

NDSU Wellness Center  
Member and Participant  
Policies and Procedures Manual  
2025-2026

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## 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. Wellbeing 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

We promote a culture of life-long wellness by developing innovative programs and services for the NDSU community.

## Vision Statement

A destination that inspires healthy lifestyles.

We do this through providing state-of-the-art fitness, recreational, outdoor, 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 student fees totaling \$188.88 per full-time enrolled student per semester. 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 wellbeing.

## 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, positive, and inclusive 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

The Wellness Center does not promote or allow unsafe behavior or activity. 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 Center programs and activities until they have met with the Director or other designee.

## General Information

Wellness Center Number	701-231-5200
Email: <a href="mailto:ndsuh.wellness@ndsuh.edu">ndsuh.wellness@ndsuh.edu</a>	
Web Address	<a href="http://www.ndsu.edu/wellness">www.ndsu.edu/wellness</a>
Registration Portal Address (intramural sports, memberships, visit access history)	<a href="https://wellnessportal.ndsu.edu">https://wellnessportal.ndsu.edu</a>
NDSU Wellness Center App	App Store, Google Play
Facebook	<a href="http://www.facebook.com/NDSUWellnessCenter">www.facebook.com/NDSUWellnessCenter</a>
Instagram	@NDSUWellnesscenter

Wellness Center Building Hours (see [www.ndsu.edu/wellness](http://www.ndsu.edu/wellness) for full hours)

### Academic Hours

Monday – Friday	5:30 a.m. – 11:00 p.m.
Saturday	8:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 11:00 p.m.

### Summer/Break Hours

Monday – Friday	5:30 a.m. – 8:00 p.m.
Saturday	8:00 a.m. – 2:00 p.m.
Sunday	2:00 p.m. – 8:00 p.m.

Climbing Wall and Outdoor Adventures Hours

### Academic Hours

Sunday – Friday	4:00 p.m. – 9:00 p.m.
Saturday	11:00 a.m. – 3:00 p.m.

### Summer – Climbing Wall Hours

Monday-Sunday	Climbing is CLOSED
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### Summer – Outdoor Adventure Hours

Monday - Sunday	By reservation only
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Aquatics Academic Hours

### Leisure Pool, Spa

<b>Monday - Friday</b>	4:00p.m.-10:30 p.m.
<b>Saturday</b>	4:00 p.m. – 8:00 p.m.
<b>Sunday</b>	4:00 p.m. – 10:30 p.m.

### Lap Pool, Sauna

<b>Monday -Friday</b>	6:00 a.m.-9:00 a.m., 11:00 a.m.-1:30 p.m., 4:00 p.m.-10:30 p.m.
<b>Saturday</b>	9:00 a.m.- noon, 4:00 p.m. – 8:00 p.m.
<b>Sunday</b>	4:00 p.m. – 10:30 p.m.

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, staffing, and maintenance. Please visit 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.

Appropriate identification is required to access the Wellness Center. NDSU and Wellness Center IDs or the Digital ID on the Wellness Center app are required for entry; cards and digital ID issued by the university are non-transferable and for the exclusive use of the person named on the card or digital ID. ID cards must be presented to Customer Service Desk staff upon arrival. The Wellness Center app may be used as a self-scan option. ID cards will be confiscated and involved parties are subject to Wellness Center and NDSU disciplinary action if presented by anyone other than the owner. The Friendly Reminder Program allows for alternative access when an ID is forgot or temporarily misplaced. The Friendly Reminder Program allows for three entries per semester without any valid 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. Cooperation in presenting proper identification is expected at all times.

It is the responsibility of the student or member to replace a non-functioning NDSU ID or Wellness Center membership card at their expense. NDSU ID cards or Wellness Center membership cards must function to gain access to the Wellness Center.

## Membership

The Wellness Center operates on an “participate 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 the mandatory wellness fee. NDSU faculty and staff are allowed to purchase a faculty/staff membership. Employees working for designated businesses on the NDSU campus or have approved affiliation are eligible for an affiliated membership. Students, staff, faculty, alumni, and affiliated members may sponsor additional individuals as sponsored members. These individuals do not require NDSU affiliation to qualify. Current NDSU staff and faculty may sponsor additional individuals without having a current membership; students, alumni, and affiliate members must have active membership to sponsor. Individuals younger than 18 and not an NDSU student are ineligible for membership. 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 <https://wellnessportal.ndsu.edu>.

## Waiver

Wellness Center members must sign a waiver of liability and policy agreement. This must be signed before utilizing the facility. Enrolled students will sign the waiver prior to or during their first visit at <https://wellnessportal.ndsu.edu>.

## Student Membership

NDSU students are eligible for membership during each semester in which they are enrolled in classes, as long as they are paying the wellness fee with tuition. Employees using tuition waivers, Metro College Alliance students and early

entry students are not covered under student fees. NDCS students are eligible for membership at the staff/faculty rate. Student access begins the Saturday before classes begin for the fall semester, and the Saturday after finals week 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 an active non-student membership or valid student summer membership.

