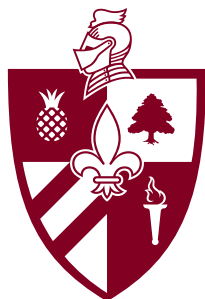


Sport, Recreation & Fitness - SuRF Center Membership Manual



BELLARMINE UNIVERSITY
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SuRF Membership Manual

TABLE OF CONTENTS

Welcome	1
SuRF Mission, Facility and Hours.....	2
Membership, Parking and Admittance	3
Lost and Found	4
Equipment and Televisions	5
Court Policies.....	5
Program Registration	6
Rules and Regulations	7
Safety and Emergencies	13
Staff Listing	13

Welcome

Welcome to Bellarmine University's SuRF Center! We are excited about what we can offer you and hope you will take full advantage of all the recreational opportunities available at Bellarmine University. The SuRF Center seeks to complement the academic goals of the University by encouraging the physical, emotional, and social growth of students, faculty, and staff.

This manual has been developed as a resource for you to use as a SuRF Center member and you are encouraged to please review it thoroughly. We look forward to working with you and encourage you to contact us with any questions or concerns!

Go Knights!

Stephanie Collins—*Director of Recreation*

SuRF Center Mission

The mission of the Sport, Recreation, and Fitness Center (SuRF) is to provide quality recreational activities, wellness programs, and educational services in a positive non-threatening environment that facilitate the balance of physical, social, and academic growth as well as encourage respect for diversity. The SuRF strives to empower individuals to increase awareness of the benefits of a healthy lifestyle, achieve personal wellness goals, gain leadership and career skills, and educate the community about the importance of health and well being.

Facility

The SuRF Center serves Bellarmine University students, faculty, staff, and alumni. This incredible facility offers students, faculty, staff, and SuRF members opportunities for sport, recreation, fitness, and wellness. The SuRF offers 3 indoor tennis courts, 6 outdoor tennis courts, 2 basketball courts, over 20 pieces of cardio equipment, selectorized weight machines, and free weights. A variety of programs and services are provided through the SuRF including group fitness, personal training, intramural sports, club sports, health services, adventure recreation, and fitness instructor training.

Hours of Operation

Monday - Thursday	7:00 a.m. - 11:00 p.m.
Friday	7:00 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 9:00 p.m.

We will be closed on the following holidays: Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter Sunday, and Labor Day.

Hours are subject to change during inclement weather, finals week, and campus holidays. Please call the SuRF Center or check our website for the latest updates on facility hours. www.bellarmino.edu/studentaffairs/recreationcenter/

Membership

MEMBERSHIP & PARKING

Membership to the Sport, Recreation, and Fitness Center (SuRF) is free for all current students, faculty, and staff members. Memberships and seasonal passes to the SuRF Center may be purchased by family members of faculty, staff, and alumni members. Please note that individuals under 18 years of age may not purchase a membership to the SuRF Center.

All memberships last 12 months and start on the date of purchase. Membership rates will not be prorated. Patrons must annually fill out a membership packet which includes: membership application, waiver and release form, and parking form.

ANNUAL MEMBERSHIP FEES

Alumni	\$150.00
Family	\$175.00
Four month.....	\$60.00

Parking

All cars parking in Bellarmine University parking lots must display a current parking permit. Cars without parking permits will be ticketed by campus safety and security. Parking permits can be purchased with a membership. The business office will mail members a parking permit within 2 weeks. A temporary parking permit valid for two weeks will be given to members waiting for their permanent permits. Annual parking permits cost \$60.00

Admittance Policies

A current and valid Bellarmine University ID or SuRF membership card must be presented at the front desk to gain access to the facility. NO EXCEPTIONS will be made to this policy. ID cards are not transferable and may be used only by their owners. An ID card used by someone other than the owner will be confiscated. Individuals who misuse a Bellarmine University ID are subject to disciplinary actions.

Individuals under the age of 18 will not be allowed access to the SuRF Center

except under the following circumstances: the individual is a BU freshman, the individual is part of a Bellarmine University sanctioned sports camp and/or program, or on occasion faculty and staff may bring a child to the SuRF Center on weekends only.

Children must be 16 years of age to use any cardio, strength, or fitness equipment. Children must be with their parent and supervised at all times. Parents must sign a waiver and release of liability form prior to their child entering the facility.

