

**Texas A&M International University
Recreational Sports**



GUIDELINES

**2011-2012
(Revised August 2011)**

Table of Contents

Welcome	1
Department Vision, Mission and Philosophy	1
TAMIU Compliance	1
Governance	1
Conduct	2
Safety, Security and Managing Risk	3
Recreational Sports Frequently Used Numbers	3
Who We Are	
Facilities	4
Hours of Operation	5
Fitness and Wellness	6
Weight Room	8
Intramurals	9
Special Events	10
Dusty's Den	11
Photography and Video Policy	11
Student Employment Opportunities	11
Memberships	12
Locker Memberships	13
Facility Usage and Equipment Reservations	14
Participant Discipline	16
Facility Usage Safety Guidelines	16
Frequently Asked Questions	21

Welcome!

The Recreational Sports Guidelines are designed to give you the information needed to begin your membership and enjoy your experience with Recreational Sports at TAMIU. We will strive to maintain the highest quality of service to our members to enhance the quality of your campus life experience.

The Recreational Sports Department provides a valuable service to the University community. You are an extremely important part of this service through your daily interaction and feedback.

Department Vision, Mission and Philosophy

Vision

To be a recognized leader and choice destination for the TAMIU community.

Mission Statement

The Department of Rec Sports provides programs, facilities, and services that promote active participation allowing the opportunity to achieve individual potential while having fun, relieving stress, and promoting community and spirit. Through participation, the TAMIU community is provided an opportunity to relieve stress, be fit and have fun!

Philosophy

Rec Sports is a service-oriented organization. As such, our philosophy is to serve the people of TAMIU, thus providing maximum recreational opportunities as well learning outcomes for our Rec Sports staff.

TAMIU Compliance

As TAMIU employees, we will do our best to perform our duties and responsibilities in accordance with all applicable provisions of federal and State laws, regulations, policies and procedures, and the rules and regulations of The TAMU System Board of Regents.

- Involves commitment at all levels
- Promotes our moral principles and values
- Demonstrates high standards of employee conduct.

It is our policy and practice to treat all Rec Sports members in a fair manner.

Recreational Sports is actively committed to increasing diversity and providing equal opportunity within its community. We recognize, understand and encourage celebration of the human differences which surround us.

Governance

All policies are established by Recreational Sports and TAMIU. The authority to enforce these policies is vested in the Recreational Sports staff. Student staff members do not have the option to overlook, change or bend rules; their task is to conduct business according to the policies. Differences of opinion regarding the rules may be referred to any member of the Recreational Sports professional staff.

Violation of rules included here (or of other posted policies; malicious use or defacing of TAMIU property; solicitation; verbal abuse of employees or other violations of University policy) will be investigated by the staff and additional TAMIU staff if necessary, using procedures established in the [Student Code of Conduct](#).

Sanctions such as fines, revocation of membership or referral of students to Student Judicial Affairs may be imposed. Members and guests may be prosecuted and/or memberships revoked. Faculty and staff members will be referred to Human Resources for disciplinary action.

Conduct

Recreational Sports is a unique department within the TAMIU community. Patrons are asked to use mature judgment in choosing clothing and language, and the message each delivers to others. The use of abusive or profane language will not be tolerated. [Sexual Harassment](#) of patrons or employees will be resolved through the use of all available legal channels.

Violence, Workplace Threats, Physical Abuse, Harassment & Crimes

Physical abuse and/or harassment including verbal abuse or threat against any individual is prohibited by TAMIU. Any persons in violation of this policy will be subject to disciplinary action, asked to leave the facility or campus, and/or referred to the University Police for possible criminal action.

TAMIU is committed to providing faculty, staff, students and visitors with an environment that is safe, secure and free of harassment, threats, intimidation and violence. To promote an atmosphere that encourages learning and productive employment, quick, responsive action will be taken if violence or the threat of violence arises.

It is the policy of TAMIU to strive to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. The University should foster an understanding of difference and cultivate the ethical and moral issues that are the basis of a humane social order. Therefore, **the University will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape.**

Threats (including those made by mail, over the telephone, by fax, e-mail or other manner), intimidation and acts of violence, with or without the presence of a weapon, will not be tolerated.

Violations will be reported to appropriate authorities (Judicial Affairs for students, HR for faculty/staff) including University Police for further investigation, reporting and handling through all possible legal channels.

Examples of improper behavior subject to University disciplinary action:

- Threats, direct or implied (in person or via phone, fax, e-mail or other manner)
- Physical conduct that results in harm to people or property
- Possession of deadly weapons on TAMIU property
- Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety.

Sexual assault, violence and harassment are illegal and unlawful offenses. Everyone has a right to exist in a harassment-free environment. Violence will not be tolerated. Immediately report any incidents to a member of the Recreational Sports professional staff who will assist you in contacting University Police.

Safety, Security, & Managing Risk

Rec Sports staff will make every effort to protect and if necessary, to save the life of any person using the facility. Our main objective is **SAFETY, SECURITY, and MANAGING RISK.**

In order to prevent any type of injury or accident you should always be aware of your surroundings. Members are asked to take a **proactive approach** in preventing accidents. If you notice any necessary repairs or hazards, report them immediately to Rec Sports staff.

