

**Facility Protocols**

Due to the Center’s multiple uses: academic, recreational, and athletic, it’s important that we follow certain policies in order to facilitate a smooth transition between programs as well as not confuse our patrons. Accordingly, your assistance is requested in the following areas:

- Ensure that aerobics class gear (steps, slides, mats, etc.) are put away by the individual user, failing that, the instructor will need to pick up.

- When setting-up the volleyball nets and standards in the South Gym (west) be careful to place them in the correct order, and do not tie knots in the ropes.

- Only non-marking shoes may be worn in the racquetball courts. All metal or aluminum racquets must have racquet guards to preclude wall damage, as well as safety wrist straps. Eye protection is required.

**Fitness Center Procedures:**

- Backpacks are not allowed in the weight room. Day lockers are available outside the weight room for $.25. This policy addresses the tripping hazard created by a pile of backpacks on the floor, as well as makes it more difficult for small weights to “disappear” from the room.

- If you are going to leave the weight room before the next instructor arrives, or there is no class following you, ensure you lock the door to the free weight area (lower level). No patron at any time should have access to the fitness center without some form of facility supervision (TA, gym attendant, or coach). Students arriving early are more than welcome to use weights as long as an instructor is present.

- No sandals or open toe shoes are allowed. No belts other than approved weight lifting belts may be worn.

- Do not alter, disassemble, or modify any equipment from its original design.

- No food or drinks (other than water) are allowed in the fitness center.

- All weights should be returned to their original position after being used. Free weights must be collared. Do not place free weights on bench pads or use in a carpeted area (second floor). No Olympic style lifting is allowed. Do not drop weights on the floor.

- Cardio equipment and mats should be wiped down after each use.
Teaching Assistant Pool Protocol

1. All Physical Education classes scheduled in the pool are assigned an area: Johnson, shallow, deep or therapy. Any deviation from that assigned area needs to be approved by the Facility Manager or Pool Manager.
2. Since classes are not guarded, teaching assistants are required to supervise and maintain a safe environment at all times.
3. In the event of an emergency the instructor has the duty to act. However, the lifeguards once aware will activate the Emergency Action Plan and assist in any way possible.
4. Class set up and take down as well as equipment needs are the responsibilities of the teaching assistant. Special needs or arrangements can be made through the Pool Manager or Facility Manager.
5. Six to eight lap lanes are reserved for open recreation swimming and are not to be used by classes. Class participants who wish to swim laps in the open recreation lanes should do so before or after class only.
6. Lane eight in the deep end may be used at the discretion of the teaching assistant. Water Polo and large swimming classes should take advantage of this extra lane.
7. Classes may not enter the water until the teaching assistant is present to actively supervise for the duration of the class.
8. Any problems or concerns with the facility should be reported directly to the Facility Manager or Pool Manager.
9. Diving boards may be used only with the permission of the Pool Manager. Diving boards are for instructional purposes only.
10. Lifeguards are on duty to ensure a safe environment and to enforce rules. Please respect the facility and the lifeguards authority.
11. Please use common courtesy when dealing with patrons and staff at the pool.
12. The rules that are posted should be followed by all students and instructors.

Emergency Pool Procedures

Teaching Assistants, PT Instructors and all other non lifeguarded activities.

1. Make appropriate rescue
2. Have a student get help from Olympic pool
3. Have student or Break Lifeguard call 911.
   The red emergency phone can be used to contact campus police who will dispatch emergency information. If the red emergency phone is not used you my use the pool deck phone. Call 911, notify the building supervisor at 277-4347 and page Ken. Dial 540-1563 and punch in the pool number (7-6181). Hit the * button and punch in 911 for emergency. If Ken or a Head Guard is on deck this procedure may not be necessary.
4. Lifeguard support will come from the Break and Desk Lifeguards.
5. Break Lifeguard should go immediately to the Johnson pool with first aid kit and blanket. This lifeguard will provide assistance as needed. Assistance may include removal from the water, backboard assistance, first aid, two person CPR or other assistance as needed.
6. Desk lifeguard should inform all other lifeguards of the situation. Desk lifeguard should then immediately report to Johnson pool to determine if 911 has been called. If 911 has been called Desk lifeguard should retrieve the Master Lock keys, unlock the west gate, and wait for EMS to arrive. If 911 has not been called Desk guard should call 911 and then proceed to unlock gate and wait for EMS to arrive.
7. Complete Incident/accident report.