#### *Summer Session*

Summer student membership policies are effective the Saturday of 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 any summer session covers the wellness fee for the entire summer term.

#### *Summer Non-Student Membership*

A summer membership must be purchased for NDSU students not taking summer classes but enrolled and registered for the fall semester. Students must provide a paper copy of their fall schedule and NDSU ID when purchasing a summer membership.

- Students not enrolled for the summer semester, but enrolled for the previous spring semester may purchase a summer membership.
- Incoming students are eligible for a student membership. Class registration or an NDSU acceptance letter is acceptable for verification
- Are eligible for student program rates

#### Faculty/Staff Memberships

NDSU staff and faculty are eligible for membership. Benefited 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 a minimum of three months before cancellation is allowed.

#### Affiliated Memberships

Employees of businesses, organizations and other groups may be approved for affiliated memberships. Current groups can be found at [https://www.ndsu.edu/wellness/membership/membership\\_rates/](https://www.ndsu.edu/wellness/membership/membership_rates/).

Eligible affiliates may sign up for a membership by visiting the Customer Service Desk with verification of affiliation. 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 additional individuals (18+) under the sponsored membership plan. The sponsoring member must be present during the initial and renewal signup process and proper identification must be presented.

#### Alumni Memberships

Alumni may purchase membership at the affiliated member rate. Alumni status must be verified through the NDSU alumni directory by a Wellness Center staff member during the purchase.

#### Member Eligible Single Visit Pass

Individuals who are eligible to purchase memberships may purchase a single visit pass to use the facility.

#### Groups

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

## Membership Rates

Staff/Faculty	Fee	Per Month Cost
<b>1-Month</b>	\$50.00	\$50.00
<b>3-Month</b>	\$135.00	\$45.00
<b>6-Month</b>	\$270.00	\$45.00
<b>9-Month</b>	\$360.00	\$40.00
<b>12-Month</b>	\$480.00	\$40.00
<b>Summer Semester</b>	\$135.00	N/A
<b>Payroll Deduction</b>	\$45.00	\$45.00
<b>5 Visit Pass</b>	\$30.00	N/A
<b>10 Visit Pass</b>	\$50.00	N/A
<b>Single Visit Pass</b>	\$10.00	N/A
NDSU Affiliated/Alumni/Sponsored	Fee	Per Month Cost
<b>1-Month</b>	\$55.00	\$55.00
<b>3-Month</b>	\$150.00	\$50.00
<b>6-Month</b>	\$300.00	\$50.00
<b>9-Month</b>	\$405.00	\$45.00
<b>12-Month</b>	\$540.00	\$45.00
<b>Summer Semester</b>	\$135.00	N/A
<b>Single Visit Pass</b>	\$10.00	N/A

Membership rates are reviewed annually and are subject to change.

## Payment

Memberships may be purchased during regular hours of operation at the Customer Service Desk with cash, credit (Visa, MasterCard, Discover, Apple pay, Google pay) or check. NDSU faculty and staff may purchase and renew memberships at <http://wellnessportal.ndsu.edu>. Affiliate, alumni, 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

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. Members are responsible for verifying their Wellness Center payroll deductions.

## 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 request a refund, a refund request form is available at the Customer Service Desk or [https://www.ndsu.edu/fileadmin/wellness/Membership/Refund\\_Request\\_Form.pdf](https://www.ndsu.edu/fileadmin/wellness/Membership/Refund_Request_Form.pdf)

## Lost or Damaged Cards

For student, staff & faculty NDSU IDs, please refer to Facility Access on page 5.

For affiliate, alumni, sponsored and group members: the cost of an NDSU ID is included in the initial membership fee. Any affiliate, sponsored or group member that loses, destroys or irreparably damages an ID will be charged for a replacement for continued access as part of membership. Access will not be granted without a valid ID, unless using the friendly reminder program.

## 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/Wellness Center App

The Wellness Center Web Portal/Wellness Center App is the location for all programming, event and registration information. Located at <http://wellnessportal.ndsu.edu> or the App Store/Google Play, members can view and register for fitness, aquatic and intramural programs, view membership history and facility calendars, GroupFIT schedules, and make racquetball court reservations.

## Single Visit Passes for Guests

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

- Guests must be 16 years of age and older.
- Single visit passes may be purchased at the Customer Service Desk.
- Single visit passes are a one-time entry with no re-entry.
- All guests must sign a liability waiver for each visit.
- All guests must have a valid driver's license or valid federal issued ID with proof of age.
- Sponsoring member must be present at the time of guest check-in.
- Faculty/staff without membership may sponsor an individual for a single visit pass.
- The Wellness Center reserves the right to approve or deny any single visit pass request.
- Single visit 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 activities.
- Guests are allowed to purchase Bod Pod appointments.
- Guests are not eligible to sponsor other guests.
- Guests are eligible to check out equipment at the equipment and towel checkout desk.

Single Visit Pass Rates		
Single Visit Pass – Age 16+	\$10.00	Sponsoring member must be present at check-in for guests 18+.  Parent/Guardian must be present at check-in for minors to purchase a single visit pass. Sponsoring member must be on-site at all times for a minor guest.