The Recreational Sports Department has a comprehensive risk management plan for guidance in responding to emergency situations.

Below is a list of items in place that help us take a proactive approach:

- A. **Emergency Evacuation Action Plans** – The plan details procedures in case of an emergency. Emergency procedures are also posted at the front desk of the Rec Center for easy access.
- B. **Life-Threatening Action Plan** – The plan details procedures in case an injury occurs, and proper steps to document the injury/accident.
- C. **Non-Life Threatening Action Plan** - Unusual occurrences in our facilities, such as fighting, abusive language, unlocked doors, etc. will be documented on an Incident Form and submitted to University administration for further investigation and possible disciplinary action.

Rec Sports Staff & Frequently Used Contacts

All on campus-numbers have 956 area code; all on-campus numbers have 326- prefix. (e.g. 326-7575)

Rec Sports Staff

Sylvia Barrera-Director of Recreational Sports	3016
Denise Schuster-Associate Director, Fitness & Wellness	3017
Roberto Garza-Associate Director	3019
Aaron Garza-Strength and Conditioning Specialist	3013
Irene Vela-Mendoza-Office Coordinator	3015

Rec Sports Numbers

Rec. Center Front Desk	2289
*Aerobic Room 205	1139
*Aerobic Room 225	1138
*Weight Room	1140
Facsimile	2285
Dusty's Den Game Room	2933

Who We Are

Facilities

The Kinesiology, Wellness & Recreation Center is available for Open Recreation on a daily basis and includes activities such as: indoor recreation, strength/cardiovascular exercise. Open Recreation takes place in our 7,000 sq. ft. weight/cardio room, two aerobic rooms and two full-size basketball courts. Towel service is available for TAMIU Rec Sports fee paying students. Rec Sports administrative offices are located on the second floor, along with other Academic faculty and staff. A current staff directory is available on the first floor. Facilities are available for informal, unstructured use when not scheduled for programmed events. Check weekly posted schedules available online on Rec Sports website. <http://www.tamtu.edu/recsports/>. Any questions, comments, and or concerns should be brought to the attention of Roberto H. Garza, associate director, (956) 326-3019.





Hours of Operation

Recreation Center

	Fall/Spring	Summer
Mon–Thurs.	6:30 am-11:00 pm	6:30 am-10:00 pm
Friday	6:30 am - 7:00 pm	6:30 am - 7:00 pm
Saturday	2:00 pm - 6:00 pm	2:00 pm - 6:00 pm
Sunday	2:00 pm - 6:00 pm	2:00 pm - 6:00 pm

Dusty’s Den (Game Room) ****Closed due to renovations****

	Fall/Spring	Summer
Mon – Thur.	11:00 am - 5:00 pm	11:00 am - 3:00 pm
Friday	11:00 am - 2:00 pm	Closed
Saturday	Closed	Closed
Sunday	Closed	Closed

Rec Sports Administrative Offices

Monday– Friday 8:00 am - 5:00 pm

****Appointments may be scheduled after office hours upon request****

Special Hours of Operation

Facilities managed by Recreational Sports will operate on reduced hours for holidays and inter-semester breaks.

Generally, The Texas A&M University System will release the holiday schedule for the year in late July or

August. Once these dates are released, Rec Sports will finalize and post these special facility hours on the website.

Fitness & Wellness

The Rec Sports department offers a structured Fitness & Wellness program designed to provide education and assist participants in developing a healthy lifestyle. Free Programs include: seminars, nutrition sessions, nutrition luncheons, fitness assessments, scheduled group exercise classes and certain special events. With over 30 group fitness classes offered per week, members are bound to reach all personal fitness goals with the option of choosing classes that best suit their needs. Specialty classes that require an additional fee include trainings to become fitness instructors or personal trainers, other specialty classes and special events. We also offer one-on-one personal training for an additional fee. Information on seminars and special events are posted throughout the Rec Center and also available online. Please contact the associate director (Fitness & Wellness), Denise Schuster for more information at (956) 326-3017.

Free Group Fitness Classes* include:

- Abs & Back
- Body Pump®
- Boot Camp
- Chinese Kickboxing
- Indoor Cycling
- Lower Body
- PiYo™
- Step Express
- Total Body Conditioning
- Turbo Kick®
- Yoga
- Water Fitness
- Zumba®
- Zumba Toning®



Specialty Classes* include:

- Aqua Zumba®
 - Bachata
 - Belly Dancing
 - FIT (Fitness Instructor Training)
 - Latin Aerobics
 - Latin Dance
 - tPT (training Personal Trainers)
- (Specialty classes have a fee associated with the class. Participants must have a Rec Sports membership before registering for these classes.)



