in advance.
- A reservation is lost if individuals are 10 minutes late of reservation time
• Racquetball courts can only be reserved 2 hours at a time
• Eye Guards must be worn at all times
• Black—soled shoes are not allowed on the court
• Tennis shoes must be worn at all times
• No food or drinks allowed in the court
• Courts can not be reserved during challenge court times, league play, or scheduled tournaments

Aerobics Room
• Black—soled shoes are not allowed
• Tennis shoes must be worn at all times (only exception is for specific exercise classes such as yoga)
• No food allowed
• All beverages must be in a closed container.

Cycling Room
• Black-soled shoes are not allowed
• Tennis shoes must be worn at all times (only exception is for specific exercise classes such as yoga)
• Clip in shoes may be used but have to be put on with in the cycling room and taken off prior to leaving the room.
• Personal road bikes may be used (bikes must be walked through the building, a violation of this rule will result in immediate suspension of personal road bike usage)
• Mountain bikes may not be used
• No food allowed
• All beverages must be in a closed container.

Posting Flyers
a. All flyers must be approved by the Student Activities Office
b. Flyers may be displayed in the designated area within the Mountaineer Center
c. Flyers posted in areas not designated will be taken down and disposed of
Mountaineer Fitness Center Racquetball Policy

- **Outside community racquetball play** – May purchase a punch card – 12 uses for $50. (See open usage times below)
  - Single Usage- $10 per play

- Driver’s license, waiver, and save harmless form must be submitted at the control desk upon entering.
- Use of racquetball courts and locker area must not interfere with student use.
- Access to the locker rooms and shower area is on a day to day basis. No holdings or locked possessions.
- Reservations may be made the day of.
- Parking lot adjacent from the tennis courts is made available for visiting parking.

**Alumni** (graduates, faculty, and staff) may use the racquetball courts at no charge.

- Players may rent/borrow equipment just as long as their ID, waiver form, and save harmless have been submitted to the control desk until the equipment is returned after the session.
- **“OPEN” usage times**: availability depends on the Mountaineer Fitness Center Hours of Operation. *These hours are subject to change based on analysis of the MFC Director.*

  - **M-F: 7am-10pm**
    - Handball/racquetball for outside community play: 7am-10pm
  - **Sat: 10am-10pm**
    - Handball/racquetball for outside community play: 10am-10pm
  - **Sun: 2pm-10pm**
    - Handball/racquetball for outside community play: 2pm-10pm
Schreiner University Campus Recreation Swim Requirements

- Mandatory for all off campus events that could possibly involve water sports or activities without the presence of a lifeguard, including kayak and canoe rentals.

Swim Test Requirements
*Will be administered by a lifeguard*

1. Swim one length of the pool (freestyle or breast stroke).
2. Hold breath under water for 20 seconds
3. Tread water for 30 seconds
4. Successfully put on a life-vest that is thrown to tester while in deep water

*Once the patron passes the test. The lifeguard will sign off a sheet saying that they’ve passed and will be signed by the tester, lifeguard, and Director of Campus Recreation. (See page 2)*

*In the event a person fails the swim test, they would be referred to take swim lessons in order to pass. Since none of our lifeguards at Schreiner are certified in “Water Safety” (WSI), they would have to take swim lessons at a local institution. (i.e. Family Sports Center, Hill Country Safety, Croc Center, etc.)*

*All files will be documented by the Director of Campus Recreation.*

*Each student who passes shall receive a sticker or hologram that goes onto his/her Schreiner University ID card.*

Available Dates by appointment: Director of Campus Recreation (830) 792-7412

- Wednesday, June 5th: 4pm
- Friday, June 14th: 5pm
- Friday, July 19th: 4pm
- Friday, August 9th: 5pm
- Wednesday, August 28th: 4pm
- Thursday, August 29th: 4pm
- Friday, August 30th: 5pm
- Thursday, October 17th: 4pm
- Friday, October 18th: 5pm
BOATING ORIENTATION PROGRAM

Description: Boat orientations are a mandatory prerequisite to check out canoes and kayaks. Each participant will become familiar with a boat and the accepted local waterway laws, and water-based hazards. Each patron will need to bring a vehicle because we will use it to demonstrate proper tie down techniques. They will also need to pass a kayaking and canoeing swim test before renting a boat.

Boat Orientation Process: Available by appointment only. M-TH 10am-3:30pm

1. Patron watches and fully understands boating video (video clips below)
2. Patron demonstrates effective adjustment of personal flotation device (PFD)
3. Patron demonstrates key elements of ACA boating safety practicum
4. Patron demonstrates a safe, secure attach, load, and unload of canoe & kayak to vehicle (see page 4)
5. Patron passes Boating Quiz (see page 5)
6. Patron Passes Swim Test
   a. swims one length of the university pool
   b. holds breathe under water for 20 seconds
   c. tread water for 20 seconds
   d. properly put on a PFD that is thrown to them
7. Patron communicates a clear understanding of the responsibility he/she assumes for all damages and liability associated with the use of the equipment

*The Director of Campus Recreation will be the one administering the Boating Orientation and a lifeguard will administer the swim test.

*The Director of Campus Recreation will have the tester sign off on the Boat Orientation Form as they go through the orientation process and both the Director of Campus Recreation and the tester will sign their signature at the bottom of the form as they have completed the program. Once the orientation program is complete they will not have to take the program again. (See page 6)

*As part of the orientation process each patron will be required to watch a 10 minute video. Below are some videos that will be shown.

http://www.youtube.com/watch?v=luJANKpRo0w
http://www.youtube.com/watch?v=otakobRXynM
http://www.youtube.com/watch?v=AMjH8eASu38

How to re-enter a sit on top kayak video:
http://www.youtube.com/watch?v=NmaNBXEa_yQ

Rack Instructions
Key Points for the tie-down orientation process:

- Tie-down may vary slightly according to the model of vehicle.
  - Adhere to the American Canoe Association's advice on boat tie-downs: two straps “amid ships” in addition to a "V" strap at each end.
  - Straps should be hooked-to or looped-through solid parts of the vehicle.