INTRAMURAL ADMITTANCE

Alumni that do not have SuRF memberships may participate in intramural sports. Alumni must check in at the front desk by presenting a photo ID.

VISITOR POLICIES

Visitors may enter the facility for tours or to watch recreational events. All visitors must check in at the front desk. Individuals under the age of 18 must be accompanied by an adult that is not participating in any fitness/recreational activity. Visitors must abide by all facility policies and procedures. Visitors may not exercise or use recreational facilities.

GUEST POLICIES

SuRF members may bring up to one (1) guest into the facility at any one time. The guest fee is \$3 which is valid for the entire day. SuRF members must register guests at the front desk with a valid BU ID. Guests must be 18 years of age and are required to follow all SuRF policies and procedures. Guests have access to the tennis courts, free play courts, locker rooms, and fitness center. Guests may not participate in intramural sports. SuRF members are responsible for the conduct of their guest and must remain in the building with their guest.

Lost and Found

All lost and found items are documented at the front desk. All valuable items (cell phones, CD players, jewelry, i-Pods, or any electronic devices) are sent to campus security. Other items (clothes, gloves, hats, etc.) can be retrieved at the front desk. Please be prepared to describe the item, confirm the date it was lost, and show proper identification. All clothing items will be donated to charity at the end of the semester.

Equipment and Televisions

EQUIPMENT CHECK-OUT

Patrons can check-out equipment items such as basketballs, volleyballs, etc. at the SuRF Center front control desk. There is no charge for these check-out items unless the equipment is returned late, lost, stolen, or damaged. Only valid BU students, faculty, staff, and SuRF members may check out equipment. The person checking out the equipment is responsible for that equipment.

To check out equipment, a participant must leave a valid BU ID at the front desk. All equipment must be returned by facility closing time. Members will incur a replacement fee for any item not returned or returned damaged. Please note that equipment is checked out on a first come, first serve basis and that equipment cannot be reserved in advance.

EQUIPMENT

If you are unfamiliar with how to use equipment it is highly recommended that you seek guidance from a staff member to insure proper usage. If a piece of equipment doesn't seem to be working properly, please report it immediately to an employee at the front desk.

TELEVISIONS AND MUSIC

The television stations and music played within SuRF Center will be preset. The facility will try to accommodate the needs and tastes of each patron with regard to music and TV. Patrons may request for a station change at the front desk, however the SuRF has final decision making authority about stations. At certain times (March Madness, World Series, etc.) of the year more than one television may play the same program. Any television shows or music that is offensive, vulgar in nature, utilizes inappropriate language, etc. will not be allowed.

Court Policies

No organized activities except those sponsored by the Department of Sport, Recreation, and Fitness and Athletics will be allowed to reserve space within the SuRF Center without special permission.

FREE PLAY COURTS

During the academic year students, intramural sports, and academic classes will be given priority use of the free play courts. Athletic practices and BU sponsored events will not be held on the free play courts. On occasion athletic teams and other BU sponsored groups may reserve the free play courts with special permission from the Director of Recreation.

INDOOR TENNIS COURTS

Indoor tennis court reservation requests are prioritized as follows:

1. Department of Sport, Recreation & Fitness programs and events
2. Varsity Athletic Teams
3. BU students, faculty, staff and SuRF members
4. BU-RSO groups and sponsored events.

INDOOR COURT RESERVATIONS

Indoor tennis court reservation requests should be submitted at least 24 hours in advance via the SuRF website: www.bellarmine.edu/studentaffairs/recreationcenter/Reservations or via phone, 502.272.8312. Reservations made less than 24 hours in advance are not guaranteed. If you would like to reserve a court less than 24 hours in advance please call the SuRF Center directly, 502.272.8312. All reservations for court space must be approved by the SuRF Center. Court reservation times are limited and court space is not guaranteed. All decisions about court reservation requests are up to the discretion of the Director of Recreation.

OUTDOOR TENNIS COURTS

The BU varsity athletic teams have first priority on the outdoor courts and may reserve practice time with the Director of Recreation. The outdoor tennis courts are available on a first come first serve basis outside of varsity practices.

Program Registration

GROUP FITNESS

The SuRF Center Group Fitness Program is based upon the latest fitness trends and taught by experienced, nationally certified instructors. Classes will keep you motivated, help you achieve your personal health and fitness goals, and are designed for all fitness levels.