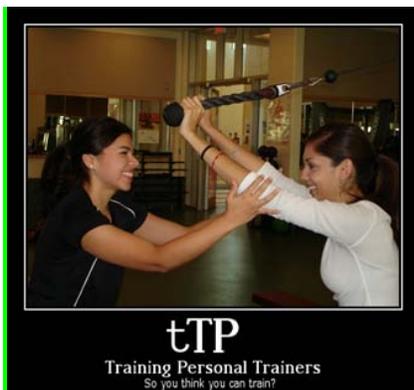
Specialty Classes

All participants in Specialty Classes must be a member or enrolled student. Participants must complete the following forms: Specialty Class Registration Form, Par-Q and liability waiver. Registration will not be complete until payment is submitted. Please verify that the scheduled class time will not interfere with your schedule. Refunds will not be allowed once payment is submitted. Rec Sports reserves the right to change days or times of classes when necessary.

Personal Training

Terms and Conditions:

1. All clients must have a current Rec Center membership; membership does not entitle free personal training sessions.
2. All clients must complete the following forms prior to initial training session: Personal Training Registration Form, Personal Training Program Packet, liability waiver, PAR-Q and a Physician's Clearance form if needed. [Personal Training Packet link:](#)
3. Payment must be made upon registration.
4. After registration, your personal trainer will contact you via email or phone within 2-3 days to schedule sessions.
5. All Personal Training sessions will be held at the Recreation Center and conducted by a Rec Sports Personal Trainer.
6. Training Sessions are one hour in length. Session begins at the scheduled meeting time.
7. If the client arrives more than 15 minutes late for the scheduled appointment, forfeiture of the session will result and the personal trainer has the right to leave the premises. You may contact your trainer directly or call 326-2289 to cancel or inform tardiness of your appointment.
8. Reschedules or cancelations must be done 24 hours in advance or session will result in forfeiture.
9. All sessions must be scheduled during the semester in which they were purchased. Personal training sessions are void after this time period. Exceptions are made only for medical reasons or for those purchasing a 24-Sessions Package or 32-Sessions Package. To request an exception, you must contact Denise Schuster at 326-3017. All other unused sessions will be forfeited.
10. Refunds will not be allowed once payment is submitted.
11. Remember to bring a towel and water to each training session.



Disclaimer: TAMIU programs are designed only to assist users in their personal weight loss efforts and to promote a healthy lifestyle. They are not intended to diagnose or treat any type of health conditions. Participants should consult appropriate health professionals and medical advice on any matter relating to their health and well-being prior to initiating any form of activity. TAMIU programs should not be treated as a substitute for the medical advice of your own physician or any other health care professional. Participants who fail to consult with appropriate health authorities assume the risk of any injuries.

Fitness Instructor Trainings & Certifications

Group Fitness Certifications

FIT

AFAA- Step

Turbo Kick

PiYo

Personal Training Certifications

tPT

ACE

AFAA

Fitness Nutrition Program



Each semester, we offer a Fitness Nutrition class once a week to the TAMIU community as well as the public. Each class offers optional body fat % assessments, body water %, measurements, etc. to monitor your personal progress. Sessions include a variety of information on healthy eating to motivate a lifestyle change and encourage life changing results. We also offer Nutrition Luncheons, which include free food and a presentation on healthy eating and living. The Nutrition Program is a wonderful way to begin and maintain a healthy lifestyle with a variety of sessions and resources available you won't want to miss out! Updates are available on our website under the Nutrition link.

Weight Room

The Recreation Center offers a weight room with a variety of equipment ranging from pin select machines, free weights, dumb bells, resistance bands, kettle bells, medicine balls and stability balls. Weight room personnel are available to assist during workouts, spotting, and to answer any questions pertaining to use of equipment. Safety is paramount and rules set forth are strongly enforced. The weight room provides a great environment and welcomes all who wish to maximize their training regimen.

Policies set in the weight room will be enforced to ensure the safety of others. Personal Training is only allowed by certified Rec Sports personal training staff. One on One personal training is available to those who wish to obtain guidance for their personal training goals and may be purchased through the Fitness & Wellness program. When academic classes share the weight room, those classes will have priority to utilize the machines displaying a "RED TAG" identified by the academic instructors. A dress code is fully enforced to ensure a safe and comfortable setting during your work out. Any discrepancies, questions, comments, or concerns should be brought to the attention of Aaron Garza, strength and conditioning specialist, (956)326-3013.

Special Activities Include:

- Strongman / Woman Competition
- TAMIU Combine
- Power Plyometrics
- WOW (Women On Weights)
- Bench Press Competition
- Boot Camp



Intramurals

Intramurals are leagues and tournaments organized for competition among students, faculty and staff at all skill levels. Leagues are generally offered in Men's, Women's, Co-Rec (co-ed), Housing, Greeks and Clubs/Organizations divisions. Intramural events are offered throughout the year and may include: Flag Football, Basketball (3x3; 5x5; Flag), Volleyball (indoor; sand), Soccer (outdoor; 4x4 indoor), Table Tennis, Badminton, Kickball, Softball, Ultimate Frisbee and Flag Basketball.



Free Agents: Individuals desiring to play team sports, but not affiliated with a team, may register with the Recreational Sports Office as a free agent. Every effort will be made to place them on a team; however, we cannot guarantee a spot.



Extramural Competitions: Occasionally, individuals and teams have an opportunity to travel to state, regional and national competition to represent the University. The costs associated with these trips are the responsibility of those participating. In order to travel, individuals must be in good standing with the department and the University.

