NDSU Wellness Center
Member and Participant
Policies and Procedures Manual
2016 – 2017
Introduction
The purpose of the Wellness Center is to support the academic mission of NDSU by providing an environment where students learn behaviors conducive to creating healthy lifestyles. Wellness is about making healthy lifestyle choices regarding mind, body, and spirit. This is the common thread of all Wellness Center programs and services.

Mission Statement
The NDSU Wellness Center is dedicated to developing and promoting opportunities for individuals of the University Community to incorporate the Seven Dimensions of Wellness into their lifestyle.

We do this through state-of-the-art fitness, recreational, and aquatic programs, convenient and affordable child care, and promotion of the Seven Dimensions of Wellness.

This manual has been developed to create a welcoming and respectful environment for all members and participants. Wellness Center staff reserve the right to make final decisions on any policies not covered in this policy manual.

Fee Statement
The Wellness Center is funded by a $94.40 semester student wellness fee. Students approved an additional fee of $29.16 in the spring of 2013 to fund the construction and operation of an aquatic addition. That fee increased to $56.28 in the fall of 2016 to additionally support operations of the facility. The wellness fee provides operational and personnel funding, which includes but is not limited to: debt reduction, salaries, benefits, equipment, and programs and services that promote student health and wellness.

Creation of Policies and Procedures
An annual review of the Policies and Procedures Manual is completed by a policy and procedures committee comprised of staff, students, and Wellness Center members.

Code of Conduct
In order to maintain a positive member experience, the Wellness Center enforces a code of conduct that all members and participants are required to follow. Wellness Center staff appreciate your cooperation in contributing to a welcoming, friendly, and positive environment.

Members and participants are expected to:

- Treat staff, other members, and the facility with respect.
- Continuously act in a safe and responsible manner.
- Refrain from vulgar language; such language deemed offensive to others will not be tolerated.
- Adhere to all policies and procedures established by the Wellness Center and NDSU.

Members engaging in inappropriate behavior or violating Wellness Center policies may be subject to having their membership revoked and could face university disciplinary action. Non-compliance to any University or Wellness Center policy or procedure is reason for removal from the facility. When an individual is removed or denied access, that individual is suspended from all wellness programs and activities until s/he have met with the Director or other designee.
General Information

<table>
<thead>
<tr>
<th>Wellness Center Number</th>
<th>701-231-5200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Recreation and Intramural Sports</td>
<td>701-231-7384</td>
</tr>
</tbody>
</table>

E-mail: ndsu.wellness@ndsu.edu

Social Media

<table>
<thead>
<tr>
<th>Web Address</th>
<th><a href="http://www.ndsu.edu/wellness">www.ndsu.edu/wellness</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Portal Address (intramurals, memberships, visit access history)</td>
<td><a href="https://wellnessportal.ndsu.edu">https://wellnessportal.ndsu.edu</a></td>
</tr>
<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/NDSUWellnessCenter">www.facebook.com/NDSUWellnessCenter</a></td>
</tr>
<tr>
<td>Twitter</td>
<td>@NDSUWellness, @NDSUimsports</td>
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Wellness Center Building Hours (see www.ndsu.edu/wellness for full hours)

**Academic Hours**

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>5:30 a.m. – 11:00 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>11:00 a.m. – 11:00 p.m.</td>
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**Summer/Break Hours**

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>5:30 a.m. – 8:00 p.m.</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 2:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>2:00 p.m. – 8:00 p.m.</td>
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**Climbing Wall Hours**

<table>
<thead>
<tr>
<th>Academic Hours</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday – Sunday</td>
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</tbody>
</table>

**Summer Hours**

| Tuesday - Thursday | 4:00 p.m. – 9:00 p.m. |
| Friday – Monday    | CLOSED                |

**Aquatics Academic Hours**

**Leisure Pool**

<table>
<thead>
<tr>
<th>Monday</th>
<th>6-8 a.m., 4-10:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>6-8 a.m., 11 a.m. – 1:30 p.m., 4-10:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6-8 a.m., 4-10:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>6-8 a.m., 11 a.m. – 1:30 p.m., 4-10:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6-8 a.m., 4-10:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>12 p.m. – 8 p.m.</td>
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<tr>
<td>Sunday</td>
<td>12 p.m. – 10:30 p.m.</td>
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</tbody>
</table>

**Lap Pool**

<table>
<thead>
<tr>
<th>Monday</th>
<th>6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.</td>
</tr>
</tbody>
</table>
Reduced hours of operation (including closures) are in effect during semester breaks and university holidays. Hours are subject to change due to the academic calendar, unforeseen circumstances, and maintenance. Please consult our website for the latest information related to hours of operation.
Facility Access

The Wellness Center is a controlled access building and is solely intended for the use of current NDSU students, along with other authorized members of the NDSU community.

Appropriate identification is required to access the Wellness Center. NDSU ID Cards or Wellness Center membership cards required for entry; they are issued by the university and are non-transferable and for the exclusive use of the person named on the card. Wellness Center membership cards are appropriate when issued by Wellness Center staff. ID’s will be confiscated (involved parties subject to Wellness Center and NDSU disciplinary action) if presented by anyone other than the owner. Our Friendly Reminder Program allows for three entries per semester without a valid NDSU or Wellness ID. Once three uses have been recorded, individuals will not be allowed access without a valid NDSU or Wellness ID.

The Wellness Center reserves the right to request identification at any time. Non-members, and those with suspended or expired memberships will not be allowed access to the Wellness Center. Any misuse of identification and improper entry is subject to disciplinary action including immediate removal and suspension from the Wellness Center and possibly further university discipline. Photocopies of NDSU ID Cards and federal identification are not acceptable for use by members or guests. Your cooperation in presenting proper identification is expected at all times.
Membership
The Wellness Center operates on an “exercise at your own risk” policy. The use of the Wellness Center facility and its programs is voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither North Dakota State University, nor the Wellness Center can assume any responsibilities for injuries incurred through participation in its programs and/or services inside or outside of the facility. It is strongly advised that members use caution and be aware of potential health risks associated with exercise, and it may be necessary to obtain a physical from a doctor before beginning an exercise program.

Membership for NDSU students is included in the payment of student fees. NDSU faculty and staff are allowed to purchase a faculty/staff membership. Employees working for designated businesses on the NDSU campus are eligible for an affiliated membership. Students, staff, faculty, and affiliated members may sponsor one additional person as a sponsored member. Individuals younger than 18 and not an NDSU student are ineligible for membership or guest passes. *Membership signup for faculty/staff, affiliated, and sponsored is completed at the Customer Service Desk. Faculty/staff can also purchase membership online through the Web Portal at wellnessportal.ndsu.edu.

Waiver
Wellness Center members must sign a waiver of liability and policy agreement during signup. This must be signed before utilizing the facility. Enrolled students will sign the waiver during the first visit.

Student Membership
NDSU students are eligible for Wellness Center membership during each semester in which they are enrolled in classes, as long as they are paying the wellness fee with tuition. Employee tuition waivers and Tri-College students are not covered under student fees. Student access begins the Saturday before classes begin for the fall semester, and the Monday after commencement for spring and summer semesters.

Students who withdraw, graduate, or are not enrolled in current classes are ineligible to utilize the facility unless they have a dual membership or valid student summer membership.

Every student enrolled in classes must sign a waiver of liability during their first visit to the facility. This document includes a policy agreement that all users are expected to follow.

Summer Session
Summer student membership policies are effective the Monday following spring commencement through the Friday before fall semester classes begin. There is no additional charge to use the Wellness Center for fee paying students enrolled in summer classes. Enrollment in the four, eight, or twelve-week session covers the wellness fee for the entire summer term.

Non-Summer School Student Membership
A summer membership must be purchased for students not taking summer classes but enrolled and registered for the fall semester. Students must provide a copy of their fall schedule and NDSU ID when purchasing a summer membership. *Incoming freshmen qualify for membership.
Faculty / Staff Memberships
NDSU staff and faculty are eligible for membership. Faculty and staff may choose to prepay their membership or sign up for payroll deduction. If the payroll deduction method is chosen, the member is committed to the semester in which the membership is purchased. Memberships must be cancelled one full pay period prior to each semester (see payment section), or they will be automatically renewed for the following semester.