PROGRAM REGISTRATION

- Faculty, staff, and alumni members must present a valid BU ID at the front desk to register for group fitness classes each semester.
- To ensure participant safety, a waiver and release of liability form, and a PAR-Q form must be filled out once per academic year. The semester group fitness fee is \$64.
- Students do not need to register for group fitness classes. Group fitness classes are free to all current BU students. Participants must sign in at the front desk before attending a class.

PROGRAM SCHEDULE

- The program schedules are subject to change and classes may be cancelled due to demand, low attendance, or schedule conflicts.

PERSONAL TRAINING

Patrons must register at the front desk prior to participation by presenting a valid BU ID, filling out a personal training packet, and purchasing personal training sessions. All personal training clients will be contacted by a member of the personal training staff within 2-3 business days. Please check the SuRF website or ask at the front desk for current personal training rates.

MARY T. MEAGHER POOL

This service is free from August 1 - April 30 for current UNDERGRADUATE students only as it is sponsored by the Student Government Association. Faculty, staff, alumni, and individuals with SuRF memberships do not have pool privileges. Students must register at the SuRF to obtain a Mary T. pool pass prior to using pool facilities. Students must present both a current Bellarmine University student ID and Bellarmine University pool pass to gain access to the pool. Pool access will be denied to individuals that do not present both forms of identification. The Mary T. Meagher Aquatic Center is located at 201 Reservoir Ave., Louisville, Kentucky.

Rules and Regulations

USER CONDUCT

All users are expected to adhere to the policies and procedures approved for the Recreation Center as well as BU rules and regulations. Lack of cooperation

in adhering to the rules governing the center and its programmed activities will result in administrative action and possible disciplinary action, including removal from the center and or cancellation of use privileges.

GENERAL FACILITY

1. Consult a physician prior to engaging in physical activity. BU is not responsible for accidents or injuries that occur.
2. Only current BU students, faculty, staff, and SuRF members with a valid BU ID will be allowed to use the facility. Entry and exit of the facilities must always be made through the designated front entrance.
3. No children under the age of 18 are allowed to use the SuRF Center.
4. Use of tobacco, alcohol, and/or drugs is strictly prohibited.
5. Water in a closed plastic container is the only drink permitted.
6. No food or chewing gum is permitted.
7. Cell phone use in locker rooms is prohibited.
8. Appropriate athletic attire must be worn at all times. No jeans, sandals, open toed shoes, or non-athletic shoes. Muddy or dirty shoes are not permitted. Participants are asked to please change into clean shoes prior to entry into the facility.
9. Shirts must be worn at all times.
10. Profanity or excessively loud/suggestive language is prohibited.
11. BU is not responsible for lost or stolen items. Secure all personal items in lockers/cubbies provided.
12. Wipe off equipment with provided gym wipes after every use.
13. For the consideration and hygiene of others please do not spit in drinking fountains.
14. Injuries, accidents, or equipment failures must be reported to the staff. It is recommended that you carry proper identification with you at all times in the case of an emergency.
15. Only signs/flyers approved by Recreation Center may be posted in designated areas.
16. Animals are not permitted except for the express purpose of aiding persons with disabilities.
17. Use of bikes, strollers, rollerblades, and skateboards are prohibited inside the recreation center. Please remove skates or blades prior to entering the facility. Lock bikes on university provided bike racks and secure blades, skateboards, etc, in lockers/cubbies provided.
18. The use of the facility is considered a privilege. Participants are asked to

respect the rights of other participants and display good sportsmanship and manners. Those who do not follow established rules and regulations may be removed from the facility and have their privileges revoked.

19. Inappropriate use of equipment and horseplay are not permitted.
20. All valuable items should be locked in a mini locker or in the lockerroom. Use cubbies for non-valuable items.
21. Bags, books, and personal items are not allowed in the fitness areas or courts unless they are stored in cubbies.
22. The Department of Recreation reserves the right to change and modify facility hours, equipment, policies, and procedures at any time.
23. University facilities are not to be used for private gain. This includes any private, coaching, training, lessons, etc. that are not BU sanctioned.

FREE PLAY COURTS

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. The gymnasium is primarily intended for basketball, volleyball, and court based sports. Other activities are permissible if considered safe and appropriate as determined by the fitness staff.
3. Participation is on a first-come, first-serve basis unless the courts have been reserved for intramural sports or academic classes.
4. For the consideration and hygiene of others please do not spit on the courts.
5. Hanging on the nets or rims is prohibited.
6. Use lockers/cubbies provided for personal items.
7. Equipment can be checked out at the main desk with a valid BU ID.