For more information on schedules, rules, participation requirements, please contact the associate director, Roberto H. Garza at 956-326-3019, or Manuel Mario Flores, facility/intramural specialist, at 956-326-3018.

Special Events

Special events are scheduled throughout the semester. Events include: Rec Sports Summer Camp, Wellness seminars, New Student Orientation, and Holiday Events. Most Special Events are open to the TAMIU community. These events will be announced throughout the year and are available to students, faculty, staff and their families. Some events may also be open to the public as determined.



Dusty's Den Game Room (Closed for Remodeling – Opening Soon)

The Rec Sports Game room, better known as **Dusty's Den**, is located in the Student Center (210) and offers a variety of activities and programs year-round. Amenities include, but are not limited to:

- **Dominoes**
- **Computer Lab**
- **Foosball**
- **Cable TV**
- **Game Boards**
- **Intramural Billiard Events.**



Photography and Video Policy

The use of cameras and video equipment in all Recreation areas is prohibited without the approval of TAMIU and Rec Sports. Customers and guests of the Department of Recreational Sports acknowledge that photographs and videotapes may be taken during activities within our programs and facilities. By participating in our programs or entering our facilities, you allow that reproductions of these photographic materials may be used in promotional activities initiated by the Department of Rec Sports and Texas A&M International University.

Student Employment Opportunities

Students may apply thru DustyWorks for the following positions:

- Facility Attendants
- Weight Room Attendants
- Student Managers

****Students must meet requirements for employment. ****

Contracted Employees may work in the following capacity:

- Fitness Instructors
- Personal Trainers
- Intramural Officials
- Intramural Supervisors
- Intramural Sr. Supervisors

****Employees will be hired by Associate Directors upon completion of required trainings and certifications. ****

[Information on Student Employment Opportunities:](#)

Memberships

Recreation Center Access

Students, Faculty, Staff, and TAMIU Alumni must use their TAMIU ID card to access the Recreation Center. ID cards will be activated upon completion of membership process. If enrolled in a current semester, the card will be activated on the first class day.

University Affiliates and Community members will have a Rec Sports ID issued to them upon the purchase of a membership. Picture must be taken by Rec Sports Staff upon completion of membership process.

Types of Memberships

Student

Current TAMIU enrolled students may participate in Rec Sports programs and facilities by presenting their valid **TAMIU OneCard** (fees are covered through paid tuition).

Faculty/Staff

TAMIU faculty and staff are eligible to purchase a membership at the Recreation Center. Their TAMIU OneCard will be used for Rec Center access.

\$100 for Exempt staff per semester (Exempt staff are those paid on a monthly basis)

\$80 for Non-Exempt staff per semester (Non-Exempt staff are those paid on a bi-weekly basis)

**Payroll deduction is available at \$25 for Exempt Staff per month and \$20 for Non-Exempt Staff per month. Staff may purchase a membership for their spouse through Payroll deduction, provided they are Rec Sports members themselves. The spouse will be considered a University Affiliate and will be charged \$25 per month.

Non-Enrolled Students

TAMIU students who are not enrolled for the current semester will be considered alumni and may participate in Rec Sports fitness programs and utilize facilities by purchasing a \$100 per semester membership (Must present a student or alumni ID).

Alumni

TAMIU Alumni are eligible to purchase a Rec Center membership at \$100 per semester (must present an Alumni ID; if unavailable, may purchase an ID at the OneCard Office located at the University Success Center for a nominal fee).

University Affiliates

Spouses/domestic partners (of Faculty, Staff, or Enrolled Students), University Contracted Employees (Aramark, RLC, Village, and Custodial) are eligible to purchase a Rec Center membership at \$100 per semester. In addition, juniors and seniors enrolled in the Early College High School may purchase a membership at a fee of \$100 per semester.

General Community

General Community members (those who have no affiliation with TAMIU) are eligible to purchase a Rec Center membership at \$200 per semester.

Junior Dependents

Those wishing to enter the Recreation Center and who are under the age of 18 gain access under the following conditions:

Entrance Requirements

- Minors 16 or 17 must provide State-issued ID and accompanied by parent/guardian.
- Waiver must be signed by both the parent/legal guardian and minor
- A Junior Dependent Policy agreement must be signed by the parent/legal guardian
- All Junior Dependents must be accompanied by parent/legal guardian at all times
NO EXCEPTIONS.

Accessible Areas (must be 16 or older and accompanied by parent/guardian)

- Weight Room
- Cardio Room
- Aerobic Rooms
- Gym Floor
- Ping Pong Tables.

Accessible Areas (15 and younger and accompanied by parent/guardian)

- Gym Floor
- Ping Pong Tables.

****Children may not be left unattended** at the Recreation Center while the parent/legal guardian attends a fitness class or completes their Rec Center exercise regimen.