Affiliated Memberships
Employees of businesses and organizations affiliated with NDSU may be approved for affiliated memberships. Groups currently include the following organizations:

- Retired NDSU faculty and staff (must present Bison Card)
- NDSU Alumni Association staff
- NDSU Research and Technology Park businesses:
  - Appareo Systems
  - John Deere Electronic Solutions
  - Candlewood Suites staff
  - Cargill/Feed Management Systems
  - Bobcat
  - Ergologistics
  - OmniByte Technology
  - Elinor Specialty Coatings
  - Small Business Development Center
  - Summers Manufacturing
  - HQC Biosciences
  - C2Renew
  - Bolder Thinking
  - Renuvix
  - OpGo Marketing
  - Probitas Promotions
  - Humach
- Fargo Dome employees
- Fargo-Moorhead RedHawks professional staff
- ND Crop Improvement Association
- ND Department of Public Instruction
- NDSCS Fargo staff
- ND State Seed Department
- Tri College office staff
- University of North Dakota VA employees
- US Department of Agriculture Facilities

Eligible affiliates may sign up for a membership by visiting the Customer Service Desk with verification of employment. Requests to be added to the affiliated membership list should be directed to the Assistant Director.
Sponsored Memberships
Each active, current member (excluding sponsored members) of the Wellness Center is eligible to sponsor one additional person (18+) under the sponsored membership plan. The sponsoring member must be present during the initial signup process and proper identification must be presented.

NDSU Affiliated Day Pass
NDSU students, staff, faculty, and affiliates who are eligible to purchase memberships may purchase a day-pass to use the facility. These may be purchased without sponsorship.

Groups
University guests, NDSU workshop participants, NDSU conferences, and NDSU groups must contact the Assistant Director at least six weeks in advance to inquire about access to the Wellness Center. Group participants will not be allowed access unless accommodations have been arranged by the group’s NDSU contact.

Membership Rates 2016 - 2017

<table>
<thead>
<tr>
<th>Staff/Faculty</th>
<th>Fee</th>
<th>Per Month Cost</th>
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</thead>
<tbody>
<tr>
<td>1-Month</td>
<td>$45.00</td>
<td>$45.00</td>
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<tr>
<td>3-Month</td>
<td>$120.00</td>
<td>$40.00</td>
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<tr>
<td>6-Month</td>
<td>$240.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>9-Month</td>
<td>$315.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>12-Month</td>
<td>$420.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Payroll Deduction</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Day Pass</td>
<td>$6.00</td>
<td>N/A</td>
</tr>
<tr>
<td>1-Month</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>3-Month</td>
<td>$135.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>6-Month</td>
<td>$270.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>9-Month</td>
<td>$360.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>12-Month</td>
<td>$480.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Day Pass</td>
<td>$6.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Sponsored</td>
<td>Fee</td>
<td>Per Month Cost</td>
</tr>
<tr>
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</tr>
<tr>
<td>12-Month</td>
<td>$480.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Guest Pass</td>
<td>Must be sponsored</td>
<td>$6.00</td>
</tr>
<tr>
<td>Day Pass</td>
<td>$6.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Membership rates will be reviewed annually.
Payment
Memberships may be purchased during regular hours of operation at the Customer Service Desk with cash, credit (Visa, MasterCard, Discover), campus cash or check. NDSU faculty and staff may purchase and renew memberships at http://wellnessportal.ndsu.edu. Affiliate and sponsored memberships must be purchased and renewed at the Wellness Center. Payroll deduction is an option for benefited NDSU faculty and staff only.

Payroll Deduction Initiation
A Payroll Deduction Initiation Form is required at signup to begin payroll deductions. This form provides the Wellness Center authorization to withhold one-half of the monthly membership fee from each paycheck until the member cancels his/her membership after three months (Payroll Deduction Cancellation Form), or employment with the university is terminated. The membership fee that is deducted from each paycheck pays for the previous half-month of membership (i.e. fee deducted on April 15 pays for April 1-15 membership). All memberships of this type are contracted to a three-month minimum. Cancellation may occur at any time after three months.

Cancellations / Refunds
Faculty and staff with payroll deduction may cancel their membership after three months by submitting a Payroll Deduction Cancellation Form one full pay period prior to the end of the membership period. All memberships may be cancelled for health reasons (doctor’s note required), or if the member’s NDSU employment terminates. A prorated amount (prepaid only) will be refunded if a cancellation occurs at least three weeks prior to membership expiration; after this time, no refund is given. To inquire about a refund, complete a refund request form at the Customer Service Desk.

Lost or Damaged Cards
For student, staff & faculty NDSU ID’s, please refer to Facility Access on page 5.

The cost of Wellness Center ID’s is covered in the initial membership fee for affiliate and sponsored members. Any affiliate or sponsored member that loses, destroys, or irreparably damages an ID will be charged for a replacement. The cost of a replacement ID is $5.00 and will be charged directly to the member. Access cannot be granted without a valid ID. The Friendly Reminder Program can be used a maximum of three times per semester.

Conflicts
Conflicts regarding membership status are to be referred to the Assistant Director. Decisions may be appealed to the Wellness Center Director.

Wellness Center Web Portal
The Wellness Center Web Portal is the location for all programming, event and registration information. Located at http://wellnessportal.ndsu.edu, members can view and register for fitness, aquatics and intramural program, view their membership history, and view facility calendars and group fitness schedules. Racquetball court reservations are also accepted here.
Guest Passes

The primary purpose for guest passes is to accommodate friends and family of NDSU students and Wellness Center members. Guidelines for guests are as follows:

- Guests must be 18 years of age and older. Minors are only allowed as spectators for special events or observing intramural sports and must remain with parent/guardian at all times.
- Guest passes may be purchased at the Customer Service Desk.
- All guests must sign the Guest Liability Waiver Form for each visit.
- All guests must have a valid driver’s license or valid federal issued ID with photo and proof of age.
- Sponsoring member must be present at the time of guest check-in.
- The Wellness Center reserves the right to approve or deny any guest pass request.
- Guest passes are for facility access and any regularly scheduled, no-cost programming taking place in the Wellness Center.
- Guests are not eligible to participate in intramural sport activities, personal training, or check out equipment. Guests are allowed to purchase Bod Pod appointments.
- Guests are not eligible to sponsor other guests.
- Members may sponsor one guest per day Monday-Friday during the fall and spring semesters. Members may sponsor up to three guests per day during weekends (beginning 5:00 p.m. Friday through Sunday close), breaks, holidays, and summer semester.
- Spectators are allowed in the facility for scheduled programming only. (intramural sports, climbing competitions, etc.) Spectators must complete a spectator agreement form before entry is allowed.

<table>
<thead>
<tr>
<th>Guest Pass Rates</th>
<th>$6.00</th>
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<tbody>
<tr>
<td>Guest Pass – Age 18 +</td>
<td></td>
</tr>
<tr>
<td>Sponsoring member must be present at check-in.</td>
<td></td>
</tr>
<tr>
<td>Pass is good for up to three visits on day of purchase.</td>
<td></td>
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</tbody>
</table>

Policies

General

- Use of cell phone cameras, computer cameras, and other video or still picture recording devices is not permitted in the Wellness Center without prior approval. Requests must be received in writing or e-mail sent to the Wellness Center Assistant Director or designee at least 24 hours before the event.
- The Wellness Center takes photographs and/or video recordings of various programs, activities, and special events in the building. During that time, photograph or video recording may be taken of you. Unless you request otherwise, your participation will be considered permission for the NDSU Wellness Center to photograph or film your image/voice and use in publications or promotional materials in any medium now known or developed in the future without restriction.
- Closing announcements will be made 30 minutes, 15 minutes and 5 minutes prior to the building closing. All members and participants are expected to rerack their weights, finish their activity, exit locker rooms and exit the building prior to closing time.
• Staff members are prohibited from holding or watching any items for individuals or groups.
• Wellness Center space and equipment must be used for intended purposes.
• Members and participants must follow all signage and policies posted throughout facility.
• Public telephones are located in the north and south entrances of the Wellness Center. Administrative phones are for staff only.
• In the event of an injury or accident, notify a member of the Wellness Center staff immediately.
• Gambling of any nature is not allowed in the Wellness Center as it has the potential to create a hostile environment.