## Spectators

Spectators are allowed in the facility for scheduled Wellness Center programming only (intramurals, climbing competitions, swim lessons, indoor triathlon, etc.). Spectators must follow all posted facility guidelines and are not allowed to participate or use equipment. Minors must be with a parent or guardian at all times.

## Policies

### General

- Use of cell phone cameras, computer cameras, and other video or still picture recording devices is not permitted in Wellness Center without *prior approval*. Requests must be received in writing or e-mail sent to the Wellness Center Student Employment and Marketing Coordinator or designee at least one full business day in advance.
- 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.
- 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 weights, finish their activity, return equipment, exit locker rooms and exit the building by closing time.
- Staff members are prohibited from holding or watching any items for individuals or groups.
- Children under the age of 16 are not permitted in the Wellness Center, except during select programs. All children in the atrium and during select programs must be accompanied by an adult at all times.
- The Wellness Center is not responsible for lost or stolen items. It's your responsibility to secure your valuables at all times.
- Wellness Center space and equipment must be used for intended purposes.
- Members and participants must follow all signage and policies posted throughout the facility.
- Administrative phones are for Wellness Center 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.
- The storage of scooters or bicycles are not permitted inside the Wellness Center. They must be stored at the bike racks located outside both the north and south main entrance of the Wellness Center
- Storage of longboards and skateboards is not permitted inside the Wellness Center unless they are able to be fully contained within a locker.
- Weapons are not permitted in the Wellness Center in accordance with NDSU policy section 706.  
<https://www.ndsu.edu/fileadmin/policy/706.pdf>

## 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](mailto: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, Vaping, Nicotine Pouches

The Wellness Center is a substance-free facility. Possession or use of alcoholic beverages, illegal drugs, vaping, and tobacco products is strictly prohibited in the facility and any off-site facility that has Wellness Center hosted events (intramurals, club 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. Use of cell phones in all locker rooms is prohibited. Talking on your cell phone or playing external audio is not permitted in any area where it has the potential to distract others.

## Climbing Wall

All climbers must check in at the climbing and outdoor adventures desk before entering the climbing wall area.

- Before climbing, all participants must have completed the Climbing Wall Orientation in order to climb.
- Closed toe, athletic or climbing shoes must be worn at all times.
- Socks must be worn with the Wellness Center rental shoes.
- Climbers are responsible to check the equipment before climbing, if help is needed, please have a staff member check equipment.
- Loose clothing and jewelry must be removed before climbing and belaying.
- When belaying, the brake hand must never leave the rope.
- Unsafe conduct and inappropriate behavior is prohibited.
- Chalk must stay in the bag, and chalk handprints should not be left on the floor mats.
- Observers and non-climbers are not allowed in the climbing wall area.
- Climb within your ability and find a spotter when necessary.
- Sitting on top of the green cubbies is not allowed

## 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.

- 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.
- Appropriate athletic attire that includes a top that covers the chest and shorts or pants that cover the buttocks and groin areas are required. For your own protection, clothing that fully covers the chest, back, and torso is strongly recommended.
- 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.
- Undergarments and transparent clothing are prohibited as outerwear.

- Clothing that has the potential to damage equipment or upholstery is prohibited. Examples include jeans and zippered metal shorts or pants.
- Jewelry or excess loose items should be removed.
- Sweat suits or excessive clothing are prohibited.

## 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 be charged and notified if equipment has not been returned or returned with damage. Equipment is limited to specific areas to reduce the risk of damage and injury.

## 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 are required to conduct regular emergency drills to ensure a safe environment and preparedness of our staff.

Automatic Electronic Defibrillators (AED) are available for emergency use and are wall mounted on a centrally located pillar on all three levels adjacent to the climbing wall, along with the lap pool and leisure pool. Emergency Narcan is located next to the first floor AED.

## Equipment and Towel Checkout

Members and guests may check out equipment and towels free of charge at the Equipment and Towel Checkout Desk.

- 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 with the exception of select approved items.
- Equipment must be returned the same day the equipment was checked out.
- No equipment setup (badminton, volleyball, etc.) will be available during the final 30 minutes before closing.
- No equipment will be available for checkout 15 minutes prior to facility closing time. All equipment must be returned before the facility closes. Individuals not adhering to this policy will be notified and may lose access to equipment checkout.

All equipment and towels are due before the Wellness Center closes the same day an item is checked out. Any item not returned by close is overdue. Any member account with an overdue item associated will receive an email at 12 am the following day, and every day thereafter as long as the overdue item remains outstanding, notifying them of the overdue item. The item is due within 72 hours. If the item is not returned within 72 hours, the member will receive a follow-up email from the fitness coordinator, stating the overdue item will be charged to their account.

- Non-student payments may be made in person at the Customer Service Desk or on the Wellness Center portal. Students must pay the fee through their Campus Connection accounts. If a member does not pay the charge, their facility access will be suspended until the charge has been paid.