- Some vehicles will not be appropriate for transporting boats
  - It is always OK to make this (negative) determination if you think the tie-down will be unsafe.
  - It's NOT OK to make an affirmative determination (“Looks good”; "We can make it work on your vehicle") - let that be the patron's call.

Re-emphasize the assumption of risk aspect of the loan agreement.

- Involve the patron in the loading and tie-down process.
  - Observe, give guidance and help, but don’t do it all for them
  - Reinforce that they are taking responsibility for the outcome
  - Explain our priority is in making reasonable efforts to help them get a tight/secure tie-down, but that they take responsibility for damages.

- Ask the patron to double check the tie-down and also to consider possible damage to the vehicle and ways to guard against that.
  - Do not provide assurances that that the boat is secure or that the vehicle won't get scratched.

*At the completion of the Boating Orientation Program, the Director of Campus Recreation will document and file all the approved paperwork and tester will receive a sticker or hologram that will go on the Schreiner ID.
**BOATING AND RENTAL PROGRAM**

*After the completion of the Boating Orientation Program, each patron may rent a boat.*

- **Equipment Checkout: M-F 9am-5pm; Sat & Sun by appointment only**
  - Patrons must read and sign the Equipment Rental and Liability Release Waiver Form (see page 8)
  - An Equipment Loan Form will be completed by each renter(s) and staff each time the equipment is checked out. (see page 9)
  - Staff and patron(s) assemble and pre-inspect equipment, confirming good condition.
  - Fees will be assessed if equipment is returned late, damaged, wet or excessively dirty.
  - Patron will be charged the cost of replacement for equipment which is lost or irreparably damaged.

- **Equipment Return: M-F 9am-10pm; Sat 10am-10pm; Sun 2pm-10pm**
  - Individuals checking out equipment must return that equipment at the time appointed on the Sign out sheet.
  - Patrons must return equipment clean, thoroughly dry and in good condition.
  - There should be no instances of users simply "dropping off" equipment without inspection by a work study staff member or the Director of Campus Recreation.
  - Any patron who fails to return equipment or pay fees will be banned from Campus Rec until payment has been made.
  - A late fee of $5.00 will be charged for everyday that rented equipment has not been turned in as stated on the ‘Equipment Loan Form.’

- *These policies are aimed at ensuring that:*
  * The equipment is returned in good condition
  * It is processed and stored appropriately
  * Our records of inventory are complete and up to date
EMERGENCIES AND PROCEDURES

Accident Reports
  a. All accidents, no matter how minor, need to be reported to the Campus Recreation Staff working at the Control Desk.
  b. An accident report is required to be completed for all accidents.

Incidents
  a. All incidents need to be reported to the Campus Recreation Staff working at the Control Desk, incidents would include any situation that compromises the safety of the members.
  b. An incident report is required to be completed for all incidents.

Lost and Found
  a. All lost and found items are kept at the Control Desk.
  b. At the end of the semester all items left at the control desk will be donated.

Reporting Crime
  a. Any crime occurring within the Mountaineer Center needs to be reported to the Campus Recreation staff on duty and an incident report will be filed.
  b. Campus Rec staff will assist the individual in contacting campus security.

At the SU Campus, crimes should also be reported to either Campus Security (dflores@schreiner.edu), telephone (830) 739-1111, or the SU Campus Safety at (830) 792-7450. Campus Security personnel will ensure that crimes reported directly to the University are also reported to the Student Life having jurisdiction. Victims reporting crimes to the University are encouraged to file a police report of the incident where it will be assigned a case number and officially investigated. If a suspect is identified, the case can be referred to the District Attorney's Office and that office will decide if there is enough evidence to prosecute. Each criminal violation is considered one offense for statistical reporting.

Student Code of Conduct
  a. The Mountaineer Center and all Campus Recreation programming provide a safe atmosphere for the Schreiner community. Members will be expected to adhere to the Schreiner University Code of Conduct and to conduct themselves in a respectful manner to other members when using the facilities of the Mountaineer Center and participating with in Campus Recreation programming.
  b. All Schreiner University students, Schreiner Community Members and their guests are subject to the Student Code of Conduct.
c. The Student Code of Conduct is established to foster and protect the core mission of the university, to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions.

d. The Student Code of Conduct applies to the on-campus conduct of all students, registered student organizations, and guests of students.

e. The Student Code of Conduct includes all policies and guidelines including, but not limited to those in the Schreiner University Student Handbook. Anyone using the campus facilities, including the Mountaineer Center, is subject to the Code of Conduct during academic term, during breaks, during university holidays and vacations, and during periods of suspension.

f. Schreiner University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or violates the rights of others is prohibited. Students and student organizations are responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university.

g. All students are responsible for conducting themselves, as individuals and in groups, in a manner that promotes a healthy atmosphere. You will be held accountable for your actions by Schreiner University, notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal law. The Code of Conduct primarily prohibits misconduct on university premises.

h. Anyone found to be in violation of the Student Code of Conduct or any other university policy outlined in the Student Handbook or Mountaineer Center Policies and Procedures Manual is subject to disciplinary sanctions.