ADA Statement (Americans with Disabilities Act)
Individuals with disabilities are encouraged to attend all Wellness Center sponsored events. If an accommodation is required in order to participate in a program, contact Jobey Lichtblau, the Wellness Center Director in advance at 701-231-7672 or jobey.lichtblau@ndsu.edu

Only service animals are permitted in the Wellness Center as defined by the Americans with Disabilities Act (ADA) and ND Law (ND Century Code, Sec 25-13).

Alcohol, Drugs, Tobacco
The Wellness Center is a substance-free facility. Possession or use of alcoholic beverages, illegal drugs, and tobacco products is strictly prohibited in the facility and any off-site facility that has Wellness Center hosted events. (intramural sports) The Wellness Center will enforce NDSU Policy 155 – Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees.

Cell Phone Usage
Cell phone/electronic device users are asked to be respectful of others when utilizing their devices and not to use them while on equipment or in the locker rooms at any time. Phone calls are only permitted in the atrium. Any person who wishes to have his/her photo taken while participating in activity at the Wellness Center must have permission.

Climbing Wall
All climbers must check in at the Recreation Desk before climbing during open hours.
• Climbing shoes are required for climbing. Shoes must be closed toe, athletic style.
• Shirts must be worn at all times.
• Loose clothing and jewelry must be removed before climbing and belaying.
• Observers, non-climbers, and personal items are not allowed in the climbing area.
• Climb within your limits.

Clothing and Footwear
The Wellness Center will make the final determination on the acceptability of all exercise attire. Failure to dress properly may result in loss of privileges. Clothing with offensive language, designs, or pictures is not acceptable. If necessary, a member will be addressed by a Wellness Center employee when clothing is offensive to another user, is inappropriate, or if items pose a danger to self or others.

• Clean, closed toe, athletic shoes are required in all activity areas within the building, including passages to studios.
• Shoes that mark or scuff flooring are not allowed.
Shoes, shirts, shorts and/or pants must be worn at all times.

Strappy or altered tank tops with large arm holes that expose the nipple/chest area are prohibited. A full-length, unaltered tank top or t-shirt is acceptable. Arm holes must not extend below elbow.

Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate support and undergarments are required at all times.

Jeans and zippered metal shorts or pants are always prohibited.

Jewelry or excess loose items should be removed.

Compulsive Exercise and Eating Disorder Procedure
If a Wellness Center staff member (student or professional) or visitor suspects that any member or participant of the Wellness Center is displaying signs of an exercise-related disorder the individual should complete an anonymous information form at -
https://www.ndsu.edu/wellness/compulsive_exercise_report_form/ - or forward the information to Krista Gooris, Fitness and Wellness Program Coordinator: krista.gooris@ndsu.edu; 701-231-7360.

Facility and Equipment Damages
Members utilizing the facility and equipment assume liability and agree to compensate the Wellness Center for any damage other than normal wear and tear while it is being used. Contact a staff member should damage occur, or if you notice damage in the facility. Members will have a hold placed on their Campus Connection or Wellness Center account until payment is received. Students may not be able to register for classes or receive a diploma if fees are placed on their account.

Emergencies
During all emergencies, it is expected that members/participants follow the direction of the Wellness Center staff. In an emergency evacuation, please exit through the nearest emergency exit immediately; do not retrieve any stored items. Please follow Wellness Center and University emergency policies for all emergencies. The Wellness Center staff conduct regular emergency drills to ensure a safe environment and preparedness of our staff.

Automatic Electronic Defibrillator’s (AED) are available for emergency use and are wall mounted on a centrally located pillar on all three levels adjacent to the rock climbing wall, along with the lap pool and leisure pool.

Equipment and Towel Checkout
Members may check out equipment and towels free of charge with an NDSU ID or Wellness Center Membership Card, at the Recreation Desk. Guests and Member Eligible Day Pass users are not eligible to check out equipment.

- All equipment is checked out on a first-come, first-served basis and cannot be reserved.
- Items are for in-house use only and may not be checked out for outdoor activities.
- Equipment must be returned the same day the equipment was checked out.

Individuals with equipment not properly returned, but found within the facility will be contacted. On the third offense, the member will be suspended from equipment checkout for one week. A fourth offense
will also count as a week suspension. Five or more will be a two week suspension each time the equipment is not returned properly.

- The member checking out the equipment is responsible for the item(s).
- For damaged (beyond normal wear and tear), non-returned or lost equipment, please refer to the damages section.
- Towels must be returned by the end of each semester, but can be exchanged for a new one at any time. Any account that has a towel checkout remaining at the end of a semester will be charged: $5 for a sweat towel or $10 for a shower towel. An email will be sent at the end of each semester reminding patrons to return any overdue towels. Charges will be applied during the last day of finals week.
- No equipment will be available for checkout during the hour before closing.

Fitness

Activity Areas

- Free weights must be removed from bars and re-racked in their designated location. Do not place free weights against mirrors or walls.
- Do not lift beyond your capabilities and use spotters when necessary. Wellness Center staff members are available to help spot within their individual ability.
- Weight clips must be used at all times.
- Dropping weights is prohibited; except on designated platforms. Slamming weights is prohibited.
- Weight belts and/or other accessories can be checked out at the Recreation Desk.
- When crowded, please rotate to allow all members use of equipment.
- Immediately report any facility/equipment irregularity to a member of the staff.
- Control is expected on the Olympic platforms. Unnecessary slamming, dropping due to improper form or throwing weight is strictly prohibited.

Chalk (Lifting)

Lifting chalk is not permitted in the Wellness Center at any time. Liquid resin that leaves zero residue is appropriate.

Cycling Studio

Wipe down bike, including seat and handrails, when finished. Sanitizing wipes are provided inside the studio. Cycling shoes may only be worn in the Cycling Studio.

Equipment

Wipe down each machine, including the seat and handrails when finished using it. Sanitizing wipes are provided throughout the exercise areas. Limit workouts to 30 minutes if someone is waiting for the equipment.

Group Fitness Studios

No outside shoes, bags, excess clothing, etc. is permitted. All non-essential items must be stored in either a day-use locker in the locker rooms, or green cubby located throughout building.

- Arrive at least 5 minutes prior to class to receive directions from the instructor. Each class will close 15 minutes after beginning; no entry allowed after this time.
• Equipment provided in a group exercise class may not be taken out of studios.
• Members are allowed to access exercise studios (Martial Arts & Studio B) outside of scheduled classes by checking in at a fitness desk with their NDSU ID or Wellness Center ID.

Personal Training
All training services offered by the NDSU Wellness Center are administered by trained staff.
• All required forms must be completed, current, and on-file prior to each training session.
• A completed health history is required for all clients prior to the start of the first session. Personal training staff reserve the right to require medical clearance from any client who they feel may be at risk.
• Clients are responsible for notifying their trainer of any changes in their health status (i.e. medications, injuries, new diagnosis).
• Clients must bring their NDSU ID or Membership Card to each training session.
• All participants must wear appropriate footwear and clothing and are encouraged to bring a personal water bottle.
• All personal training sessions are 45-minutes in duration.
• Any individual in a group who is unable to attend a session will forfeit his or her session for that day. Missed sessions cannot be made up.
• Clients shall meet trainers for each session the 1st floor fitness desk.
• Trainers and clients shall communicate through e-mail. E-mail is the official form of communication for NDSU. Clients may also call 701.231.5209 to speak directly with fitness staff.