Visitor access to Recreation Center Facilities

- Must purchase a \$10 daily guest pass upon first visit; Rec Center membership thereafter.
- Must present a government-issued photo ID (driver's license, State ID, military ID, or passport) and complete their payment of guest fees.
- Must sign "Waiver of Liability" and a Par-Q form.
- Solicitation is prohibited and is grounds for refusal of entry, removal from a facility, and/or surrender of paid guest fees.
- Visitors will take full responsibility for their conduct and any destruction of equipment or facilities. This includes social interactions and financial liabilities.
- Guests may not participate in Intramural Sport activities.
- Guest Passes are valid for one day only and are non-transferable and non-refundable.
- A guest pass may be used for multiple visits to the Recreation Center during the same day of purchase, but must present a valid picture ID upon return.
- Guest Passes are valid for one day only.

Locker Membership

A limited number of day use lockers will be available in Rec Center. Daily lockers have keys assigned to each locker and require a quarter for daily use. If items are left behind over night, they will be submitted to University Police Department.

Half-size and Full-Size lockers are available for Semester or Yearly memberships. In order to purchase a locker membership, participants must have a current active membership to the Recreation Center. Lockers will not be issued to Junior Dependents. Enrolled students will only be allowed to purchase a locker membership for current semester of enrollment. Alumni, faculty, staff, affiliates and general community will be allowed to purchase yearly locker membership upon purchase of a yearly Recreation Center membership. Information is located at the front desk and can be sold through a Rec Sports administrator or student manager.

** Lockers are issued on a first-come, first-served basis.

Locker Membership:	Half Size	\$20 per semester or \$50 per year*
	Full Size:	\$30 per semester or \$75 per year*
Daily Lockers:	Small Size	\$0.25 per usage



Lost and Found

Items that are found in the facilities are entered on our Lost & Found Form and placed in the Lost and Found box in the equipment room or at the Rec Sports Office. For items of value, such as a wallet, purse or electronic device, University Police will retrieve. Those claiming items will be asked to describe the item and sign for it. Each week, items will be transported to University Police, the central location for lost and found items on campus.

Facility Use and Equipment Reservations

Facility use by departments/academic classes

Facilities are utilized by University departments for academic and kinesiology classes as well as summer camps. Students enrolled in University academic classes that require use of Rec Sports facility (weight room, cardio room, courts, and aerobic rooms) must present their TAMIU OneCard to obtain access to the Recreation Center. They are expected to adhere to the Rec Sports guidelines. Keiser bikes and Body Pump equipment are intended for use by group fitness classes unless academic instructor maintains the proper certification and obtains approval from Rec Sports Staff. Weight room will remain open to Rec Sports members during academic activity; signs are available for use to identify machines being utilized for class. (Proper planning must occur). Return equipment to proper storage upon completion of activity. The use of ping pong tables, cardio rooms, aerobic rooms and weight rooms is restricted to use by students 16 or older. Special circumstances for use of aerobic, cardio and weight rooms include Early College High School classes which must be supervised by their instructors at all times. Orientation of equipment use will be included in course syllabus and conducted by Rec Sports staff prior to beginning of class use of equipment. Summer camps may be allowed to utilize the aerobic rooms upon approval by Rec Sports administration. Workout and/or shower towels will be not be available for use by Summer Camp Participants. Rec Sports staff will not be responsible for any class or event procedures such as registration, equipment set up, attendance or supervision. Use equipment properly and with its intended use.

Early College High School: Recommended Procedures

- Proper supervision of students must occur at all times upon entering facility. (Does not include Rec Sports Staff).
- Access to facility and Rec Sports Equipment will be restricted to class time and proper supervision by instructor.
- Orientation of machines and equipment must occur prior to utilization.
- ECHS students must provide their own workout and shower towels.
- Entrance into facility must occur 10 minutes prior to start of class.
- Profanity and foul language will not be tolerated.
- Proper exiting of building; instructors are to escort students to the front portion of the Rec Center.
- Proper apparel (shorts, T-shirts, athletic shoes) must be worn.
- Use of dressing rooms to shower and dress in a timely manner; restrooms located outside of dressing room area are not to be used as dressing rooms.

Summer Camps: Recommended Procedures

- Schedule proper use of facility. (Minors are not allowed on cardio machines or in weight room area).
- Equipment must be checked out at Front Desk with prior approval.
- Campers must provide their own workout towels as needed.
- Return equipment in its proper storage upon completion of activity.
- Use equipment properly and with its intended use.
- Minors should use the restrooms located at entrance of Rec Center or upstairs by Fitness Rooms (dressing room area is restricted).

Equipment Checkout for Individual Usage

Game equipment is available for use with a valid TAMIU ID or Rec Sports issued ID card only. Equipment that is available for use includes: balls, racquets, miscellaneous items, etc. Individuals will be charged for lost or damaged equipment.

Equipment Check Out for Group/Class/Organization

University departments or recognized Student Organizations are eligible to check out equipment for group use (mats, stop watches, balls). Arrangements must be made with a student manager prior to the date of event. In addition, representative must complete the “Facility/Equipment Check-Out” form for the equipment prior to issuing out equipment. Forms can be obtained at front desk or downloaded from our website at <http://www.tamiu.edu/recsports/reservation.shtml>. Equipment must be returned by the end of the day unless special arrangements have been made with the professional staff. Upon receipt of equipment, the form will be reviewed to ensure that all items have been returned.