INDOOR/OUTDOOR TENNIS COURTS

1. Appropriate tennis attire is required.
2. Only non-marking athletic shoes are allowed.
3. Do not lean, hang, or push on nets.
4. Do not remove nets or modify equipment. Please ask a member of the SuRF staff to assist you with any equipment needs.
5. The tennis ball machine is for varsity athletic use only.
6. For the consideration and hygiene of others please do not spit on the courts.
7. The outdoor courts close at dark unless there is an authorized event scheduled.

8. Individual reservations can be made at the front desk for the indoor courts only. Outdoor court usage is on a first come, first serve basis.
9. All users of the tennis courts must check in at the front desk. Only current BU students, faculty, staff, and SuRF members can use the tennis courts.

FITNESS CENTER

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. Do not attempt to use equipment if you are unfamiliar with proper usage. Please seek the front desk attendant for assistance.
3. Wipe off equipment after every use with gym wipes. Users are strongly advised for personal hygiene to bring their own towels.
4. Use lockers/cubbies provided for personal items.
5. During peak hours, please limit use of cardio equipment to 30 minutes.
6. Do not leave equipment operating while unattended and stop the machine before stepping off.
7. Allow others waiting for weight machines to work into your rotation.
8. Do not drop weights on the floor.
9. Re-rack your weights.
10. Dumbbells and benches should not be moved from their designated area.
11. Remain five feet from mirrored walls during exercise. Please do not touch the mirrors.
12. All equipment must be used in the manner for which it is designated. Do not attempt to modify equipment.
13. Standing on benches and or equipment frames is prohibited.

GROUP FITNESS RULES AND ETIQUETTE

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. Please report any illness or injury to your instructor or to a student worker immediately.
3. Participants are highly encouraged to arrive to class on time. It is up to the discretion of the instructor whether or not to allow late comers entry into class. If you are late please warm-up prior to starting class.

4. New-comers please introduce yourself to the instructor before class starts.
5. Please use lockers/cubbies provided to store personal belongings. BU is not responsible for items left in the group fitness area that are lost or stolen.
6. Class entry is on a drop-in basis and is open on a first-come, first-served basis. Class size may be limited based on the instructor's discretion and equipment availability.
7. It is highly recommended that participants stay for the entire class to ensure proper cool-down. Please stay until the end of class as leaving early is highly disruptive to fellow participants. Consult with the instructor at the beginning of class if you need to leave early.
8. It is highly recommended that participants bring water in a closed plastic container to class. This is the only drink permitted in group fitness classes.
9. Equipment (hand weights, bands, steps, etc.) utilized during class must be returned and may not be taken out of the group fitness area for individual use. Equipment from other areas may not be brought into group fitness classes.
10. Participants are encouraged to bring a towel to all classes.
11. Appropriate clothing and clean non-marking athletic shoes must be worn at all times unless otherwise stated for specific classes. No jeans, sandals, or non-athletic shoes. Please change into shoes prior to entering class.
12. Hard-soled, closed-toe athletic shoes or cycling shoes are recommended for all SPINNING classes.
13. Please give the instructor your full attention during class. Avoid lengthy conversations and loud talking during class as it can be disruptive to fellow participants and the instructor.
14. Participants must comply with instructor requests. Instructors have authority over the group fitness area and equipment.
15. Participants must show their group fitness pass to the instructor or student worker to gain entry into class.

LOCKER ROOMS AND SHOWERS

1. Do not leave water running in shower area after you are finished.
2. Dry off in shower area.
3. Locks left on overnight will be cut off.
4. All contents must be removed daily from lockers. Items left overnight will

be placed temporarily in a lost and found box located at the main desk. Lost and found items will be donated to charity on a quarterly basis.

5. Do not leave personal items unattended in the locker room. BU is not responsible for lost or stolen items.
6. Locks may be checked out for free at the front desk.

