PHILADELPHIA UNIVERSITY
RECREATION STUDENT HANDBOOK

Philadelphia University
School House Lane and Henry Avenue
Philadelphia, PA 19144
RECREATION SPORTS PROGRAM
MISSION STATEMENT

The Department of Athletics at Philadelphia University organizes and promotes intramural sports and recreation activities that are open to full-time students, faculty, and staff. The recreation program provides an opportunity for everyone to participate in enjoyable physical activity and exercise. Activities are offered in league/tournament format, fitness programs, instructional programming, informal recreation, club sports, extramurals and special recreation events for student organizations. Activities are based on student interest and we welcome the recommendations of our community so that we may better serve you.

RECREATION STAFF:

Associate Director of Athletics / Director of Recreation:
Brad Koch – Gallagher Center / x 2723
Harris Gym – Office 154

Director of Fitness and Wellness:
Rhonda Davis – Gallagher Center / x 2906
Office 121

Fitness Center Monitor / Recreation Specialist
Stephanie Spada – Gallagher Center / x 2892
Office 117

Coordinator of Equipment and Facilities / Club Sports Director:
Tom Skarbek – Gallagher Center / x 5394
Harris Gym – Office 154

Web Site Address:  http://www.Philau.edu/athletics/recsports
GALLAGHER CENTER POLICIES AND PROCEDURES

I. Membership/ Access

1. To be eligible for membership and use of the Recreation facilities, an individual must be a current student, faculty or staff member with a current and valid Philadelphia University Campus Card identification.
   Note: Persons with identification cards which cannot be read by scanner, and/or whose Philadelphia University status is not active will not be permitted in facility.

2. All individuals entering the facilities during regular hours must present a valid and current Philadelphia University ID. Each participant is required to have a signed liability waiver on file with the Recreation Department in order to utilize the facilities. This applies to recreation participants, varsity athletes, students in Physical Education classes, and guests (see Guest Policy below).

3. Guest Policy: Current students with identification are permitted to host one guest with a daily pass on Fridays, Saturdays, and Sundays only. There are no guest privileges Monday through Thursday – no exceptions! Faculty and staff are not permitted guests.

4. Admission to the Fitness Center and Gallagher Center grants free access to all areas and programs, with a few exceptions that may require additional fees.
   Note: Free access includes use of the Fitness Center and cardio alley equipment, running track, basketball courts, racquetball court and aerobics studio when available, locker rooms, volleyball, and indoor soccer. Fees may be initiated for group exercise classes.

5. The Recreation Department Staff maintains the right to refuse or revoke membership privileges at any time. Such decisions will be made at the discretion of Recreation Department management.

6. Student ID’s are non-transferable; Unauthorized ID’s will be confiscated and may result in loss of member privileges of facilities.

7. Recruit Policy: Athletic Recruits are permitted in the building. Recruits and Incoming Freshman for Varsity Athletics must sign a waiver form and be chaperoned by a member of the respective team’s coaching staff in order to use the Gallagher Center. Recruits are NOT permitted to use the Fitness Center at any time. All recruits must remain with their host athlete/coach at all times while in the Gallagher Center.
II. Eligible Users of Campus Recreation Facilities

1. *Student (Part time and Full time)*

   Any student currently enrolled at Philadelphia University with a valid Campus Card ID is permitted into the facility.

2. *Faculty/Staff*

   Any current employee of Philadelphia University can use the facility with verifying University ID.

   *Please note that all students, faculty and staff members who graduate, transfer, withdrawal or are no longer employed by the University will not be granted access to the Gallagher Center/Fitness Center. This will happen immediately after your affiliation with the University ends.*

   **Campus Card Access:** Once your status as a student, faculty or staff member at the University has ended, your campus card, for entry to the Gallagher Center/ Fitness Center, will be deactivated immediately.

3. *Alumni*

   Alumni of Philadelphia University are permitted access to the facility as the guest of a current Philadelphia University student only. Guest privileges are available **ONLY** on Friday, Saturday, and Sunday during the academic year.

4. *Spouse/Partner/Children of Employees*

   Current employees are not permitted to bring guests; however all spouses/partners and children over the age of 16 are permitted access to the Facility as the guest of a current Philadelphia University student. Guest privileges are available **ONLY** on Friday, Saturday, and Sunday during the academic year.