Facility Reservations

Facilities may be reserved by University departments, recognized Student Organizations or non-University organizations. Arrangements must be initiated by communicating a request to a student manager and may require associate director’s review and approval. Facility requests by community members must be directed to the Student Center scheduling department (956-326-2930). After arrangements have been made, representative must complete the “Facility/Equipment Check-Out” form for the reservation request. Space is limited and can be reserved if there are no conflicting schedules (Academic Schedule, Rec Sports Schedule, and reserved special events). Facility Request forms may be obtained at the Rec Center front desk or downloaded from the Rec Sports web page at:

<http://www.tamtu.edu/recsports/reservation.shtml>. Events must occur during normal hours of operation and those attending must be Rec Sports members. Special requests outside normal hours of operation must be approved by Rec Sports administration and will incur a fee to cover the cost of personnel required to ensure proper supervision of facility. A member of the professional staff may need to confirm the reservation depending on the type of request and will communicate the information to the agency reserving, as well as any necessary instructions to the facility staff.

Recognized Student Organizations must meet the following:

- 1.) Must be a registered Student Organization verified through the Department of Student Affairs.
- 2.) Submit their request through the Department of Student Affairs.
- 3.) Events must occur during normal hours of operation and those attending must be Rec Sports members.
- 4.) Special requests outside normal hours of operation must be approved by Rec Sports Administration and will incur a fee to cover the cost of personnel required to ensure proper supervision of facility.
- 5.) Participants must be currently enrolled students of TAMTU.

Scheduled events have priority over informal non-reserved activities. A daily schedule of activities will be posted throughout the facilities and is available online at <http://www.tamtu.edu/recsports/>.

Participant Discipline

Individuals will be held accountable for their actions. Recreational Sports reserves the right to remove anyone from the facilities or programs if they are acting in a manner that puts themselves or others in danger or in any way may cause damage to equipment and/or facilities. Individuals will be held financially responsible for damage to facilities and equipment. Discipline procedures will be followed as outlined in the TAMTU Student Code of Conduct.

Facility Usage Safety Guidelines

FACILITY USAGE GUIDELINES

1. Rec Sports strives to conduct all activities in the most prudent manner possible. However, due to inherent risk of injury in any activity, it is the responsibility of each participant to be aware there are some assumed risks involved in participation. All participants are strongly urged to have a yearly medical examination and to carry medical insurance coverage. TAMTU and its staff are not responsible for injuries, including death.
2. A valid TAMTU OneCard must be presented by the card holder to gain facility access. Rec sports staff reserves the right to ask for additional photo ID or presentation of photo ID at any time.
3. Upon entrance to the Rec Center, current TAMTU students are entitled to "three strikes" (meaning entering without their OneCard per semester.) Students must present a valid photo ID along with ID number to utilize the "strike rule."
4. Members and students will be denied access to Rec Sports facilities if the member or student fails to provide a valid photo ID at the time entry is attempted.
5. Memberships are non-transferable.
6. Individuals may not use someone else's OneCard to gain facility access. Unauthorized use of someone's OneCard is fraud. A TAMTU OneCard not belonging to the bearer will be immediately confiscated. An incident report will be completed. The bearer will be asked to leave. The bearer and the owner may face disciplinary action, and must meet with Judicial Affairs.
7. Membership is a privilege which may be modified or revoked for cause.

8. Use of cameras and video equipment in all Rec Sports areas is prohibited without the approval of TAMIU and Rec Sports.
9. Use of TAMIU OneCard constitutes acceptance of the terms and conditions in effect at the time of use. Presence of a TAMIU OneCard does not guarantee current enrollment or Rec Center membership.
10. Participants must enter through the main entrance. The use of any other exterior door is prohibited and will activate an alarm system. Individuals having special entry needs may request assistance from Rec Sports staff.

FACILITY GENERAL GUIDELINES

1. The Rec Center is a water-only facility. All other beverages are prohibited.
2. Food, gum, beverages, and glass items are prohibited (exception: water in a re-sealable container).
3. Tobacco and alcohol products are prohibited in the Rec Center.
4. Junior dependents who are 16 or 17 years of age must be accompanied by a parent/guardian at all times.
5. Appropriate behavior is expected at all times. Foul language is not permitted.
6. Patrons must wear shoes in the facility and are required to wear closed toe, non-marking, athletic rubber-soled shoes in activity areas.
7. Patrons must minimally wear a shirt that does not have an arm hole that is larger than one fist below the arm pit and covers the midriff.
8. Shorts/pants must be worn at the waist.
9. Participants are asked to secure personal belongings. Daily lockers are available for \$0.25 outside the weight room. TAMIU, Rec Sports and its staff will not be responsible for lost, stolen or damaged articles.
10. Lost items and injuries must be reported to the customer service desk.
11. Participants may not place their own lock in the locker rooms and daily lockers.
12. Facility equipment and furnishings should not to be taken from the facility without the approval of the director.
13. Individuals or groups using the Rec Center facilities and/or equipment are responsible for any damage to the Rec Center property as a result of negligence or vandalism. Repair costs will be charged to the individual (or in-charge individual for a group) as soon as these costs can be determined. Individuals will be charged the replacement value for the equipment.
14. Outside personal training is not allowed.
15. Bicycles, skateboards and in-line skates are not allowed in the Rec Center. Bicycle racks are located outside of the facility.
16. Failure to adhere to Rec Center policies may result in loss of Rec Center privileges.