Emergency and Evacuation

911 POLICIES
a. Immediately after any 911 call is made on campus during University working hours, the Schreiner University Switchboard Operator, Ext. 0, is to be notified of the location to direct Emergency vehicles accordingly. If the emergency occurs afterhours Campus Security should be contacted at 739-1111.

b. Anyone on the Schreiner University campus who is involved in an emergency situation should respond to that situation by notifying EMS (dial “9” if an outside line is needed and then dial “911”). The essential information should be relayed to the EMS, if possible by someone familiar with the emergency:
   (1) Location of emergency
   (2) Nature of the emergency
   (3) Number of persons needing assistance

c. Campus Security will report the emergency to the Vice President of Administration and Finance. If a student is involved, Campus Security will also report the information to the Vice President for Student Affairs.
INCLEMENT WEATHER

a. Campus Recreation staff after being advised of inclement weather, will put into effect the Mountaineer Center inclement weather system. Campus Recreation staff will make an announcement of the situation and direct all individuals in the Mountaineer Center to the Men’s and Women’s Locker Rooms. All individuals will remain in the locker room until the all clear is given through the Mountaineer Alert System.

b. **Emergency Notifications** Through the Mountaineer Alert system (E2CAMPUS) students will be notified of campus-wide emergencies. This universal notification system allows administration to issue time-sensitive text messages to the mobile phones, e-mail, and/or personal web pages (via RSS) of subscribers. Students must subscribe to receive the emergency notifications. To do so, students log on to their Schreiner 1 account, click into the STUDENTS tab and follow the MOUNTAINEER ALERT link on the left which will bring up the registration page.

c. **Dangerous Storm** In the Texas Hill Country, storm damage usually comes in the form of floods, high winds or ice. In order to ensure the safety of Schreiner’s students and employees during inclement weather, the following procedures will be followed:

- The President of the University shall confer with The Vice President for Administration and Finance and the Vice President for Academic Affairs, regarding the decision to suspend classes due to hazardous weather conditions. Their decision will then be disseminated campus wide via e-mail and if appropriate a message will be posted on the switchboard line at 896-5411. The Ranch 92.3 FM announces closings beginning at 6:00 a.m. and KRVL 94.3 announces closings beginning at 7:00 a.m.
- In the event of a tornado warning, seek shelter immediately in the basement or lowest floor of the building away from windows. Persons who do not have enough time to reach the lowest floor should go to a hallway in the center of the building and remain there until the all clear has been issued. Persons caught outdoors should never remain in their cars; they should locate a ditch or low-lying area and lie flat.

AED LOCATED IN THE WEIGHT ROOM
FIRST AID KITS AT THE FRONT DESK AND THE WEIGHT ROOM
BOATING RISK MANAGEMENT

Schreiner University Campus Recreation makes every effort to provide the best quality equipment, information, and instruction, but we cannot assume liability for personal injuries, damaged equipment, or lost equipment.

Before your outing, we require you take a BOATING ORIENTATION, SWIM TEST, and to sign an EQUIPMENT RENTAL AND LIABILITY RELEASE WAIVER. A release form that has been signed in advance by a parent or guardian is required for each minor traveling with others.

To download our BOATING ORIENTATION program guidelines and the EQUIPMENT RENTAL AND LIABILITY RELEASE WAIVER so that you can read, click the bold print.

Water related recreational activities have inherent risks, dangers, and hazards; expose participants to strenuous conditions; and place participants in isolated settings. Assess your physical capabilities accordingly and if you are unsure, check with your doctor.

The ability to swim is an important skill, but don’t overestimate your swimming ability. We urge you to wear your Personal Flotation Device (PFD) at all times.

- Schreiner University reserves the right to refuse participation when subjects are not dressed properly for kayaking conditions.

- Schreiner University Campus Recreation rental kayaking is suitable for all skill levels. If subject is under 18 years of age, they must be accompanied by an adult or legal guardian. Our standards for determining suitable conditions are elevated for trips including children.

- Any subject who appears intoxicated or under the influence of illegal or controlled substances will not be allowed to rent or participate. Schreiner University strongly discourages the use of alcohol while on the water.
Campus Rec MFC Staff Responsibilities

The front desk is where individuals will turn in IDs to use the facilities, have questions answered, check out equipment and sign up for Campus Recreation programs. It serves as the central location for Campus Recreation service to the campus. Campus Rec Staff need to know all aspects of Campus Recreation.

*The front desk is to remain clean at all times*

*Campus Recreation Staff are the only ones allowed behind the front desk,*

*Campus Recreation Staff are the only ones allowed in the Campus Recreation Office*

Staff Uniform
1. Nice casual (no t-shirts or hats, jeans can not have holes)
2. Closed toed shoes must be worn
3. Staff ID badges must be worn at all times

Upon Arrival to Shift
1. Upon first arrival staff will make rounds of the fitness room, the aerobics room, cycling room, locker rooms (gender specific), racquetball courts, and tennis courts and complete the maintenance sheet provided before taking their station at the control desk
2. Staff members ending their assigned shift must remain at the control desk until the arriving staff member completes their rounds.

Making rounds
1. Campus Recreation Staff members will make rounds every 30mins of the building and tennis courts
   a. Tennis courts
   b. Outdoor Basketball Courts
   c. Lobby
   d. Racquetball courts
   e. Sun room
   f. Restrooms
   g. Aerobics Room
   h. Cycling room
   i. Fitness room
   j. Locker room
With in every area staff is checking that rules are being followed, areas are clean, organized, and any area that should be locked is locked. Staff will need to question any one who looks suspicious.