Purchasing Personal Training Sessions
• Payment for each training session must be paid in full prior to the start of the first session.
• It is the responsibility of the personal trainer and the client to have ongoing communication about the number of training sessions remaining.

Cancellations
Cancellation of training sessions must be made at least 24 hours prior to the scheduled time of the session. If 24-hour notice is not given, the client will be charged the full session. If the client will be more than 15 minutes late for a session, s/he is still charged for the entire session.

Refund / Expiration Procedure
All training sessions and/or packages purchased are non-refundable and non-transferable. If a client purchases a package of training sessions and is unable to complete the package due to illness or extenuating circumstances, s/he may submit a written refund request to the Fitness and Wellness Program Coordinator. All personal training sessions/packages expire six months from the date of purchase.

Walking and Running Tracks
Directional signs must be followed at all times. Tracks cannot be reserved; pay attention to entrance/exit traffic and crossing areas.

Walking track – The track on the 2nd floor surrounding the fitness area is reserved solely for walking and mobile exercises. Running and stationary exercises are prohibited. Users of the track must keep moving at all times. Mats are not allowed on the walking track and any stationary exercise (wall sit, calf raises, etc.) are prohibited. Traffic must not be more than two people wide.
Running track – The track on the 3rd floor above the basketball courts is primarily for joggers and runners. The outside lane is for passing; traffic must not be more than two people wide.

Courts (Basketball, MAC, Racquetball)
- Dunking or hanging on rims and nets is prohibited.
- Kicking or unnecessary throwing of equipment is prohibited.
- Volleyball and badminton nets and standards will be set up and taken down by Wellness Center staff only.
- Members are not permitted to turn on/off lights or tamper with panel boxes. Requests or problems should be directed to Wellness Center staff.
- Equipment is available for checkout at the Recreation Desk with proper identification.
- Open recreation basketball, volleyball and racquetball have court priority with the exception of events scheduled by the Wellness Center.
- Approved basketball court activities include: basketball, pickle ball, volleyball, badminton, and ultimate Frisbee. MAC gym activities include: soccer, handball, basketball, pickle ball, in-line hockey, volleyball, and tennis. Racquetball court activities include: racquetball, wallyball, squash, and handball. Additional activities will be considered on a case-by-case basis.
- Equipment for volleyball, badminton, etc. will not be set up during the last hour of operations each day. All equipment must be returned and taken down at least 15 minutes prior to the building closing.

Food and Beverages
No food is allowed in any activity area at any time. No beverages are allowed in the activity areas at any time, except for water in closed and re-sealable containers. All containers are subject to inspection at any time by the Wellness Center staff. Glass containers are prohibited.

LGBTQ
The Wellness Center is committed to providing a safe and inclusive environment for the entire NDSU community.

Locker Rooms and Restrooms
Anyone utilizing the facility shall have access to the locker room and restroom facilities that correspond with their gender identity and gender presentation. Gender neutral locker rooms are available in aquatics.

Program (Intramural/Activity) Participation
When a program makes a gender designation, a patron can participate in the gender-specific league/program that affirms each participant’s personal gender identity and gender presentation. The participant’s gender identity will also be applied when there are gender-specific rules or player ratio requirements in intramural leagues. Any matters that may arise in regard to gender identity within intramural sports participation is subject to review on a case-by-case basis by the Director.

Gender Transition Policy
When an individual is planning to pursue gender re-assignment, or is in the process of gender re-assignment, it is advised that gender neutral facilities (restrooms, locker/changing rooms) are used. If gender neutral facilities are not available, a request for special accommodations may be made to the
Director. The use of opposite sex facilities is encouraged when gender presentation reflects the identity of the individual.

**Lockers**

Lockers are available to rent on a first-come, first-served basis for all members. Current rented lockers may be renewed for subsequent periods during the final two weeks of rental. Other lockers are only for day use. Cost for lockers is as follows:

<table>
<thead>
<tr>
<th>Half-Locker Rental Term (Wellness Center or Aquatics)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Month</td>
<td>$20.00</td>
</tr>
<tr>
<td>6-Month</td>
<td>$40.00</td>
</tr>
<tr>
<td>12-Month</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full-Locker Rental Term</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Month</td>
<td>$35.00</td>
</tr>
<tr>
<td>6-Month</td>
<td>$65.00</td>
</tr>
<tr>
<td>12-Month</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

If locker rentals are not renewed before the current rental term ends, the lockers will be available for rent by other members. Student semester lockers rented mid to late semester will not be prorated. Members may choose to rent the locker at full price, or use an open locker for day use only.

Questions related to locker availability and rental fees can be directed to the Customer Service Desk. Locks not removed by the end of each night on day use lockers will be cut and the contents will be treated as abandoned. Items will be held for 30 days and then will be sent to surplus.

**Lost and Found**

The Wellness Center is not responsible for any personal items that are lost or stolen. Please ensure that you lock up your valuables. Lost and Found items and inquiries should be directed to the Customer Service Desk. Items will be held no longer than two weeks. Unclaimed lost and found items are treated as abandoned and disposed.

**Parking**

Individuals who drive a motor vehicle must comply with NDSU Parking and Transportation regulations. Refer to [www.ndsu.edu/parking](http://www.ndsu.edu/parking) for parking regulations. Students/faculty/staff with a valid parking pass for another lot may park in the WE lot to the north of the building for two hours during ticketing hours. The WE lot may not be used for students attending classes. Parking is free between 4:30 p.m. and 7:30 a.m.

**Posters/Flyers**

The Wellness Center lobby/atrium bulletin board is designated for appropriate and approved flyers/posters. Locker room bulletin boards are for Wellness Center use only.

- One poster per NDSU organization/department no larger than 11x17 should be submitted to the Customer Service Desk.
- Date(s) of event must be listed on the promotional material, and organization/department must be listed.
- Space is limited and not guaranteed. Poster may be hung for a maximum of two weeks.
- Tear-off strips are prohibited.
• Commercial sales, job postings, and other solicitation is not permitted.

Solicitation
No solicitation is allowed in or around the Wellness Center except by the employees of the University acting within the scope of their agency or employment, or by established student organizations in accordance with University policy.

Solicitation of nutritional supplements, personal training, commercial business/products, and network marketing products is strictly prohibited.
Facility Reservations

The Wellness Center is a student fee supported facility and as such needs to remain open to the entire student body. The Wellness Center has facility reservation policies and rate categories to maintain a balance between serving students and student groups. Individuals may not reserve any part of the facility.

Prioritization begins with members. Secondary use is as follows:

1. Wellness Center use:
   a. Open recreation, intramural sports, group exercise, other Wellness Center activities
2. Wellness Center co-sponsored activities
3. Congress of Student Organizations recognized groups:
   a. Club Sports
   b. Organizations
4. University Departments:
   a. Academic classes
   b. Student recruitment events
   c. Other events
5. Non-university organizations

The Wellness Center Associate Director or designee reserves the right to reprioritize or refuse to reserve space for an event if it is determined that doing so would be in the best interest of the Wellness Center, NDSU students, or the University. Semester scheduling of the facility including all Wellness Center activities and reservation requests, will take place prior to the start of each semester. After the semester schedule has been set, scheduling of space will be assigned on a first-come, first-served basis while utilizing the above priorities. When possible, every attempt will be made to keep one gymnasium court open for general student use.

Eligible Groups

Recognized Student Club Sports
Club Sports that are in good standing with the Congress of Student Organizations may reserve a maximum of three hours per week for practice time if the activity is appropriate for the Wellness Center. If setup is required, setup fees will apply. In addition to practice time, each club sport will be allowed to reserve space for one tournament each semester if space is available.

Recognized Student Organizations
Any student organization in good standing with the Congress of Student Organizations may reserve time for activities during off-peak times and after semester schedules have been determined. Times are typically Friday evenings, Saturdays, and Sundays until 4:00 p.m.