## Fitness

### Activity Areas

- Free weights must be removed from bars and re-racked in their designated location. Do not place free weights against mirrors, walls or on any upholstered benches.
- Do not lift beyond your capabilities and use spotters when necessary.
- Weight clips must be used at all times.
- Weight belts and/or other accessories can be checked out at the Equipment and Towel Checkout Desk.

- When crowded, please rotate to allow all members use of equipment.
- Immediately report any facility/equipment irregularity to a member of the staff.
- Dropping weights is prohibited; except on designated platforms.
- Control is expected on the Olympic platforms. Unnecessary slamming, dropping or throwing weight is strictly prohibited.
- Window shades will only be lowered 2 hours before sunset.

### Chalk (Lifting)

Lifting chalk is not permitted in the Wellness Center at any time except during a specified Wellness Center sponsored event. Liquid resin that leaves zero residue is permitted.

### 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 except for touchscreens, 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

All non-essential items must be stored in either a day-use locker in the locker rooms, or green cubby located throughout building.

- Equipment provided in a group fitness class may not be taken out of studios.
- Individuals are allowed to access fitness studios (Martial Arts, Studio B, Cycling Studio) outside of scheduled classes and reservations.

### Personal, Partner and Small Group Training

All training services offered by the NDSU Wellness Center are administered by nationally certified 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 to each training session.
- Clients must have a valid membership to use a session in their package.
- All participants must wear appropriate footwear and clothing and are encouraged to bring a personal water bottle.
- All 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 or refunded.

### Purchasing 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 12 hours prior to the scheduled time of the session. If 12-hour notice is not given, the client will be charged the full session. If the client is more than 15 minutes late for a session, the client 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, they may submit a written refund request by submitting the Refund Request Form [https://www.ndsu.edu/wellness/about\\_us/wellness\\_center\\_forms/](https://www.ndsu.edu/wellness/about_us/wellness_center_forms/). All training sessions/packages expire six months from the date of purchase.

### 3<sup>rd</sup> Floor Walking and Running Track

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

Users of the track must keep moving at all times. Mats are not allowed on the track and any stationary exercise (wall sit, calf raises, etc.) are prohibited. Traffic must not be more than two people wide. The outside lane is for passing; traffic must not be more than two people wide.

### Courts (Basketball, MAC, Racquetball)

- All courts are first come first serve outside of Wellness Center programs and reservations.
- Dunking, hanging, grasping on rims and nets is prohibited.
- Unnecessary kicking or throwing of equipment is prohibited.
- Volleyball, badminton and pickleball nets/standards will be set up and taken down by Wellness Center staff only.
- Members are not permitted to turn on/off lights, alter the shades or tamper with panel boxes. Requests or problems should be directed to Wellness Center staff.
- Equipment is available for checkout at the Equipment and Towel Checkout Desk with proper identification.
- Eye protection must be properly worn at all times on racquetball courts.
- Equipment for volleyball, badminton, etc. will not be set up during the last 30 minutes of operations each day. All equipment must be returned and taken down at least 15 minutes prior to the building closing.
- Window shades will only be lowered 2 hours before sunset.

### Food and Beverages

Sport drinks and water are allowed in activity areas and must be in a closed, re-sealable, and non-breakable container. Mixing of powdered drinks is prohibited in all cubby areas and can only be mixed at drinking fountains or in locker rooms or restrooms. Dumping powder in drinking fountains is prohibited. All containers are subject to inspection at any time by Wellness Center staff. Glass containers are prohibited. Food can only be consumed in the atrium.

### 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:

Half-Locker Rental Term (Wellness Center or Aquatics)	Fee
3-Month	\$20.00

Full-Locker Rental Term	Fee
<b>3-Month</b>	\$35.00
<b>6-Month</b>	\$70.00
<b>9-Month</b>	\$100.00
<b>12-Month</b>	\$125.00
<b>Semester</b>	\$45 (fall or spring) \$30 (summer)
<b>6-Month</b>	\$40.00
<b>9-Month</b>	\$55.00
<b>12-Month</b>	\$75.00
<b>Semester</b>	\$25 (fall or spring) \$15 (summer)

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 may be cut and the contents will be treated as abandoned. Additionally, any items left behind by a member after a rental period has expired will be removed from the locker and treated as abandoned. If necessary, locks will be cut to remove items. In both instances, items will be held for 60 days and then will be discarded if they are not claimed. Members will not be reimbursed for cut locks.

## Locker Rooms and Restrooms

*(Per North Dakota Century Code 15-10-68)*

### Gender-Neutral Locker Rooms

- The Wellness Center has three private Gender-Neutral/All-Gender/Family Locker Rooms (restroom/shower/changing area) located on the 1<sup>st</sup> floor near Aquatics that can be used by any person.

### Men's Locker Room

- The Wellness Center has two Men's Locker Rooms (restroom/shower/changing area) all located on the 1<sup>st</sup> floor, one near the strength training area and one near Aquatics. Individuals shall have access to the Men's Locker Room only if they are of the male sex.