WEIGHT ROOM

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. Do not attempt to use equipment if you are unfamiliar with proper usage. Please seek the weight room attendant for assistance.
3. Wipe off equipment after every use with gym wipes. Users are strongly advised for personal hygiene to bring their own towels.
4. Allow others waiting for equipment to work into your rotation.
5. Use lockers/cubbies provided for personal items.
6. Re-rack your weights.
7. Do not drop weights on the floor.
8. Use of collars is mandatory on all free weight bars.
9. Do not prop weights up against the walls, mirrors, pillars, or doors.
10. Equipment should not be moved from its designated area.
11. Remain five feet from mirrored walls during exercise. Please do not touch the mirrors.
12. All equipment must be used in the manner for which it is designated. Do not attempt to modify equipment.
13. Standing on benches and or equipment frames is prohibited.
14. All free weight users must have at least one spotter. Staff members are not required to spot.
15. Participants exercise at their own risk and are responsible for their own health and safety.
16. Chalk will not be provided.

ALCOHOL & DRUG POLICY

Bellarmino University strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on campus or in conjunction with institution-sponsored events. Possession or use of a controlled substance is permitted only when it occurs pursuant to a valid prescribed medical treatment program. Bellarmino University is a tobacco free campus.

Patrons using SuRF Center that are suspected to be under the influence of drugs or alcohol will be immediately asked to leave the facility for their personal safety and the safety of patrons using the facility. Additionally patrons that are suspected to be under the influence of drugs, alcohol or any controlled substance that fail to abide to the alcohol and drug policy may lose privileges to use SuRF Center and will be reported to the appropriate campus authorities.

J. PATRON DISCIPLINE POLICY

When a patron has violated a Campus Recreation or University policy, she/he is subject to disciplinary procedures. Examples of offenses that would result in disciplinary actions include, but are not limited to the following: false use of identification, destruction of property, theft of property, trespassing, aiding or abetting, mentally or bodily harm inflicted upon an employee or patron and any other direct violation of stated policies.

Patrons are required to follow all SuRF Center rules and policies. Individuals failing to abide by rules and policies are subject at minimum to the below discipline policy. All infractions will be dealt with on a case by case basis and in some circumstances punishment for failing to follow SuRF Center rules and policies may be more severe than what is listed below.

1st offense: A verbal warning will be given with written documentation of the infraction.

2nd offense: A second verbal warning will be given with written documentation of the infraction. The patron must have a conference with the Director of Recreation to discuss his/her behavior. The patron will be asked to leave the building and will lose SuRF privileges for the remainder of the day.

3rd offense: Privileges to use the SuRF will be lost for the remainder of the semester and behavior will be reported to appropriate campus authorities.

Safety and Emergencies

The SuRF Center is committed to the security and safety of all users. The supervisory staff provides immediate supervision during all open hours to ensure that all users enjoy our facilities in a safe environment. All employees are certified in CPR and AED. All employees are trained on risk management policies and procedures as well as our facility emergency action plan.

Your assistance is crucial in the event of an emergency or unusual occurrence. We ask that you please immediately contact a staff member in the event

of an emergency (medical emergency, injury, power outage, fire, etc.) or you witness an unusual occurrence (fighting, vandalism, disregard for policies and procedures, etc.). Even if the event seems minor, we ask that you please report it to a staff member. Staff members will follow facility policies and procedures and/or the emergency action plan to immediately deal with emergencies or unusual occurrences. All injuries, medical emergencies, and unusual occurrences no matter how minor, should be reported so the building supervisor can adequately document the event. Individuals involved with an unusual occurrence, injury, medical emergency, etc. will be asked to help the building supervisor fill out an accident or incident report and may need to speak with campus safety and security if warranted.

IMPORTANT INFORMATION

- Emergency Services: Dial 9-911
- Bellarmine University Security: 7777 (from campus phone)
- An AED is located near the front entrance and a first aid kit is located at the front desk.

Staff

Stephanie Collins—*Director of Recreation*

Office: 502.272.8326 • Email: scollins@bellarmine.edu

Alice Kimble—*Director of Health Services*

Office: 502.272.8493 • Email: akimble@bellarmine.edu

Ron Love, Office Assistant

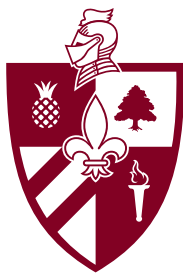
Office: 502.272.8313 • Email: rlove@bellarmine.edu

Chuck Vogt, Director of Intramurals and Club Sports

Office: 502.272.8343 • Email: cvogt@bellarmine.edu

SuRF Center Front Desk

Office: 502.272.8312 • Fax: 502.272.8048



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