University Departments
University departments may reserve space for a fee during semester breaks, holiday breaks, spring break, or summer semester to pursue issues related directly to the operation or mission of the University. Classes may only be scheduled in the Wellness Center during times determined by the Director or designee, so as not to interfere with general student use.
Athletics administrators/coaches may request space for use by the athletics department, if space is available. Space can only be scheduled during times of the day determined not to interfere with general student use.

The Wellness Center is a student fee supported building that receives no appropriated funding so a facility rental charge will be assessed for the use of space.

**Non-University Organizations**
Non-university organizations or agencies includes any group not affiliated with NDSU. Groups may only reserve space during semester breaks or summer semester and during regular business hours of the Wellness Center. A facility rental charge will be assessed for use of the space. Special set-ups, equipment or space requests will be considered and if approved, may incur an additional fee. Any outside equipment brought into the facility must be approved by the Wellness Center Director or designee.

**Group Definition:** When a group of five (5) individuals or more are assembled together or have some unifying relationship, a reservation is required to utilize spaces in the Wellness Center. Examples may be a group conducting a structured workout that is not part of Wellness Center programming, a group conducting a training session not led by Wellness Center staff or teams practicing with or without a coach present.

**Reservation Procedure**
To request facility space:
https://wellnessportal.ndsu.edu/Account/Login?ReturnUrl=%2FFacility%2FReservationRequest

- A Wellness Center Event Reservation Request Form must be submitted to the Associate Director at least six **weeks/30 working days** prior to the event.
- A planning session meeting may be required.
- All necessary documents and forms must be completed and submitted with appropriate signatures **three weeks/15 working days** prior to the event.
  - Wellness Center Event Reservation Request Form
  - NDSU Facility Use Agreement that includes proof of liability insurance according to NDSU policy.
- Once all forms have been completed and received, a confirmation will be e-mailed to the requesting organization.

**Schedule of Events/Reservation**
All reservations will be completed in the order in which they are received, with regard to the priority list stated above.

**Payment Schedule**
After the event has concluded, an invoice will be sent to the customer who will have 30 days to pay any fees associated with the event. Failure to make payment may result in loss of facility privileges, late fee, and/or University sanctions.
## RENTAL SPACES

<table>
<thead>
<tr>
<th>Space/Type/Capacity</th>
<th>Amenities Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball/Volleyball/Badminton 1 court (capacity 85)</td>
<td>Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Rackets, Scoreboards</td>
</tr>
<tr>
<td>MAC Gym (capacity 100)</td>
<td>Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Hockey nets, Soccer Balls</td>
</tr>
<tr>
<td>Racquet/Squash/Wally/Hand Court (capacity 8)</td>
<td>Racquets, Balls, Protective Eyewear</td>
</tr>
<tr>
<td>Studio B (capacity 50)</td>
<td>Please contact Fitness Coordinator, Krista Gooris at (701) 231-5209 for available amenities.</td>
</tr>
<tr>
<td>Martial Arts Studio (capacity 20)</td>
<td>Bags, Weights, TV/AV Cart</td>
</tr>
<tr>
<td>Cycling Studio (capacity 25)</td>
<td>Please contact Fitness Coordinator, Krista Gooris at (701) 231-5209 for available amenities.</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>Shoes, Chalk Bags, Safety Harness, Rope, Clips</td>
</tr>
<tr>
<td>Aquatics Lap/Leisure Pools</td>
<td>Fins, Basketballs, Volleyballs, Kickboards, Pullbuoys, Pull Handles, Noodles</td>
</tr>
<tr>
<td>Wet Classroom</td>
<td>Tables, Chairs, Instrumentation</td>
</tr>
<tr>
<td>Classroom (capacity 25)</td>
<td>Tables, Chairs, Instrumentation</td>
</tr>
</tbody>
</table>

### Equipment Available for Rent

<table>
<thead>
<tr>
<th>Equipment Available for Rent</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Cart</td>
<td>$50/day</td>
</tr>
<tr>
<td>Stage</td>
<td>$50/day</td>
</tr>
<tr>
<td>PA/Sound System</td>
<td>$50/day</td>
</tr>
<tr>
<td>Floor Protectors (Courts 1-3)</td>
<td>$50/court</td>
</tr>
<tr>
<td>Stage</td>
<td>$50/day</td>
</tr>
</tbody>
</table>

All reservations need to specify space and amenities requested.
## Rental Rates

### RENTAL RATES 2016

<table>
<thead>
<tr>
<th>Campus Recreation Center Facility Rental Rates</th>
<th>Student Organizations (extra practice time)</th>
<th>University Department</th>
<th>Non-University Groups or Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball/Volleyball/Badminton 1 court (capacity 85)</td>
<td>$15.00 per hour per court</td>
<td>$30.00 per hour/per Court</td>
<td>$40.00 per hour/per Court</td>
</tr>
<tr>
<td>MAC Gym (capacity 100)</td>
<td>$15.00 per hour per court</td>
<td>$30.00 per hour/per Court</td>
<td>$35.00 per hour/per Court</td>
</tr>
<tr>
<td>Racquet/Squash/Wally/Hand Court (capacity 8)</td>
<td>$6.00 per court per hour</td>
<td>$10.00 per hour/per Court</td>
<td>$20.00 per hour/per Court</td>
</tr>
<tr>
<td>Studio B (capacity 50)</td>
<td>$30.00 per hour</td>
<td>$50.00 per hour/per Court</td>
<td>$60.00 per hour/per Court</td>
</tr>
<tr>
<td>Martial Arts Studio (capacity 20)</td>
<td>$20.00 per hour</td>
<td>$40.00 per hour</td>
<td>$50.00 per hour</td>
</tr>
<tr>
<td>Cycling Studio (capacity 25)</td>
<td>$40.00 per hour</td>
<td>$60.00 per hour</td>
<td>$70.00 per hour</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>$25.00 per hour for group of 1 to 6</td>
<td>$30.00 per hour for group of 1 to 6</td>
<td>$40.00 per hour for group of 1 to 6</td>
</tr>
<tr>
<td></td>
<td>$35.00 per hour for group of 7 to 12</td>
<td>$40.00 per hour for group of 7 to 12</td>
<td>$50.00 per hour for group of 7 to 12</td>
</tr>
<tr>
<td></td>
<td>$45.00 per hour for groups of 13 to 18</td>
<td>$50.00 per hour for groups of 13 to 18</td>
<td>$60.00 per hour for groups of 13 to 18</td>
</tr>
<tr>
<td>Classroom</td>
<td>$15.00 per hour</td>
<td>$20.00 per hour</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Aquatics Lap or Leisure Pool (capacities: lap 168, leisure 165, spa 16)</td>
<td>$70.00 per hour</td>
<td>$90.00 per hour</td>
<td>$100.00 per hour</td>
</tr>
<tr>
<td>Aquatics Lap Pool (per lane)</td>
<td>$10.00 per hour</td>
<td>$15.00 per hour</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>Rugby Fields</td>
<td>No Charge (if available)</td>
<td>Not open to Non-NDSU Student Organizations</td>
<td>Not open to Non-NDSU Student Organizations</td>
</tr>
<tr>
<td>Contact Tables</td>
<td>No Charge (if available)</td>
<td>Not open to Non-NDSU Student Organizations</td>
<td>Not open to Non-NDSU Student Organizations</td>
</tr>
<tr>
<td>Wet Classroom (capacity 35) Classroom 166 (capacity 25)</td>
<td>$20.00 per hour</td>
<td>$30.00 per hour</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td></td>
<td>$40.00 per hour with food</td>
<td>$50.00 per hour with food</td>
<td>$60.00 per hour with food</td>
</tr>
</tbody>
</table>
Staffing:

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>$15.00 per hour per staff member</td>
</tr>
<tr>
<td>Climbing Wall Staff</td>
<td>$10.00 per hour per staff member</td>
</tr>
<tr>
<td>Equipment Staff</td>
<td>$10.00 per hour per staff member</td>
</tr>
<tr>
<td>Lifeguard Staff - 2 Lifeguards</td>
<td>$15.00 per hour per staff member</td>
</tr>
<tr>
<td>Custodial</td>
<td>$25.00 per hour each</td>
</tr>
</tbody>
</table>

Miscellaneous Fees:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Up changes</td>
<td>$20.00 if setup is not part of facilities normal configuration</td>
</tr>
<tr>
<td>Security Personnel</td>
<td>Rate determined by NDSU Police</td>
</tr>
<tr>
<td>Reservation Fee</td>
<td>Reservations will be taken from non-student groups if a 10% reservation fee is paid in advance</td>
</tr>
<tr>
<td>Damages</td>
<td>All damages are the responsibility of the sponsoring organization and will be assessed if damage occurs.</td>
</tr>
<tr>
<td>Cancellation Fee</td>
<td>$100.00 if reservation is not cancelled at least 24 hours prior to the start of reservation</td>
</tr>
</tbody>
</table>

Cancellation Policy

Any space and/or equipment reservation cancellations must be made in writing at least two university business days in advance to avoid cancellation charges. The Wellness Center reserves the right to cancel an event. Failure to show or cancel a reservation will result in the following:

- Loss of reservation privileges
- Regular rental charges will still be assessed.