### Women's Locker Room

- The Wellness Center has two Women's Locker Rooms (restroom/shower/changing area) all located on the 1<sup>st</sup> floor, one near the strength training area and one near Aquatics. Individuals shall have access to the Women's Locker Room only if they are of the female sex.

### Gender-Neutral Restrooms

- The Wellness Center has one private Gender-Neutral/All Gender Restroom located on the 3<sup>rd</sup> floor near the track. This restroom can be used by any person.

### Men's Restrooms

- The Wellness Center has two Men's Restrooms, one located on 1<sup>st</sup> floor near the entrance and one located on 2<sup>nd</sup> floor near the cardio equipment area. Individuals shall have access to the Men's Restrooms only if they are of the male sex.

### Women's Restrooms

- The Wellness Center has two Women's Restrooms, one located on 1<sup>st</sup> floor near the entrance and one located on 2<sup>nd</sup> floor near the cardio equipment area. Individuals shall have access to the Women's Restrooms only if they are of the female sex.

### Lost and Found

The Wellness Center is not responsible for any personal items that are lost or stolen. Please ensure that you secure 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. Items of value will be sent to NDSU Surplus at the end of semester; unclaimed lost and found items are treated as abandoned and will be disposed. Water bottles are only held for 48 hours.

### 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 with the exception of the FargoDome permit 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 academic classes. Parking is free between 4:30 p.m. and 7:00 a.m. on weekdays and all weekends.

### 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 for consideration at 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.
- 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.

### Freedom of Speech

The Wellness Center adheres to the overall NDSU policy on Freedom of Speech, Expression and Assembly. [Information on the policy can be found online here.](#)

## 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, outdoor adventures, intramurals, fitness programming, aquatic programming, club sports other Wellness Center activities
2. Wellness Center co-sponsored activities
3. Congress of Student Organizations recognized groups
4. University Departments:
  - a. Academic classes
  - b. Student recruitment events
  - c. Other events

The Wellness Center 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 and Student Organizations**

Club Sports and student organizations that are in good standing (ranking of 3-5) 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. Aquatic related clubs will be allowed three hours per week in aquatics. Other organizations will be charged student rates for pool reservations. Any individuals that are part of the organization without an active membership must purchase single visit pass to access the facility. Two non-student "coach" will be permitted per semester for a NDSU Club Sport team in good standing and must be included and preapproved in the initial reservation request.

### **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 week/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.

**Group Definition:** When a space in the Wellness Center is unavailable for general member use because a large, unified group is occupying it, a reservation is required. Exclusive use of space in the Wellness Center is prohibited without a reservation. 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>

- All necessary reservation requests, documents and forms must be completed and submitted with appropriate signatures **two weeks/10 working days** prior to the event.
  - Wellness Center Facility Rental Agreement
  - 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.
- A planning session meeting may be required.

## 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. Student organizations and club sports must submit payment prior to the start of the event. Failure to make payment may result in loss of facility privileges, late fee, and/or University sanctions.

## Rental Spaces

# NDSU | WELLNESS CENTER

## RENTAL SPACES

Space/Type/Capacity	Amenities Included
Basketball/Volleyball/Badminton 1 court (capacity 85)	Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Rackets, Scoreboards
MAC Gym (capacity 100)	Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Soccer Balls
Racquet/Squash/Wally/Hand Court (capacity 8)	Racquets, Balls, Protective Eyewear
Studio B (capacity 50)	Please contact Associate Director for available amenities.
Martial Arts Studio (capacity 20)	Bags, Weights, TV/AV Cart
Cycling Studio (capacity 25)	Please contact Associate Director for available amenities.
Climbing Wall	Shoes, Chalk Bags, Safety Harness, Rope, Clips
Aquatics Lap/Leisure Pools	Fins, Basketballs, Volleyballs, Kickboards, Pull buoys, Pull Handles, Noodles
Wet Classroom	Tables, Chairs, Instrumentation
Classroom (capacity 25)	Tables, Chairs, Instrumentation
Equipment Available for Rent	
Stage	\$50/day
PA/Sound System	\$50/day
Floor Protectors (Courts 1-3)	\$50/court
All reservations need to specify space and amenities requested.	