   **Children under 16 years of age are NOT permitted in the Fitness Center at any time.**

5. *Friends of Philadelphia University*

   Access privileges for Friends of the University will be dealt with on an individual basis, and permission approved by the Director of Athletics, Director of Recreation and Director of Fitness and Wellness. Individual privilege cards will be issued to those who are granted access.
III. **Guest Policy**

Students who have current membership status to the Gallagher Center may sponsor one guest during the fall and spring semester weekends only (Friday, Saturday, and Sunday) under the following guidelines:

1. The eligible user sponsoring a guest must be present and show a current Philadelphia University identification card.

2. The guest log must be filled out by the Gallagher Center Staff and a waiver of liability must be signed by the guest before access to the facilities will be granted.

3. Upon arriving at the facilities, guests must report to the fitness center desk and present their photo ID.

4. Sponsoring individuals are responsible for the conduct of their guests within the Gallagher Center and **must accompany their guests at all times**.

5. Children under 16 years of age are not permitted in the Fitness Center at any time, and are not eligible for guest access.

IV. **Hours of Operation**

**Academic Year Hours of Operation**
- Monday - Thursday 7:00 a.m. - 10:00 p.m.
- Friday 7:00 a.m. – 8:00 p.m.
- Saturday 10:00 a.m. - 6:00 p.m.
- Sunday 12:00 p.m. – 6:00 p.m.

**Summer/Intersession Hours of Operation**
- Monday & Wednesday 11:00 a.m. – 6:30 p.m.
- Tuesday & Thursday 7:00 a.m. – 7:00 p.m.
- Friday 7:00 a.m. – 2:30 p.m.
- Saturday & Sunday CLOSED

The Gallagher Center will be closed on all University holidays and will operate under amended hours during all breaks and holidays. Any changes to the schedule will be posted online and within the Gallagher Center.

An adjustment to the hours of operation may be made at the discretion of the Recreation Department at any time during the year.
Inclement Weather Policy:
In the event that inclement weather closes the University, every effort will be made to open the Gallagher Center by 10:00 a.m. on weekdays and 12:00 p.m. on weekends. If the University closes early due to inclement weather, the Gallagher Center will also close. All updates will be made to the Gallagher Center Front Lobby phone outgoing voicemail (215-951-2639), and will also be communicated via email from the Public Relations Department.

V. General Facility Rules and Regulations
**These regulations apply to all areas of the Gallagher Center, including the Fitness Center, track, basketball courts, racquetball courts and aerobic studio**

- It is the responsibility of the user to be aware of building regulations.
- The Department of Athletics/Recreation Sports reserves the right to eject any individuals who do not abide by the posted regulations.
- All participants must present a valid ID upon entrance to the facility.
- The use of cell phones, in the fitness center, is prohibited due to safety concerns and privacy issues.
- Water in closed, re-sealable plastic containers is allowed. All other drinks, food, and glass containers are confined to designated lounge areas.
- Smoking, tobacco products, drugs and alcohol are strictly prohibited.
- Chewing gum is not permitted in the facility.
- Bicycles, skateboards, and roller blades are prohibited in activity areas.
- Sneakers are mandatory (except during a specialty group exercise class...i.e. yoga/pilates).
- Shirts must be worn at all times. Full length t-shirts and tank tops are acceptable.
- Animals are not allowed (except guide/aid animals).
- Athletic Recreation facilities may not be used for private instruction or to provide services not approved in writing by the Athletic Department (e.g. personal training, private basketball instruction etc.)
- The use of photographic equipment to take pictures of any person in the Gallagher Center without the person’s and the Athletic Department’s permission is prohibited. This prohibition includes cell phones with built-in camera devices.
- All Advertisements/ Fliers/ Posters must be approved by the Athletic Department prior to posting in any spaces within the Gallagher Center and must first be approved by the Student Life Department, and include stamp of approval.
- Spirited competition is encouraged, but unsportsmanlike conduct and the use of profanity is prohibited. Additional rules and regulations are posted in each activity space.
VI. Fitness Center Policies & Procedures

The following policies and procedures have been set up to serve participants and make the fitness center more enjoyable for all of its users.