ID instructions
1. Collect IDs and place them in the storage grid alphabetically by last name

**Maintenance log**

1. Campus Recreation Staff will complete the maintenance log for their scheduled shift during their rounds.

**Numbers log**

1. Campus Recreation Staff will complete the numbers log for their scheduled shift during their rounds.
   a. Number of ID cards received
   b. Number of members using the racquetball courts
   c. Numbers of members using the tennis courts
   d. Number of members using the outdoor basketball courts

**Equipment rental**

**Recreation**

1. Members must fill out and sign a recreation equipment waiver form.
2. Members must leave their ID at the control desk to check out equipment
3. Equipment must be returned by 10pm the same day it was rented
4. When the student returns the equipment they will get their ID back.
5. Members will be charged a late fee
6. Recreation equipment rental forms must be completed and filed alphabetically in the notebook (Appendix C),

*Recreation equipment is stored in Rec2*

**S.O.A.P.**

1. Members must fill out a S.O.A.P Equipment Rental Waiver Form
2. Members must present their member ID *(we do not keep the ID)*
3. Equipment must be returned by 10pm on the third day of the rental
4. Members will be charged a late fee
5. Direct members to pull into drive behind the Campus Recreation Storage
6. Staff will load equipment into vehicle
7. Recreation equipment rental forms must be completed and filed alphabetically in the notebook (Appendix D),

*S.O.A.P. equipment is stored in Rec 1 storage

- Tents, kayaks, and camping equipment

**Intramurals**

- Teams will sign up at the control desk
- Staff will hand out team packets at the control desk
- Packets are returned at team meeting

**S.O.A.P.**

- Students will sign up at the control desk
- Staff will hand out trip packets at the control desk
- Packets are returned at trip meeting
**Exercise Programming**
- Exercise instructors will check in at the control desk
- Exercise class paper work will be located in the fitness office
- Students will sign up for specific exercise programs at the control desk
- Students will log miles at the control desk for any challenges

**Sound Systems**
- Managers are the only ones authorized to use systems

**Racquetball Courts**
- Staff will schedule court use

**Tennis Courts**
- Staff will schedule court use

**Outdoor Basketball Courts**
- Staff will schedule court use

**Locker Rental**
- Staff will issue keys to lockers
  - A locker agreement form must be completed and signed (only need to do it once)
  - A key will be issued to the member
  - The other key will be kept at the Control Desk

**Sweat Towels**
- Staff will collect used towels from hampers, and take to laundry room
- Staff will start a new load of laundry
- Staff will fold towels and put away
- Staff will re-stock towels at the Control Desk

**Filing**
- Staff will be responsible for filing Mountaineer Center waivers, Intramural waivers, and Equipment waivers (informed consent forms will be filed in the work study office).
- Managers are responsible for filing exercise class forms (will be filed in the fitness office)

**6pm shift**
- Staff will make a round of the tennis courts and lock them at 6pm

**Last shift**
- Staff before leaving is to make a round of the facility. the last shift will be made at 10:15pm
Campus Rec Equipment Rental Policy

- Sign out the equipment at the front desk
- Must leave Schreiner Student ID at the front desk
- Upon returning Campus Rec Equipment, the Schreiner Student ID will be returned
- Equipment Rental Form must be signed and dated by MFC Staff and the person renting the equipment
- This excludes all boats (kayak, canoe, and tubes)

Swim and Boat Orientation Program

A swim test must be passed for all Schreiner University faculty, staff, alumni, and students if they plan to attend any university sponsored activity that may involve a water related activity (lake, river, etc.).

- Administered by the Director of the MFC and Campus Rec and a university issued lifeguard.

- Before renting out a kayak, canoe, or tube the patron(s) must pass a swim test and complete the Schreiner University Boat Orientation Program.

- After completion, separate rental forms and liability release wavers must be completed when checking out.

Reservations will be kept in the equipment planner at the control desk. Staff will make reservations. To make a reservation the student’s full name, cell phone, and time of pick up and return must be written down in the planner.

* Reservations have a 15 min grace period to pick up the equipment before we cancel their reservation. After the equipment is returned the reservation needs to be highlighted to indicate that it has been returned.
Campus Recreation Working Place Staff Ethics

Late to Work
As a staff member it is your responsibility to arrive to work on time. As a common courtesy you need to notify the staff member currently on duty that you are running late. The first time you are late will result in a meeting with the Director of Mountaineer Center and Campus recreation; if you are late a second time this will result in a week suspension from job duties and a meeting with the Director of Mountaineer Center and Campus Recreation; if you are late a third time this will result in termination of your position. Extenuating circumstances will be taken into account.

48 hour rule
As a staff member it is your responsibility to inform your supervisor 48 hours in advance if you are not going to be able to work your assigned shift. It is also the responsibility of the staff member to find a substitute for their shift. Not giving a 48 hour notification will result in a suspension from job duties for a week. Before coming back to work a meeting must be scheduled by the staff member with the Director of Mountaineer Center and Campus Recreation. Not giving a 48 hour notification for a second time will result in termination of your position. Extenuating circumstances will be taken into account.

- A 48 hour notification must be turned in to the Director of Mountaineer Center and Campus Recreation (Appendix E)

No Show
As a staff member of campus recreation you are expected to come to work during your scheduled shift. Failure to show up for your shift without a 48 hour notification is unacceptable and will result in a suspension from job duties for a week. Before coming back to work a meeting must be scheduled by the staff member with the Director of Mountaineer Center and Campus Recreation. Not showing for a second time without a 48 hour notification will result in termination of your position. Extenuating circumstances will be taken into account

Alcohol
There is to be absolutely no possession, consumption or intoxication from alcohol and or other substances while working. Individuals found to be in violation of these rules will be suspended from their job duties for a week and have to go before judicial board. Before coming back to work a meeting must be scheduled by the staff member with the Director of Mountaineer Center and Campus Recreation. Violation of these rules for a second time will result in termination of your position

Please Cover My Shift
This is a form to help staff find someone to cover their shift. Staff is responsible for up keep of the form.
Campus Recreation Different Areas

Fitness
Fitness provides students, faculty, staff and alumni, with exercise facilities, programming, fitness classes, and fitness challenges.