## Rental Rates

NDSU   WELLNESS CENTER			
<b>RENTAL RATES 2026</b>			
Wellness Center Facility Rental Rates	Student Organization (extra practice time) Per Hour	University Department Per Hour	*Non-University Groups or Organizations Per Hour
Basketball/Badminton/Volleyball (Capacity 85)	\$25 / Court	\$40 / Court	\$55 / Court
MAC Gym ( Capacity 100)	\$25 / Court	\$40 / Court	\$55 / Court
Racquetball/Squash/Wally/Hand (Capacity 8)	\$15 / Court	\$20 / Court	\$30 / Court
Studio B (Capacity 50)	\$35	\$55	\$5
Martial Arts Stuido (Capacity 20)	\$25	\$45	\$55
Cycling Studio (Capacity 25)	\$45	\$65	\$75
Climbing Wall 1-6 People	\$40	\$45	\$55
Climbing Wall 7-12 People	\$50	\$55	\$65
Climbing Wall 13-18 People	\$60	\$70	\$75
Lap Pool (Capacity 168) Liesure Pool (Capacity 165) Spa (Capacity 16)	\$75	\$95	\$105
Lap Pool Per Lane	\$15	\$20	\$30
Contact tables	No Charge (if available)	No Charge (If available)	Not open to Non-NDSU student organizaitions
Wet Classroom (Capacity 35)	\$25	\$35	\$45
Classroom 166 (Capcacity 25)	\$25	\$35	\$45
<b>Staffing</b>			
Additional Staff	\$25 Per Hour Per Staff		
Lifeguard Staff - All reservations require 2 lifegaurd staff minimum. If the event is scheduled outside of regular pool hours a lifeguard charge will be added to the pool reservation fee. Depending on the type of event and size of event, additional lifegaurds may be needed beyond the 2 minimum as determined by aquatic staff.	\$25 Per Hour Per Staff		
Custodial	\$35 Per Hour Per Staff		
<b>Miscellaneous Fees</b>			
Security Personnel	Rate deteremined by NDSU Police		
Damages	All damages are the responsibility of the sponsoring organization and will be assessed if damage		
Cancellation	Full reservation fee will be refunded if the event is canceled within 24 hours of the start		

## 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 Associate Director 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 guests 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 or classrooms 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 Associate 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 agree 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.

## Wellness Center 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) with the exception of NDSU Swim Academy or special events.
- All users must follow aquatics dress code at all times.
- No glass of any kind is allowed in the pool area.
- Public displays of affection are prohibited.
- Wellness Center is not responsible for personal items damaged in aquatics.
- 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 outside equipment must be approved by the Associate Director.
- Swimming with weight is prohibited:
  - This is a safety risk for the individual, as early fatigue can set in, resulting in a distressed swimmer or active drowning victim. Added weight would accelerate the pulling of the victim to the bottom of the pool, putting life at greater danger. Adding weight to an individual's body makes water rescue challenging, even for the most highly qualified lifeguards and unlikely that an individual swimming with weights would be rescued in the time standard set by the American Red Cross.
  - This is also a safety risk to the lifeguard staff, as lifeguards are not trained to rescue individuals swimming with weights attached to their body. Lifeguards would be put in danger of injury, become distressed swimmers or active drowning victims themselves from the additional fatigue or rescuing a person from the bottom of a pool that had additional weights attached to their body. This danger is increased in deep water (10+ feet).
  - This type of swimming practice could also put other swimmers at the Wellness Center at risk to believing it is a safe swimming practice.
- All bags and personal belongings must be kept in a locker or in cubbies provided on the pool deck.
- No food or beverages are allowed in the pool areas, except sport drinks or water in a closed, re-sealable, non-glass container.
- Pool, spa and sauna capacities are 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.
- Any unsafe behavior or activity to themselves or others is prohibited and will be enforced, as determined by lifeguards or aquatic staff.
- Children under the age of 16 shall not use pool without a parent or guardian in attendance

### 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 Associate Director 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, dunking or grasping on basketball hoops
- No grabbing the volleyball net at any time
- No extended breath holding allowed
- Children under the age of 16 shall not use pool without a parent or guardian in attendance

## 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 Associate Director or head lifeguards.
- Do not hang on lane lines.
- No extended breath holding allowed.

## Spa Rules

- Must observe a reasonable time limit in spa.
- No jumping in.
- No submerging under water.
- No sharing of seat space.
- 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.
- Exposure greater than 15 minutes may result in drowsiness, nausea, or fainting.
- Use of spa by children under the age of 16 is strictly prohibited

## 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 the sauna.
- Users must shower after using the sauna and before entering the pool or spa.
- Water is not allowed to be poured on the 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.
- **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 permit the use of saunas for weight loss.**

## SwimTrain

- Clients must meet instructors for each session at the lifeguard office in aquatics wearing proper swim attire as specified by the Wellness Center aquatics dress code.
- All SwimTrain sessions are 30 minutes in length.

- Late policy: instructors are obligated to wait 15 minutes past the appointment start time. After 15 minutes, the session will be forfeited without a refund.
- Cancellation policy: failure to contact aquatics at least 12 hours prior to the start of a scheduled session will result in the loss of the session. 701.231.5216
- E-mail should be used for all communication between the instructor and client.
- Training sessions expire six months after the purchase date. There are no refunds for unused sessions.
- If a client's swim assessment shows the presence of risk factors for various cardiovascular, pulmonary or metabolic diseases that require special attention, a physician's release form will be required prior to participation.
- Unused sessions cannot be transferred to another person.

## Outdoor Adventures

### Equipment Rental Process

Equipment can be rented three different ways for your convenience!