Damage to Facilities & Equipment

Participants utilizing the Wellness Center facility and equipment assume the liability of and agree to compensate the Wellness Center for any damage to the facility and equipment other than normal wear and tear. Damage caused by participants will be repaired by Facilities Management or a licensed contractor and all charges incurred for the repairs will be billed to the event sponsor. If any equipment should be lost during the rental the event sponsor will be responsible for all replacement costs. All repair fees must be paid in advance of any subsequent reservation requests or to proceed with an existing request.

Additional Facility Policies

Equipment

Groups may provide their own equipment that is not already in place in the room or area they are reserving. All outside equipment must be approved by the Wellness Center Associate Director or
designee to ensure compatibility with existing equipment and make sure there is no damage to the facility. Any music played by a group must not contain any explicit material.

**Food & Beverages**
All food and beverages for meetings and events where guest will be charged, must go through NDSU Catering. Renter is responsible for making all food arrangements with NDSU Dining Services. Food and beverages are only allowed in the atrium unless prior arrangement have been made. All food and beverage needs must be approved before the event.

**Decorations & Signage**
Decorations may not be put on walls or furnishings in the Wellness Center without consent from the Wellness Center Director or designee. Decorations may not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, and fire alarm pull stations.

**Insurance Requirements/Waiver Statements**
A Facility Use Agreement is a North Dakota State University document required of all reservations that take place outside of normal operations. In it the participants agrees to assume all risk of liabilities that may arise out of, or result from, participant’s use of the facility. In addition, commercial general liability insurance of at least $1,000,000 is required.

**Security for Events**
The Wellness Center may require uniformed security officers to be present at an event. The scheduling and expense is the responsibility of the sponsoring organization. If security requirements are not completed, the event will be cancelled.
NDSU Intramural Sports

Intramural sports are a component of the Campus Recreation and Intramural Sports program within the Wellness Center. The intramural sports program offers a variety of experiences for students including individual, dual, and team activities. These activities include opportunities for men, women and co-recreational teams. The competitive atmosphere of intramural sports challenges students, but remains recreational in nature. It is the department’s belief that winning a contest is not as important as the participant enjoying the contest while playing within the spirit of the rules.

A majority of sport rules come from recommendations from The National Intramural and Recreational Sports Association (NIRSA). NIRSA is an organization that unites recreational sports professionals across the country and provides leadership and professional growth opportunities for students. NIRSA also hosts extramural tournaments for basketball, flag football, soccer, and tennis. For more information on NIRSA or competing in one of the tournaments see the Coordinator of Campus Recreation and Intramural Sports.

Intramural Sports Office/Contact Information

The Campus Recreation and Intramural Sports Office is located behind the Recreation Desk, within the Wellness Center.

- Phone: (701) 231-7384
- Email: ethan.green@ndsu.edu

IMLeagues

All participants must create an account through IMLeagues, in order to participate in the Intramural Sports program. All information regarding program activities including; registrations, schedules, rules, and playoff brackets can be found at www.imleagues.com.

To create an IMLeagues account:

1. Go to https://wellnessportal.ndsu.edu/Account/Login?ReturnUrl=%2FIMLeague and follow the on-screen instructions.
   a. Enter your information; use your North Dakota State email
2. You will be sent an activation email. Click the link in the email to login and activate your IMLeagues account.
3. You will be automatically added to NDSU’s group. If this does not happen you can search schools by clicking the ‘Schools’ link.

How to sign up for an intramural sport:

1. Log in to your IMLeagues.com account.
2. Click the ‘Create/Join Team’ button at the top right of your user homepage.

   OR

   Click on the ‘North Dakota State University’ link to go to your school’s homepage on IMLeagues.
3. The current sports will be displayed; click on the sport you wish to join.
4. Choose the league in which you wish to play in (Men’s A, Men’s B, Women, etc.) *Some of the major sports will make you go onto the “Waitlist”, until you meet the minimum number of players. Once that number is met then you can proceed to step 5.
5. Choose the division you’d like to play in.
6. You can join the chosen sport one of three ways:

1. **Create a team (For team captains)**
   a. Captains can invite members to their team by clicking the ‘Invite Members’ link on the team page. Any invited members must accept the invitation to join your team.
      i. If they’ve already registered on IMLeagues; search for their name and invite them.
      ii. If they haven’t yet registered on IMLeagues; scroll down to the ‘Invite by Email Address’ box and enter their email address.

2. **Join a team**
   a. Use the ‘Create/Join Team’ button at the top right of each page.
   b. Accept a request from the captain to join his/her team.
   c. Find the team and captain name on division/league page and request to join.
   d. Go to captain’s player card page, view his/her team, and request to join.

3. **Join as a Free Agent**
   a. You can list yourself as a free agent in as many divisions within a league as you would like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.
   b. Free agents are encouraged to attend the captains’ meeting for the sport they are interested in playing. Staff will attempt to help a free agent find a team.
   c. Unfortunately spots are not guaranteed, but we will try our best to place everyone on a team who wishes to play.

### Creating a Team
- All players must pay their personal fee, in order to be eligible to participate. No players will be allowed to play until that is paid.
- The cost of Intramural events is $7.50 per person per sport. A yearly unlimited pass is available for $25.00. Fees collected are used directly to operate each program.
- All teams must meet minimum player requirements on IMLeagues by 11:59 pm on the deadline day in order to be approved (see table below). Teams will be placed into leagues on a first-come, first-served basis.
- There are no refunds after signing up for an intramural sport, except due to weather cancellations.
- If too many teams register for a league, a wait list will be formed. Wait listed teams will be contacted only if a spot opens within the league.
- It is the responsibility of team captain to submit an appropriate team name. Names that include inappropriate language or references will be removed. Teams will be given one extra attempt to change their name if their first team name is not approved. If the second team name is not approved then the Intramural department will select the team name.

<table>
<thead>
<tr>
<th></th>
<th>Max Players</th>
<th>Min Players</th>
<th>CoRec Gender Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men's Flag Football</strong></td>
<td>14</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td><strong>CoRec Flag Football</strong></td>
<td>14</td>
<td>8</td>
<td>4/4</td>
</tr>
<tr>
<td><strong>Volleyball</strong></td>
<td>10</td>
<td>6</td>
<td>3/3</td>
</tr>
<tr>
<td><strong>Men's/Women's/CoRec Basketball</strong></td>
<td>10</td>
<td>5</td>
<td>3/2</td>
</tr>
<tr>
<td>Activity</td>
<td>Wins</td>
<td>Losses</td>
<td>Score</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>Walleyball</td>
<td>8</td>
<td>4</td>
<td>2/2</td>
</tr>
<tr>
<td>CoRec/Men/Women Indoor Soccer</td>
<td>10</td>
<td>5</td>
<td>3/2</td>
</tr>
<tr>
<td>Open/CoRec Softball</td>
<td>14</td>
<td>10</td>
<td>5/5</td>
</tr>
<tr>
<td>Badminton Doubles</td>
<td>2</td>
<td>2</td>
<td>1/1</td>
</tr>
<tr>
<td>Bean Bag Toss</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Men’s/Women’s/CoRec Doubles Racquetball</td>
<td>2</td>
<td>2</td>
<td>1/1</td>
</tr>
<tr>
<td>Men’s/Women’s/CoRec Sand Volleyball</td>
<td>6</td>
<td>4</td>
<td>2/2</td>
</tr>
<tr>
<td>Table Tennis Doubles</td>
<td>2</td>
<td>2</td>
<td>1/1</td>
</tr>
<tr>
<td>Innertube Water Polo</td>
<td>8</td>
<td>5</td>
<td>3/2</td>
</tr>
</tbody>
</table>

**Incident Policy**

Intramural sports participants must be aware of the possibility of accidents and injuries, which are inherent to recreational and sporting activities. Moreover, participants should follow the instructions of a physician concerning their participation in athletic events.