GYM COURT SAFETY GUIDELINES

1. Scheduled events have priority in gym court.
2. Food, gum, beverages, and glass items are prohibited (exception: water in a re-sealable container).
3. Users must wear closed-toe, non-marking shoes: boots, flip-flops, sandals or bare feet are not permitted.
4. Patrons must minimally wear a shirt that does not have an arm hole that is larger than one fist below the armpit and covers the midriff. Shorts/pants must be worn around the waist.
5. Return all Rec Sports equipment after use.
6. To prevent loss, damage or personal injury, do not wear jewelry during workouts.
7. Personal belongings must be placed in a safe and secure place and not left unattended on the floor.
8. Rec Sports department is not responsible for lost or stolen articles.

9. Lock all valuables in assigned lockers. Daily lockers are available outside the weight room.
10. Lost items and injuries must be reported to the customer service desk.
11. Appropriate behavior is expected at all times. Foul language is not permitted.
12. Dunking is not permitted.
13. Anyone found defacing or damaging gym court or equipment is subject to disciplinary action and will be held financially responsible.
14. If this room is in need of custodial services, please advise the Rec Sports staff.
15. Failure to adhere to Rec center policies may result in loss of Rec Center privileges.

LOCKER ROOM SAFETY GUIDELINES

1. Food, gum, beverages, and glass items are prohibited (exception: water in a re-sealable container).
2. Mixing powdered drinks is not allowed.
3. Do not stand on the benches.
4. For the privacy of our patrons, the use of cell phones and recording devices is prohibited.
5. Please keep your area clean; place trash in proper place.
6. To prevent loss, damage or personal injury, do not wear jewelry during workouts.
7. Rec Sports department is not responsible for lost or stolen articles.
8. Lock all valuables in assigned lockers. Daily lockers are available outside the weight room.
9. Personal locks are not allowed in Rec Sports facilities. You may purchase a locker at the customer service desk.
10. Lost items and injuries must be reported to the customer service desk.
11. Anyone found defacing or damaging this locker room is subject to disciplinary action and will be held financially responsible.
12. If this room is in need of custodial services, please advise the Rec Sports staff.
13. Failure to adhere to Rec Center policies may result in loss of Rec Center privileges.

CARDIO ROOM SAFETY GUIDELINES

1. 45-minute time limit on machines.
2. Must be 18 years of age.
3. Junior dependents who are 16 or 17 years of age must be accompanied by a parent/guardian at all times.
4. Reset machines to normal settings after use.
5. The use of valet towels and spray bottles are required before and after use to minimize the transmission of infections.
6. Food, gum, beverages, and glass items are prohibited (exception: water in a re-sealable container).
7. Users must wear closed-toe shoes: sandals, boots and flip-flops are not permitted.
8. Patrons must minimally wear a shirt that does not have an arm hole that is larger than one fist below the armpit and covers the midriff. Shorts/pants must be worn around the waist.
9. To avoid injury, please utilize exercise machines and equipment for its intended use.
10. When using treadmills, the use of emergency-off clip is strongly recommended.
11. Please ask Rec Sports staff for equipment orientation when using unfamiliar equipment.
12. Personal items deemed trip hazards are not allowed in activity areas.
13. Lock all valuables in designated areas. Daily lockers are available outside the weight room.
14. Lost items and injuries must be reported to the customer service desk.
15. Appropriate behavior is expected at all times. Foul language is not permitted.

16. Anyone defacing or damaging equipment is subject to disciplinary action and will be held financially responsible.
17. If this room is in need of custodial services, please advise the Rec Sports staff.
18. Failure to adhere to Rec Center policies may result in loss of Rec Center privileges.

EQUIPMENT CHECK-OUT PROCEDURES

1. Users must show their TAMIU OneCard to check out equipment.
2. Lost items and injuries must be reported to the customer service desk.
3. Users are responsible for equipment they check out. An individual who fails to return equipment or who returns damaged equipment must pay cost of replacement value to replace lost, stolen or damaged equipment.
4. If a patron plans to transfer equipment to another member, both patrons must be present to record the switch.
5. Payment for lost, stolen or damaged equipment may be made at the customer service desk.
6. Appropriate behavior is expected at all times. Foul language is not permitted.
7. Failure to adhere to Rec center policies may result in loss of Rec Center privileges.