1. Stop in to the Wellness Center during Outdoor Adventures hours of operation.
2. Call during our open hours at [\(701\) 231-7390](tel:7012317390).
3. **[Complete the reservation form at this link.](#) Please note requests through this form must be received at least 3 days in advance of when you would like to rent the equipment. Completing the form does not guarantee your rental and is subject to the equipment availability.**

### Equipment Rental Policies

- Equipment can be rented at the Outdoor Adventures desk located next to the climbing wall. You can also create a reservation request for equipment through our website if you would like to ensure the equipment you want is available for your desired outdoor activity. The full amount of the rental is due before the equipment will be checked out.
- You may pick up equipment during Outdoor Adventures hours or prearranged pickup times. All rentals are due before Outdoor Adventures closes on the last day of your rental.
- Late fees will be assessed on any equipment not returned before close on the last day of your rental. A late fee will be applied to each piece of equipment for each day that it is overdue until the equipment is returned. Late fees = (Daily rental rate) x (Number of days equipment is late).
- All equipment must be properly checked back in by an Outdoor Adventures staff member. Any equipment not properly received and checked in by an Outdoor Adventures staff member will result in an additional day charge until it is properly checked in.
- All equipment must be returned in the same condition it was received by the renter. Any equipment returned wet or dirty will result in a cleaning fee. Additionally, any equipment returned damaged or in unusable shape will result in a fee equal to the replacement value of the equipment.
- All sales are final. No refunds will be given in the event that the equipment can't be utilized due to inclement weather or any other personal reasons, such as, but not limited to, injury or illness.
- When returning equipment, the renter will need to demonstrate that the equipment is in the same condition it was received, at which time the Outdoor Adventures staff member will check over the equipment, ensuring it is not damaged or dirty. Once the staff member approves your equipment return you will have successfully returned your rental.
- All renters are required to sign a liability waiver before rental equipment will be distributed. The Wellness Center is not responsible for any injuries, including death, that may occur while using the rental equipment.

- Each piece of equipment will be checked out under a personal Fusion account. The person who rents the equipment is responsible for all equipment during the rental period, no matter who utilizes the equipment once it is checked out.
- CASH, CHECKS, AND CAMPUS CASH ARE NOT ACCEPTED. Payments are taken by credit/debit card ONLY.
- Student summer membership is eligible for student rates.

## NDSU Intramurals

NDSU intramurals uses rules and regulations from the National Intramural and Recreational Sports Association (NIRSA) and National Federation of State High School Associations (NFHS). 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, contact the Recreation and Intramural Coordinator.

### Contact Information

- Phone: (701) 231-7384
- Email: [Madison.janes@ndsu.edu](mailto:Madison.janes@ndsu.edu)
- Meetings may be scheduled during regular NDSU office hours. Meetings need to be set up at least one day in advance.

### IMLeagues

All participants must create an account through IMLeagues, in order to participate in the Intramurals program. All information regarding program activities including; registrations, schedules, rules, and playoff brackets can be found at <https://wellnessportal.ndsu.edu>

### Intramural Team Guidelines

- All participants must pay an intramural fee, in order to be eligible to participate. No players are allowed to play until payment is received.
- The cost of Intramural events is the following:
  - 1-day or Weekend Long Tournaments: \$7.50 per person per tournament
  - League Sports (4-6 weeks long): \$12 per person per league
  - Unlimited Semester Pass: \$25 per person (includes leagues and tournaments)
  - Unlimited Year Pass: \$40 per person (includes leagues and tournaments)
  - Hockey: Individual: \$75 / Team: \$750
    - Hockey is not included in the unlimited passes.
- 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 intramurals, except due to weather cancellations, when games can not be rescheduled.
- If too many teams register for a league, the teams that can't move into a division will stay on the wait list. 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. 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
  - 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.

## Intramural Offerings and Participant Numbers

	Max Players	Min Players	CoRec Gender Ratio
<b>Men's Flag Football (Fall)</b>	14	7	
<b>CoRec Flag Football (Fall)</b>	14	8	4/4
<b>Men's/Women's/CoRec Volleyball</b>	12	6	3/3
<b>Men's/Women's/CoRec 5v5 Basketball</b>	10	5	3/2
<b>Open Indoor Soccer (Spring)</b>	10	5	3/2
<b>Open Outdoor Soccer (Fall)</b>	15	6	3/3
<b>Open 3v3 Basketball</b>	5	3	
<b>Open Indoor Hockey (Spring)</b>	15	5	
<b>Open Pickleball (Spring)</b>	3	2	
<b>Log Rolling</b>	1	1	
<b>Open Outdoor Ice Hockey (Spring)</b>	10	3	
<b>Open Pickleball Doubles</b>	2	2	
<b>Open Softball (Fall)</b>	15	10	
<b>Open Badminton Doubles</b>	2	2	
<b>Open Bean Bag Toss</b>	2	2	
<b>Open Doubles/Singles Racquetball</b>	2/1	2/1	
<b>Table Tennis</b>	1	1	
<b>Open Canoe Battleship</b>	3	3	
<b>Open Spikeball</b>	2	2	
<b>Open Walleyball</b>	2	2	
<b>Open Kickball (Spring)</b>	15	10	
<b>Open Dodgeball</b>	6	4	
<b>Open SuperVolley</b>	4	2	

\*When there is a split ratio the teams can choose if they have more male or more female participants. It is each team's choice.