Open Rec
Open recreation allows students to participate in unstructured recreational activities. Locations of open recreation include the swimming pool, Edington Gym, Rex Kelly, disc golf course, racquetball courts, and tennis courts. Occasionally there will be a structured activity referred to as a special event, intramural league, or intramural tournament which would take the place of open rec time.

Special Events
Special events last a day or a week in duration; may need the assistance of all rec staff.

Intramurals
Intramurals offer individual and team sports for the Schreiner Community. Current students, faculty, staff, and alumni are allowed to participate. Intramural leagues last 4 to 5 weeks and conclude with a single elimination tournament.

S.O.A.P (Schreiner. Outdoor. Adventure. Program)
S.O.A.P. offers outdoor adventure trips to the Schreiner Community; trip durations included one day excursions to week long excursions. Trips occur on the weekend or during school holidays. There is a small cost associated with the trips to cover some expenses of the trip such as entrance fees, food, van rental, and various other expenses. Some equipment is available through campus rec but what is not available the student will have to provide.

M.A.P. (Mountaineer Adventure Program)
Schreiner University’s Mountaineer Adventure Program (M.A.P.) offers an opportunity for students to reach outside the box and embark on a volunteer adventure trip of a lifetime. Going one step further, M.A.P. challenges a student’s leadership and team-working capabilities by placing them in an unfamiliar environment where they must work together as a team to help preserve our most essential asset – the natural environment. This is campus Recreations service trip for the year.

Mountaineer Club Sports
Schreiner University’s Mountaineer Club Sports program is a student driven organization satisfying the needs not met by recreational intramural leagues or intercollegiate athletic programs of the university.

Mission Statement: The Mission of Mountaineer Club Sports is to provide students the opportunity to learn, practice and compete for fun and/or at various competitive levels while developing organizational and leadership skills of their chosen sport.

Ropes Course
The Schreiner University Low Ropes Challenge Course follows the theory **CHALLENGE BY CHOICE** as facilitators incorporate a series of obstacles designed to challenge individuals to work together as a team to accomplish a common goal.

**Swimming Pool**
The swimming pool is open 20 weeks throughout the school year weather permitting. The swimming pool is not a swim at your own risk pool; there must be a life guard on duty. The pool offers a wide variety of activities including: Open swim, Intramurals, Fitness and Special Programming.
Appendix A

Informed Consent Agreement

Thank you for choosing to use the facilities, services, or programs of Schreiner University Campus Recreation Department. We request your understanding and cooperation in maintaining both your and our safety and health by reading and signing the following consent agreement.

I, _________________________________, declare that I intend to use some or all of the activities, facilities, programs, and services offered by Schreiner University Campus Recreation Department and I understand that each person, myself included, has a different capacity for participating in such activities, facilities, programs, and services. I am aware that all activities, services, and programs offered are educational, recreational, or self-directed in nature. I assume full responsibility, during and after my participation, for my choices to use or apply, at my own risk, any portion of the information or instruction I receive.

I understand that part of the risk involved in undertaking any activity or program is relative to my own state of fitness or health (physical, mental, or emotional) and to the awareness, care, and skill with which I conduct myself in that activity or program. I acknowledge that my choice to participate in any activity, service, and program of Schreiner University Campus Recreation Department brings with it my assumption of those risks or results stemming from this choice and the fitness, health, awareness, care, and skill that I possess and use.

I further understand that the activities, programs, and services offered by Schreiner University Campus Recreation Department are sometimes conducted by personnel who may not be licensed, certified, or registered and herein employed to provide such professional services.

I recognize that by participating in the activities, facilities, programs, and services offered by Schreiner University Campus Recreation Department, I may experience potential health risks such as but not limited to transient light-headedness, fainting, abnormal blood pressure, chest discomfort, leg cramps, and nausea and that I assume willfully those risks. I acknowledge my obligation to immediately inform the nearest supervising employee of any pain, discomfort, fatigue, or any other symptoms that I may suffer during and immediately after my participation. I understand that I may stop or delay my participation in any activity or procedure if I so desire and that I may also be requested to stop and rest by a supervising employee who observes any symptoms of distress or abnormal response.

I understand that I may ask any questions or request further explanation or information about the activities, facilities, programs, and services offered by Schreiner University Campus Recreation Department at any time before, during, or after my participation.

I declare that I have read, understood, and agree to the contents of this informed consent agreement in its entirety.

Name______________________________________________________ Schreiner ID ____________________
E-mail _____________________________________________________ Cell Phone _____________________
Circle one: Staff Faculty Student Alumni Other__________________________
Physical Activity Readiness Questionnaire (PAR-Q)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more physically active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning on becoming much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not use to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check Yes or No

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1. Has a doctor ever said that you have a heart condition and recommended only medically supervised activity?
| ___ | ___ |
2. Do you have chest pain brought on by physical activity?
| ___ | ___ |
3. Have you developed chest pain in the past month?
| ___ | ___ |
4. Have you on one or more occasions lost consciousness or fallen over as a result of dizziness?
| ___ | ___ |
5. Do you have a bone or joint problem that could be aggravated by the proposed physical activity?
| ___ | ___ |
6. Has a doctor ever recommended medication for your blood pressure or heart condition?
| ___ | ___ |
7. Are you aware, through your own experience or a doctor’s advice, of any other physical reason that would prohibit you from exercising without medical supervision?