WEIGHT ROOM SAFETY GUIDELINES

1. Must be 18 years of age.
2. Junior dependents who are 16 or 17 years of age must be accompanied by a parent/guardian at all times.
3. Food, gum, beverages, and glass items are prohibited (exception: water in a re-sealable container).
4. Workout towel mandatory (available for check-out at the equipment desk).
5. The use of valet towels and spray bottles are required before and after use to minimize the transmission of infections.
6. No outside personal training allowed.
7. Users must wear closed-toe shoes: sandals, boots, flip-flops, five-toe shoes and loafers are not permitted.
8. Patrons must minimally wear a shirt that does not have an arm hole that is larger than one fist below the armpit and covers the midriff. Shorts/pants must be worn around the waist.
9. To avoid injury, please utilize exercise machines and equipment for its intended use.
10. Standing on the benches is prohibited.
11. Spotters are strongly recommended for all lifts.
12. Safety clips are required on free weight equipment.
13. Personal items deemed trip hazards are not allowed in activity areas.
14. Lock all valuables in designated areas. Daily lockers are available outside the weight room; personal equipment bags are not allowed in weight room area.
15. Lost items and injuries must be reported to the customer service desk.
16. No talc or chalk allowed.
17. Weights and bars cannot be leaned against equipment: mirrors, walls or pillars.
18. All equipment must be returned to its proper storage place after use and cannot leave the weight room.
19. Appropriate behavior is expected at all times. Foul language is not permitted.
20. Anyone defacing or damaging equipment is subject to disciplinary action and will be held financially responsible.
21. If this room is in need of custodial services, please advise the Rec Sports staff.
22. Failure to adhere to Rec center policies may result in loss of Rec Center privileges.

AEROBIC ROOM SAFETY GUIDELINES

1. Must be 18 years of age.
2. Junior dependents who are 16 or 17 years of age must be accompanied by a parent/guardian at all times.
3. No outside personal training allowed.
4. The use of valet towels and spray bottles are required before and after use to minimize the transmission of infections.
5. Food, gum, beverages, and glass items are prohibited (exception: water in a re-sealable container).
6. Patrons must wear closed-toe shoes: sandals, boots and flip-flops are not permitted.
7. Patrons must minimally wear a shirt that does not have an arm hole that is larger than one fist below the armpit and covers the midriff. Shorts/pants must be worn around the waist. (Patrons can go without shoes in yoga or Pilates classes.)
8. Reset Keiser bikes to normal settings and return to proper storage place after use. (Wipe down seat and handle bars with disinfectant and towel. Wipe mini computers on bikes with a dry towel only.)
9. Neatly return and arrange all equipment to its proper storage after use. (Place bikes carefully in rows, weights stacked by lbs. Properly and neatly, bands placed in order of color, etc).
10. If you are in the studio at the time of a class, you must be participating in that class.
11. Personal items deemed trip hazards are not allowed in activity areas.
12. Lock all valuables in designated areas. Daily lockers are available outside the weight room.
13. Lost items and injuries must be reported to the customer service desk.
14. Maximum occupancy for specific aerobic room will be subject to class structure and activity; maximum occupancy may not be exceeded, thus classes will be limited in participation to reduce risk of injuries.
15. To prevent injuries classes will be closed after 10 minutes and/or the end of the warm-up session.
16. Take all classes at your own pace and work at your own fitness level.
17. Rec Center reserves the right to adjust the schedule when deemed necessary. (Please check online and facility postings for current schedules)
18. Appropriate behavior is expected at all times. Foul language is not permitted.
19. Anyone defacing or damaging equipment is subject to disciplinary action and will be held financially responsible.
20. If this room is in need of custodial services, please advise the Rec Sports staff.
21. Failure to adhere to Rec Center policies may result in loss of Rec Center privileges.

FREQUENTLY ASKED QUESTIONS

Q: Are University Affiliates, Alumni, or General Community members eligible to enroll for payroll deduction?

A: No, all payroll deduction participants must be employed by Texas A&M International University.

Q: Is there a deadline to enroll for payroll deduction?

A: Faculty and staff are eligible to enroll anytime during the year.

Q: How soon can I use the Recreational Sports facilities after I sign up with the payroll deduction program?

A: Immediately upon submitting your registration packet to the Rec Sports department.

Q: Are students eligible for the payroll deduction plan?

A: No, the student Recreational Sports fee is included in their tuition payment.

Q: Can I have my account deducted for my spouse?

A: Yes, your account can be deducted for your spouse. Please indicate this on the payroll deduction form under Spouse Membership Options.

Q: What if I no longer want to participate in the payroll deduction program?

A: You must visit the Rec Sports Information Desk to complete the payroll deduction cancellation forms. You will not receive a refund for the current month.

Q: Can the purchase of my locker and/or Personal Training be included in the Payroll Deduction program?

A: No. These are separate fees not included in a regular Rec Sports membership.

Q: Who is eligible to participate in Group Aerobic Classes?

A: Anyone with a valid Rec Sports membership.

Q: If I am an enrolled student and a University employee, do I have to purchase a membership?

A: No. Recreational Sports fees are included in the tuition payment.

Q: When does the Rec Sports membership expire for a 9-month faculty member that has enrolled in the payroll deduction program?

A: Membership will expire on May 31; if they wish to continue their membership, summer memberships are available, but not eligible for payroll deduction.

Q: Is payroll deduction available to part-time University employees?

A: No. Payroll deduction is only available to full-time, benefits eligible employees.

Q: What are the benefits of obtaining a Rec Sports Membership?

A: Access to the Recreation Center Facility, Group Fitness Classes, personal training, nutrition program, state-of-the-art cardio machines, a well-designed Weight Room, two basketball courts and a staff that is passionate, energetic and committed to creating a positive Rec Sports experience.