## Incident Policy

Intramural 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 participants or spectators while competing in Intramural activities. We recommend that each participant carry health insurance.

Intramural 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). The Wellness Center 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 staff may cite any participant or spectator with acts of unsportsmanlike conduct, and may link spectators to participants for the purposes of assessing penalties. The intramural staff may eject participants and spectators from any contest and/or event facility for acts of un-sportsman-like conduct.

Dunking is prohibited in all intramural sports including basketball and volleyball. If a dunking violation is committed then the player will receive an automatic one game suspension. If a player is found to be dunking before or after an intramural contest than the same one game suspension will be applied to the player's next game. Dunking in the Wellness Center is defined as hanging or grasping the rim, including the act of dunking the ball itself.

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 toward officials or other applicable authority will be reported, suspended from the intramurals 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, Vape, Nicotine Pouches

NDSU Intramurals 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 the University Police department.

## Eligibility Exceptions and Restrictions

Any student, staff, or faculty is allowed to participate in intramurals with the following exceptions and restrictions:

*Per North Dakota Century Code 15-10.6 participants are allowed to participate in the following divisions:*

**Men:** Open to students who identify as male or non-binary

**Women:** Open to students of the female sex

**Open/Co-ed:** Open to all genders

- Must be a current NDSU student or be a valid NDSU faculty/staff member who has already purchased a membership to the Wellness Center.
- A current NDSU ID or federal ID is required at all events. Participants unable to present a current NDSU ID will not be allowed to play until it is shown.
- Metro College Alliance students are not allowed to participate in NDSU intramural sporting events.
- NDSCS students with an active Wellness Center membership may participate in intramurals.
- An individual may participate on only one team per division. The team which they first represent will be the only team they may play on for the remainder of the division. An individual may participate on one men or women's team a co-recreational/open team and a Greek League 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 season. Changes must be added/accepted online. No roster additions can be made once the playoffs begin.
- 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). These players are also ineligible to receive any championship prizes (intramural championship t-shirts).
- Current club sport members may participate in their related sport. However, a maximum of 2 (1 female/1 male for corec/open division) 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 Recreation and Intramurals Coordinator.
- A participant is not eligible to compete in an intramural event unless all pertinent information is provided through IMLeagues and on the team roster, by the designated roster deadline time, for that specific sport.

### 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 playoff bracket. Using another individual's card to check into the game will have that NDSU ID confiscated and will be subjected to meet with the Wellness Center Director.

If it is discovered a team has played an ineligible player (not on the online roster before the time of contest) 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.

### Playoff Seeding and Eligibility

Teams from each division may make it to playoffs. The standings will be determined by: winning percentage, differential and head-to-head. In addition, teams must maintain a minimum 2.5 sportsmanship to be eligible, as well as continue play during playoffs.

### 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 a team cannot field enough players for a game and the intramural staff is notified by at least 3:00 p.m. of game day (or 3:00 p.m. on Friday for Sunday games), the game will be declared a *default* instead of a forfeit. A team that defaults will receive a "3" for their sportsmanship score, while a team that forfeits will receive a "2" for sportsmanship. Teams are allowed one default. Any other defaults after that will result in a forfeit.

### Forfeit Fee

The forfeit fee consists of a \$20 charge for any intramural event. This charge is applied to the captain of the intramural team. The team won't be allowed to play in any intramural event until the fee is paid. The following situations qualify as a forfeit:

- The team fails to notify the office of a forfeit before the established 3:00 p.m. deadline.
- The team does not notify the office and does not show up for a scheduled game.
- The team is late to a game or arrives with not enough players to play by the minimum requirement standards.

## Schedules

- 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.
- All intramural activities will be cancelled if NDSU or the Wellness Center is closed. Cancelled games will be rescheduled only when possible.

## 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. Sportsmanship scores can be viewed at any time through IMLeagues.
- 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. Two technical fouls or unsportsmanlike penalties will result in an ejection from the game.
- 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.

<b>4</b>	Team members are in control throughout the contest. Sportsmanship and conduct of those involved are considered to be at an exceptional level. Team does not show any dissent towards staff or opposing team. No sportsmanship related disciplinary action was taken against any team member
<b>3</b>	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.
<b>2</b>	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.
<b>1</b>	Team members continually display dissent towards Intramural 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 Intramurals 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.
<b>0</b>	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 Intramurals staff.

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 and will be available on IMLeagues following the contest. 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 Recreation and Intramural Coordinator. 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 scores are posted on the IMLeagues website. **NO PROTESTS WILL BE ACCEPTED AFTER THIS DEADLINE.** It is asked that captains give reasons or provide examples as 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. Sportsmanship scores can be viewed at any time through IMLeagues.

### *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 intramurals staff prior to their next contest. If the captain fails to do so they will be forfeited from the league and that team will no longer participate in that specific league

### **Team Captains**

Each team entered in an intramural event must have a designated captain 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. Duties of the team captain include but are not limited to:

- 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 staff for pertinent information.
- Team captains are the only individuals allowed to approach officials during any contest.
- Appeal a low sportsmanship score. (See above).

\*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