If you answered “yes” to any of these questions, call your personal physician or healthcare provider before increasing your physical activity.

I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction. I have been advised to call my physician or healthcare provider if I answered yes to any of the questions, and I understand that if I proceed to participate in any physical activity after answering yes to any of the questions without consulting my physician or healthcare provider I am assuming all risks of injury or even death due to my participation.
Appendix C

Equipment Rental Agreement and Waiver

Name (Print) ______________________________ Schreiner University ID Number_________________
CMB_________ Cell Phone________________ Campus Ext_________________

Circle one:  Student  Faculty   Staff  Alumni

Read the following policies to rent equipment from Campus Recreation S.O.A.P Program and initial by each line to identify that you understand the policies and that if you have any questions you will ask a campus recreation staff to clarify before the line is initialed.

1.  Equipment may be checked out for 3 days
2.  Equipment check out can be renewed if the user wishes to continue using the equipment beyond the original 3 days but must come in and check out the equipment in person prior to the 3rd day. (As long as equipment is not reserved)
3.  Equipment must be returned clean and ready to re-use. If Campus Rec Staff determines that equipment is not ready to use a $5 charge will be charged per piece of equipment.
4.  A replacement fee at the cost of replacing the equipment will be charged to student’s account for any equipment that is damaged, stolen or lost while in the possession of the barrower.
5.  Equipment must be returned by 4PM of the 3rd day of rental, a late fee of $5 per equipment will be charged to student’s account each day the equipment is not returned.
6.  Equipment must be checked in at the campus rec office, a charge of $5 per equipment will be charged to student’s account for any equipment left unattended or found by the Campus Rec staff.

By signing, I accept financial responsibility for all equipment in my possession.

Signature_____________________________________ Date_________________

I, the undersigned, hereby expressly and affirmatively state that I wish to rent ___________________________. I realize that renting this recreational equipment involves risks to my personal health, safety and possibility of death. I recognize that there are potential risks involved in renting recreational equipment from Schreiner University and that activities involving the recreation equipment can be dangerous. However knowing the material risks and appreciating, knowing, and reasonably anticipating that other injuries and even death are a possibility, I hereby expressly assume all of the risks to my personal health, all other potential risks and even risk of death, which could occur by reason of my renting this recreational equipment. I hereby voluntarily assume all risks associated with renting this recreational equipment and agree to hold harmless Schreiner University from any and all kind of liability, claims, causes of action or demand of any kind and nature whatsoever which may arise by or
in the connection with renting recreational equipment. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

Signature: ______________________________________ Date___________________

For Campus Recreation Staff Use Only

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<th>Item Description</th>
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Explanation of Fee Charge:

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Letter of equipment charge sent to student

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Appendix D

S.O.A.P Equipment Rental Agreement and Waiver

Name (Print) ______________________________ Schreiner University ID Number_________________

CMB_________ Cell Phone________________________________ Campus Ext________________

Circle one:    Student    Faculty    Staff    Alumni

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______ Equipment must be returned clean and ready to re-use. If Campus Rec Staff determines that equipment is not ready to use a $5 charge will be charged per piece of equipment.

______ A replacement fee at the cost of replacing the equipment will be charged to student’s account for any equipment that is damaged, stolen or lost while in the possession of the borrower.

______ Equipment must be returned by 4PM of the 3rd day of rental, a late fee of $5 per equipment will be charged to student’s account each day the equipment is not returned.

______ Equipment must be checked in at the campus rec office, a charge of $5 per equipment will be charged to student’s account for any equipment left unattended or found by the Campus Rec staff.

By signing, I accept financial responsibility for all equipment in my possession.

Signature_____________________________________ Date_________________

I, the undersigned, hereby expressly and affirmatively state that I wish to rent _______________________. I realize that renting this recreational equipment involves risks to my personal health, safety and possibility of death. I recognize that there are potential risks involved in renting recreational equipment from Schreiner University and that activities involving the recreation equipment can be dangerous. However knowing the material risks and appreciating, knowing, and reasonably anticipating that other injuries and even death are a possibility, I hereby expressly assume all of the risks to my personal health, all other potential risks and even risk of death, which could occur by reason of my renting this recreational equipment. I hereby voluntarily assume all risks associated with renting this recreational equipment and agree to hold harmless Schreiner University from any and all kind of liability, claims, causes of action or demand of any kind and nature whatsoever which may arise by or in the connection with renting recreational equipment. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

Signature: ________________________________________ Date___________________
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**Explanation of Fee Charge:**

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**Schreiner University Campus Recreation SWIM TEST**

**Swim Test Requirements**
*Will be administered by a lifeguard*

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<td>1. Swim one length of the pool (freestyle or breast stroke).</td>
<td>Y or N (circle one)</td>
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<td>2. Hold breath under water for 20 seconds</td>
<td>Y or N (circle one)</td>
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<td>3. Tread water for 30 seconds</td>
<td>Y or N (circle one)</td>
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<td>4. Successfully put on a thrown life jacket in deep water</td>
<td>Y or N (circle one)</td>
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Name of Tester  | Date  |  PASSED  |
Lifeguard Administering Test  | Date  |  FAIL  |
Director of Campus Recreation  | Date  |  REFERRED TO TAKE SWIM LESSONS  |

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**Schreiner University Campus Recreation SWIM TEST**

**Swim Test Requirements**
*Will be administered by a lifeguard*

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Lifeguard Administering Test  | Date  |  FAIL  |
Director of Campus Recreation  | Date  |  REFERRED TO TAKE SWIM LESSONS  |
Boating Orientation Quiz
*Must be completed at the conclusion of Boating Orientation*