The university is not responsible for injuries incurred to Intramural sports participants or spectators while competing in Intramural activities. We recommend that each participant carry health and accident insurance.

Intramural Sports Officials will stop play when an injury resulting in open blood flow occurs, or when the injury can be compounded by further play (a participant down on the playing surface). Participants may not compete with open wounds or when wearing clothing that contains any amount of blood or other bodily fluid (other than perspiration). Campus Recreation reserves the right to remove and keep players from competition after any injury. We will also remove participants who we see showing signs or symptoms of a concussion. We recommend participants seek medical attention for all injuries and may require a signed medical clearance from licensed practitioner before a participant is allowed to return to play. All accidents and injuries must be reported to the intramural supervisor on duty. An incident report form must be completed and signed.

**Conduct**

All students are expected to comply with the Student Code of Conduct and Wellness Center policies. Violations of the Student Code of Conduct will be reported. Reported violations will be handled according to the process outlined in the Student Code of Conduct. Violations of Wellness Center policies will be handled by the Wellness Center staff. We expect all participants and spectators to show a high degree of sportsmanship. This includes respect to authority, other participants and other spectators. The Intramural Sports staff may cite any participant or spectator with acts of unsportsmanlike conduct, and we may link spectators to participants for the purposes of assessing penalties. The Intramural Sports Staff may eject participants and spectators from any contest and/or event facility for acts of unsportsman-like conduct. In cases of improper conduct, individuals may be suspended from competing and/or observing Intramural activities for any period of time. Those ejected may not participate in any further Intramural Sports activities until a conduct hearing has been completed with Wellness Center staff. Any person ejected from competition two times during the academic year (in any sport/event or combination thereof) will be suspended for the remainder of the academic year. If the ejection occurs at the end of the school year, the penalty can carry over to the next school year, if warranted. Further disciplinary action may be imposed through the conduct process as outlined in the Student Code of
Conduct. In accordance with University policy, fighting and malicious contact are strictly prohibited at Intramural contests. University Police will be called immediately to determine appropriate action. Those involved in fights will receive suspensions from Intramural competition for at least a semester and will be reported. Those who threaten or initiate acts of aggression towards Intramural Sports Officials or other applicable authority will be reported, suspended from the Intramural Sports program and University Police will be called. In accordance with University policy, participants are responsible for intentional or negligent damage to personal and public property.

Alcohol, Drugs, Tobacco
NDSU Intramural Sports has a zero tolerance policy for alcohol, tobacco, or any other drug at intramural events on or off campus. Furthermore, Wellness Center staff reserves the right to remove participants or fans suspected to be under the influence of drugs or alcohol. The removal process may involve the assistance of authorities such as UPD.

Eligibility Exceptions and Restrictions
Any student, staff, or faculty is allowed to participate in intramural sports with the following exceptions and restrictions:

- A current NDSU ID is required at all events. Participants unable to present a current NDSU ID will not be allowed to play until it is shown.
- Tri-college students are not allowed to participate in NDSU intramural sporting events.
- An individual may participate on only one team per sport. The team which they first represent will be the only team they may play on for the remainder of the sport. An individual may participate on one men or women’s team and a co-recreational team.
- Any team that allows an ineligible player to play will forfeit that game, even if found out post game.
- Additions to the roster are allowed throughout the entire regular season. Once a participant has checked into at least one game they are on the roster for the remainder of the regular season. Changes must be added/accepted online. After that time, no additions may be made.
- Students whose names appear on an official inter-collegiate varsity or junior varsity squad list are ineligible to play for a period of one year in their respective sport (includes red-shirts).
- Current club sport members may participate in their related sport. However, a maximum of 2 (1 female/1 male for corec sports) are allowed per team roster in all sports.
- Professional athletes are banned from their related sport for a period of five years.
- Ejected players are suspended from all intramural activities until reinstated by the Campus Recreation and Intramural Sports Coordinator.
- A participant is not eligible to compete in an intramural sport event unless all pertinent information is provided on the appropriate entry form and team roster.

Penalties
Any team playing with a player under another teammate’s name will be charged with a “loss” for that game. The player will be ineligible to participate in the remainder of the league or tournament, and the team will be ineligible for the post-season playoffs.

If it is discovered a team has played an ineligible player (not on the roster) following the contest in which the ineligible player participated, the ineligible player will not be allowed to participate in any further
games without completing a player addition form, and the game will result in a forfeit. If the use of an ineligible player is detected during the playoffs, the opposing team will advance.

**Default & Forfeit**

All games shall be played on the date and time scheduled. A five minute grace period is allowed for all sports. After that time, the game must be forfeited. Games lost by forfeit will not be rescheduled for any reason. A team with two forfeits will be dropped from that sport for tournaments. If the Intramural office is notified by at least 3:00 pm of game day, the game will go as a default instead of a forfeit.

**Schedules**

- For all league sports, schedules will be made and posted on IMLeagues and captains will be notified by email. Any changes to the schedules (before or during the season), will be communicated to team captains immediately by e-mail or phone.
- Inclement weather postponements will be made by 3:00 p.m. on the day of the event. It is the team captain’s responsibility to check for this information on IMLeagues.
- Cancelled games will be rescheduled only when possible.
- All intramural activities will be cancelled if NDSU is closed.

**Sportsmanship**

- Teams will be rated by officials and the Intramural staff on a five point rating system. In order to qualify for playoffs, a team must average a 2.5 throughout the session. Two forfeits at the end of the session’s regular season will make a team ineligible for tournament play.
- Intramural staff and officials will give the sportsmanship ratings to teams after each contest. These ratings will be the result of behavior before, during, and after the contest.
- Anyone who verbally or physically accosts Wellness Center staff will be immediately suspended.
- Technical fouls or unsportsmanlike penalties as well as any other detrimental conduct assessed by referees and supervisors including dunking, verbal abuse, fighting, and any other unsportsmanlike conduct may result in an ejection and/or suspension.
  1. Two technical fouls or unsportsmanlike penalties will result in an ejection from the game
Sportsmanship rating will be based on the following criteria:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Team members are in control throughout the contest. Sportsmanship and conduct of those involved are considered to be at an acceptable level. Team does not show any dissent towards staff or opposing team. No sportsmanship related disciplinary action was taken against any team member.</td>
</tr>
<tr>
<td>3</td>
<td>Team members showed signs of good sportsmanship but also showed signs of unacceptable sportsmanship. Team members were considered to be in control more than not during the contest. Some verbal warnings were given to teams concerning their actions, but no further disciplinary action was needed.</td>
</tr>
<tr>
<td>2</td>
<td>Below average sportsmanship was displayed during the contest either by team members and or spectators. Conduct that is penalized by more than a simple verbal warning such as a yellow card or technical foul. Team members were not at a level out of control but were beyond the limit of average.</td>
</tr>
<tr>
<td>1</td>
<td>Team members continually display dissent towards Intramural Sports Staff or opposing team either while on playing surface or sidelines. The team captain shows little or no control of their team’s actions before, during or after the contest. Team members and or captain are uncooperative with Intramural Sports Staff concerning their actions. Teams receive numerous yellow cards, red cards or technical fouls (more than one). Teams have players, coaches or spectators ejected for any reason.</td>
</tr>
<tr>
<td>0</td>
<td>This rating will be given out in cases when one or both teams become hostile and the game must be ended early. Some examples warranting a zero rating include numerous warnings, ejections, fights, spectator issues and poor conduct towards the Intramural Sports staff.</td>
</tr>
</tbody>
</table>

Participants and fans are expected to demonstrate sportsmanship during any intramural event. In the event that an individual acts in an unsportsmanlike manner, the official or supervisor has full authority to take action as they see necessary to keep the game in control and protect the safety of all participants.