1. What is a Tandem kayak and how many people is it designed for? (fill in the blank)

2. Before entering the water you should make sure your wearing (circle one)
   a. life jacket
   b. backwards hat
   c. bandana
   d. whistle
   e. both A and D

3. If flipped out of your kayak, what is the proper method to re-enter (circle one)
   a. Jump back into your kayak
   b. Let your feet float to the top of the water and lift yourself up and in
   c. Swim to shore and wait until the kayak drifts back to you
   d. There’s no way back in

4. What is the proper method to paddle (circle one)
   a. Short, skim the water
   b. Long, deep, wide strokes
   c. Quick, sporadic strokes
   d. Two strokes forward and one stroke backwards

5. When kayaking it important to have proper posture?
   a. True
   b. False

6. When loading your kayak onto your vehicle it is important to remember your blocks and to tie your straps around what two stable objects? (circle two)
   a. Roof of vehicle or rack
   b. Kayak
   c. Side mirrors
   d. Windshield wipers

7. Standing up in your kayak is safe and is just another part of the kayaking experience. (circle one)
   a. True
   b. False

8. A minor bend of the knees will provide lower body strength to help paddle without straining your back. (circle one)
   a. True
   b. False

9. Direct your kayak left by paddling on which side? (circle one)
   a. Left
   b. Rear
   c. Normal, alternate strokes
   d. Right

10. Inspecting your boating equipment before and after use for damages and repairs is optional. (circle one)
    a. True
    b. False
**Schreiner University Campus Recreation: Boat Orientation Form**

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>ID: ____________________________</th>
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<tbody>
<tr>
<td>Member Status (circle one)</td>
<td>Student</td>
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<tr>
<th>Boat Orientation:</th>
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<tbody>
<tr>
<td>Patron watches and fully understands boating video</td>
<td>Patron Initials</td>
</tr>
<tr>
<td>Patron demonstrates effective adjustment of personal flotation device (PFD)</td>
<td>Patron Initials</td>
</tr>
<tr>
<td>Patron demonstrates key elements of ACA boating safety practicum</td>
<td>Patron Initials</td>
</tr>
<tr>
<td>Patron demonstrates a safe, secure attach, load, and unload of canoe &amp; kayak to vehicle</td>
<td>Patron Initials</td>
</tr>
<tr>
<td>Patron passes Boating Quiz</td>
<td>Patron Initials</td>
</tr>
<tr>
<td>Patron passes swim test</td>
<td>Patron Initials</td>
</tr>
<tr>
<td>Patron communicates a clear understanding of the responsibility he/she assumes for all damages and liability associated with the use of the equipment</td>
<td>Patron Initials</td>
</tr>
</tbody>
</table>

I, ____________________________________ (print patron name), understand and am proficient in all of the above indicated aspects of the boat orientation.

Signature of Patron __________________________ Date __________________________ Staff Name Giving Orientation __________________________

*At the completion of the Boating Orientation Program, the Director of Campus Recreation will document and file all the approved paperwork and tester will receive a sticker or hologram that will go on the Schreiner ID.*
Patron Name: __________________________________________
ID: ____________________________________________________
Email: _________________________________________________
Phone #: _____________________________________________

Membership Status (circle): Student  Faculty/Staff  Alumni  Spouse  Gender (circle): Female  Male

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Late Fee</th>
<th>Replace Fee</th>
<th>Staff OUT</th>
<th>Staff IN</th>
<th>Date Returned</th>
<th>Return Condition</th>
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</thead>
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</table>

Day & Date Checked Out: __________________________ (Checkout Hrs: M-F 9am-5pm)
Day & Date Due Back: ______________________________ (Return Hrs: M-F: 9am-10pm; Sat: 10am-10pm; Sun: 2pm-10pm)

Late Fee: Late fee will be assessed per day late $5.00
Repair/Replacement Fee: Up to the replacement cost of item(s) $________

\*Statements of Acceptance/Agreement (Initial):

__________....I have taken and passed all the requirements for boat orientation

__________....I have inspected the equipment before taking possession of each item(s) in order to avoid charges for missing parts or damage for which I was not responsible.

__________....I agree to return the equipment in acceptable condition by the due date/time in order to avoid incurring any fees described above, and to allot approximately 30 minutes for equipment return, set-up, and inspection.

__________....I have reviewed, signed, and understand the Conditional Use Agreement and agree to abide by the stated policies.

__________....I will keep track of my equipment by to avoid late/replacement fees for which I am not responsible.

__________....I agree to pay immediately upon equipment returns any fees that I may incur during the checkout of the above equipment.

Patron Signature: __________________________ Date: __________________________

Checkouts or Returns at times other than normal Campus Recreation hours must be arranged in advance and specified on this equipment loan form - call 830-792-7412 to make an appointment.

Staff Use Only
Condition on Return: (please check all items that apply to condition of returned equipment)

____ Good Condition
____ Late
____ Wet/Dirty
____ Damaged
____ Lost/Not Repairable
Equipment Rental and Liability Release Waiver

I accept for use, as is, the rental equipment listed on the Sign Out and Sign In Sheet, and accept full financial responsibility for the care of the rental equipment while it is in my possession. I will be responsible for the replacement, at full value, of any equipment rented which is lost, stolen, damaged or otherwise not returned to Schreiner University as well as any other applicable fees as outlined on the Equipment Rental Agreement.

I understand that the sport of paddling, and other related water activities involve inherent and other risks of INJURY and DEATH. The risks include but are not limited to: physical exertion, inclement weather, capsizing of watercraft, immersion in water, hypothermia, accidents or illness in remote areas, equipment failure and malfunction, drowning, and loss or damage to personal property.