Review of Sportsmanship Ratings

It is the team captains right to see the rating given to his/her team following a contest. The ratings will be completed shortly after the end of the contest. If a captain is interested in their rating they are able to ask for the score at that time. A rating is not allowed to be discussed or overturned after a review by the captain. If a captain is in violation of complaining, arguing or pleading their case about a rating they will be dropped another point. An appeal process is set up for these circumstances. (See below)

Appeal Process

A team may appeal their rating with the Coordinator of Campus Recreation and Intramural Sports. In order to appeal the rating they must do so in writing to the coordinator no later than 12:00 pm the day following the contest in question. NO PROTESTS WILL BE ACCEPTED AFTER DEADLINE. It is asked that captains may give reasons to why the rating is incorrect. Once an investigation is completed a ruling will be made.

Playoff Eligibility

Following the completion of league play these ratings will be totaled and averaged over the entire course of the event. Each team is required to average a total of 2.5 points for the event or they will not be allowed to participate in tournament play.
Team Notification

If a team is scored a 0 or a 1 for a contest a team captain will be emailed and informed of this so they are able to alert their team. The captain must also set up a meeting with the Intramural Sports Staff prior to their next contest. If the captain fails to do so they will be forfeited from the league.

Team Captains

Each team entered in an intramural sport must have a designated captain or manager who will act as a liaison between the team and staff. A captain may only represent one team for any given sport and he/she must be an active participant on that team.

- Attend the mandatory captains’ meeting or complete online trainings at the beginning of each session. Schedules, rules, and questions will be covered at these meetings.
- Failure to attend the meeting will result in being dropped from that activity with no refund. If the team captain is not available, s/he must find a representative for the team.
- View the schedule on IMLeagues and notify team members of all scheduled games: date, time, and location. It is the captain’s responsibility to have his/her team ready to play when scheduled.
- Be familiar with all eligibility and game rules and make certain the team is aware of the rules.
- Check team roster often during the tournament, and especially prior to playoffs, to assure eligibility of his/her team members.
- Keep in close contact with intramural sports staff for pertinent information.
- Team captains are the only individuals allowed to approach officials during any contest.

Team Names

It is the responsibility of the team captain to submit a proper and positive name. All names will be approved by Intramural staff. Any inappropriate names will be removed, giving the team one additional chance to enter a name. Failure to do so, or giving another inappropriate name will result in a team name being provided.

- Team names should only consist of up to three words and less than 20 characters (no Greek letters)
- All acronyms must be spelled out
- No suggestive or double meanings
- No vulgar language
- No reference to alcohol or drugs
- Avoid names that suggest acts of violence, crime, or sex
- No discriminatory references pertaining to a particular individual or group as identified in NDSU Policy 100.

*Use of the NDSU Wellness Center is a privilege. Members and individuals granted access who do not cooperate with established policies may be asked to leave or may have their access and/or membership revoked or suspended.
NDSU Wellness Center

2016-2017 Aquatics Policies
General Facility Rules

- Shoes are not allowed on the pool decks or in the sauna (bare feet or clean sandals/water shoes only).
- All users must strictly follow aquatics dress code at all times.
- No glass of any kind is allowed in the pool area.
- Public displays of affection are prohibited.
- Cell phones and other mobile devices are not allowed in the water.
- Laptops are prohibited in the pool areas, including the sauna.
- All members must follow the direction of the lifeguard on duty.
- Members must be respectful of other members waiting to use sauna or spa/hot tub.
- Photos and video are prohibited.
- No visiting with lifeguards while on duty.
- All pool equipment must be returned to its proper location after use.
- All bags and personal belongings must be kept in a locker; no items are allowed on the pool deck.
- No food or beverages are allowed in the pool areas, except water in a closed, re-sealable, non-glass container.
- Pool, sauna and fire pit capacities are strictly enforced.
- Moving benches and/or loungers is prohibited.
- Sweaty clothes are not allowed in swim suit water extractors (wet swim suits only).
- Anyone who has or has had diarrhea in the past two (2) weeks shall not use the pool.
- Anyone who has an area of exposed sub-epidermal tissue, open blisters, cuts, etc. is advised not to use the pool.
- Spitting, spouting of water, blowing nose, or similar behavior in the pool is prohibited.
- No running or rough play on the pool runways, on the floats, on platforms, or in locker rooms.
- All persons must take a cleansing shower before using the pool, spa, or sauna. A bather leaving the pool to use the toilet shall take another cleansing shower before returning to the pool area.

Open Swim Rules

The following rules also apply during all programs and rental swims.

- No running.
- No rough play.
- No offensive language.
- No use of starting blocks, unless approved by the Aquatic Coordinator or head lifeguards.
- No flips, back dives or other dangerous water entries are allowed from the pool edge.
- No use of rescue equipment.
- No diving in the shallow area. Diving is allowed in the 10-foot area only.
- No food, candy or gum is allowed in pool area. Lifeguards reserve the right to inspect any container.
- No hanging or dunking on basketball hoops.
- No grabbing the volleyball net at any time.
• No extended breath holding allowed.

Lap Swim Rules
• Circle swim in a counter-clockwise direction, keeping to the right side of the lane.
• No diving in the shallow area. Diving is allowed in the 10-foot area only.
• Whenever possible, choose a lane with swimmers who hold a pace similar to your own.
• Equipment such as kickboards, pull buoys, fins, etc. may be used.
• No use of starting blocks, unless approved by the Aquatic Coordinator or head lifeguards.
• Do not hang on lane lines.
• No extended breath holding allowed.

Spa Rules
• Must observes a reasonable time limit in spa
• No Jumping in
• No submerging under water
• No sharing of seat space
• No displays of public affections
• Strictly follow the capacity
• Pregnant women, small children, or persons with heart disease, diabetes, high blood pressure, or low blood pressure should not enter the spa except under advice of a physician.
• Avoid use while under the influence of alcohol, tranquilizers, or other drugs that cause drowsiness or raise or lower blood pressure.
• Phones are not allowed while using the spa
• Exposure greater than fifteen (15) minutes may result in drowsiness, nausea, or fainting

Sauna Guidelines

• Be courteous and respectful of others.
• Swim suits and gym shorts are allowed. No excessive clothing may be worn in saunas (sweat shirt, sweat pants, etc.). No shoes, other than flip flops are to be worn in the sauna.
• No exercising in sauna, including yoga style exercises.
• Individuals with medical conditions should consult a physician before using sauna.
• Users must shower after using the sauna and before entering the pool or spa.
• Water is not allowed to be poured on sauna rocks.
• To prevent dehydration, drink plenty of fluids before entering and after leaving the sauna.
• If you feel dizzy, develop a problem breathing, or experience general ill health, leave the sauna immediately and contact a lifeguard.
• Metal items, jewelry and other objects are not recommended for use in the sauna.
• Do not exceed 20 minutes in the sauna.
• Public displays of affection are prohibited.
• CAUTION: Because of high temperatures and humidity, the sauna can be dangerous to your health. It is recommended that all persons consult a physician before using these rooms. The following individuals should not use the sauna: those with heart disease, diabetes, high or low blood pressure, circulatory or respiratory problems, seizures, epilepsy, pregnant women, and those who are using prescribed or illegal drugs or are under the influence of alcohol.
• Wellness Center does not promote the use of saunas for weight loss.