______ 1. I voluntarily agree to expressly assume all risks of injury or death that may result from the use of this equipment.

______ 2. I agree to use the rental equipment only in the specified and agreed upon area discussed between myself and the Schreiner University Campus Recreation Department (e.g.: I will not take a rented boat down to the Gulf of Mexico if the rental agreement was only for the Guadalupe River).

______ 3. I further agree to wear an approved personal flotation device at all times while in a rented kayak.

______ 4. I confirm that I am physically fit to operate and use said equipment and that I understand the equipment's use and function.

______ 5. I understand that I am responsible for the transportation of rented kayaks. I certify that I am familiar with proper techniques for loading, securing, and unloading rented kayaks to a vehicle and/ or trailer and am capable of applying the techniques without assistance from the Schreiner University Campus Recreation Staff.

______ 6. I agree to release Schreiner University, its employees, owners, volunteers, affiliates, agents, officers, directors and manufacturers and distributors (collectively “providers”) of the equipment from all liability for injury, death, property loss and damage which results from the equipment user’s participation in the sport of kayaking and canoeing, or is in any way related to the use of this equipment, including all liability which results from negligence of providers, or any other person or cause. I further agree to defend and indemnify providers for any loss or damage, including any that results from claims or lawsuits for personal injury, death and property loss and damage related in any way to the use of this equipment.

With respect to group rentals, the undersigned lessee hereby represents and warrants that he/she has secured the consent of all users of the equipment being leased to assume all risks of injury, loss or damage resulting from or related to the use of this equipment and to release Schreiner University from all liability as provided above.

I, the undersigned, have read and understand this equipment rental and liability release agreement.

Name ___________________________ Signature ___________________________ Date ______________

Schreiner University
Appendix E

MFC Staff Checklist- Facility Management

*Weight Room Equipment needs to be wiped down “AT LEAST ONCE A DAY”*

(OPENING SHIFT, CLOSING SHIFT)

Please initial beside the time you’ve completed the checklist and a checkmark beside all duties completed

First Shift (Morning)  
7am_____ 8am_____ 9am_____ 10am_____ 11am_____ 
___1. Unlock weight room 
___2. Music turned on 
___3. TV’s turned on 
___4. Towels are washed and folded (Opening shift makes sure the towels that didn’t get washed from the night before are washed) 
___5. All weights plates and dumbbells are properly re-racked in the correct weight racks corresponding with the lbs. number. 
___6. Thera-bands, yoga mats, ab rollers, are properly rolled up or stacked in an orderly way. 
___7. Trash, paper, off the floor and thrown away 
___8. Once a day the machines and benches need to be wiped down. Handles of machines and seats of machines. Treadmill/elliptical/bikes screens need to be wiped down. 
___9. Report any damages or broken equipment. Floor is dirty and needs vacuumed or mopped. Windows are dirty, spider webs, need more wet wipes, etc that needs to be cleaned are reported to the Campus Rec Director. 
___10. Keep track of attendance and Schreiner ID’s are taken 
___11. Rec Equipment that is signed out needs to be signed out and initialed by the renter (name, school ID, telephone number) and the MFC staff member. 
___12. At the end of your shift check off and initial your duties that were completed.

Day Shift  
12pm_____ 1pm_____ 2pm_____ 3pm_____ 4pm_____ 5pm_____ 
___1. Towels are washed and folded 
___2. Check to see if all weights plates and dumbbells are properly re-racked in the correct weight racks corresponding with the lbs. number. 
___3. Thera-bands, yoga mats, ab rollers, are properly rolled up or stacked in an orderly way. 
___4. Trash, paper, off the floor and thrown away 
___5. Once a day the machines and benches need to be wiped down including the handles of machines and seats of machines. Treadmill/elliptical/bikes screens need to be wiped down too. 
___6. Report any damages or broken equipment. Floor is dirty and needs vacuumed or mopped. Windows are dirty, spider webs, need more wet wipes, etc that needs to be cleaned are reported to the Campus Rec Director.
7. Keep track of attendance and Schreiner ID’s are taken
8. Rec Equipment that is signed out needs to be signed out and initialed by the renter (name, school ID, telephone number) and the MFC staff member.
9. At the end of your shift check off and initial your duties that were completed.

**Night Shift (Closing)**

6pm 7pm 8pm 9pm 10pm

1. Lock weight room
2. Music turned off
3. TV’s turned off
4. Towels are washed and folded (Closing shift makes sure the towels that can be washed are washed and folded for the next morning)
5. All weights plates and dumbbells are properly re-racked in the correct weight racks corresponding with the lbs. number.
6. Thera-bands, yoga mats, ab rollers, are properly rolled up or stacked in an orderly way.
7. Trash, paper, off the floor and thrown away
8. Once a day the machines and benches need to be wiped down. Handles of machines and seats of machines. Treadmill/elliptical/bikes screens need to be wiped down.
9. Report any damages or broken equipment. Floor is dirty and needs vacuumed or mopped. Windows are dirty, spider webs, need more wet wipes, etc that needs to be cleaned are reported to the Campus Rec Director.
10. Keep track of attendance and Schreiner ID’s are taken
11. Rec Equipment that is signed out needs to be signed out and initialed by the renter (name, school ID, telephone number) and the MFC staff member. If a piece of equipment is not returned contact the renter and ask them politely to return it immediately. We cannot have any more stolen items.
12. At the end of your shift check off and initial your duties that were completed.

__________________________________________________________
MFC MANAGER SIGNATURE
Date

__________________________________________________________
Director of MFC Signature
Date