Utilization:

- The Gallagher Center Fitness Center is for the use of currently enrolled students, faculty and staff, and sponsored guests of Philadelphia University.
- Varsity Athletic team coaches must coordinate any team practices or meetings in the Fitness Center with the Director of Fitness and Wellness. The Fitness Center will not close at any point during normal operating hours for any Athletic team practices.

Attire:

For safety purposes, proper attire is required. Proper attire includes:

- Sneakers are mandatory (except during a specialty group exercise class...i.e. yoga/pilates).
- Shirts must be worn at all times. Full length t-shirts and tank tops are acceptable.
- It is requested that these items carry appropriate advertising messages. Please, no profane or inflammatory messages on clothing.
- Jeans (full length or cut-off) or pants (with belts) that may result in damage to equipment upholstery will not be allowed in the Fitness Center.
- No hooded sweatshirts or knit caps may be worn in the Cardio Area.
- The Fitness Center staff reserves the right to judge the acceptability of all items listed above.
- Towels should be used to protect the equipment and improve sanitation; all participants are asked to bring a towel to wipe off equipment after use.

Personal Belongings:

- Coats, books, all bags, etc. cannot be left near exercise equipment or carried throughout the Fitness Center.
- For participant convenience, there are cubbies located inside the Fitness Center, and daily lockers located in the locker rooms that can be utilized for storage of belongings.
- Philadelphia University is not responsible for personal articles left in the Fitness Center.
- Lockers/Showers are available in designated locker rooms. See non-intercollegiate locker room policies below.
Valuable lost and found items such as wallets, cell phones, keys and student ID cards, will be sent to Campus Police within 24 hours of being found by Fitness Center Staff. All other items will be held in the Lost and Found Collection by the Director of Fitness and Wellness.

Free Weight/Fitness Area Rules:

- It is the responsibility of the user to be aware of all building regulations.
- The Fitness Center Staff reserves the right to eject any individuals who do not abide by the posted regulations.
- Food and beverage are prohibited except closed, plastic containers of water. NO FOOD OR GLASS BOTTLES OR CANS WILL BE ALLOWED IN THE FITNESS CENTER.
- Vending machines are available in the Gallagher Center; however, all food and beverage must be consumed in the lobby, and may not be brought into any of the activity areas or the arena.
- No Children under age 16 may use the Center at any time.
- No Personal Training is permitted by anyone other then the Director of Fitness and Wellness or the Fitness Monitor / Recreational Specialist.
- Profanity, abusive language or flagrant behavior will not be tolerated. Persistent use of such behavior as deemed unacceptable by the Fitness Center staff will result in forfeiture of utilization privileges.
- Chewing gum and sunflowers seeds are not permitted.
- Smoking and other tobacco products are prohibited.
- NO SPITTING ON THE FLOOR OF THE FITNESS CENTER.
- NO HOLDING ON TO THE ELECTRONIC DISPLAY UNIT OF TREADMILLS DUE TO SAFETY REASONS.
- NO REMOVING OF CARDIO THEATER BOXES FROM ANY CARDIO MACHINES.
- Familiarize yourself with equipment before using it.
- Damaged or defective equipment should be reported immediately to the Fitness Center staff.
- Do not remove any signage from damaged or out of order equipment.
- Complete all exercises in a controlled manner, and use a spotter when necessary.
- Do not drop or bang dumbbells or weights.
- Clamps or clips must be used on all free weight bars for participant safety.
- Replace dumbbells and weight plates on the proper racks when you are finished with them.
- All equipment should be cleaned after each use. Cleaning Towlettes are located throughout the Fitness Center, and it is the responsibility of the participant to wipe the equipment down after use.
- Report all injuries to the Fitness Center Staff immediately.
Participants and guests assume all risk for personal injury. Should we deem it necessary for an injured person to receive medical assistance, we will contact appropriate medical personnel at that person's own expense.

The stereo system and channels for TV’s will be operated by Fitness Center personnel ONLY.

Fitness Center Student Staff Responsibilities:

- **Gallagher Front Desk Staff** acts as the primary contact for members, and is responsible for enhancing their experience in any way possible. Front desk staff is responsible for ensuring that all members: swipe their campus ID card to gain access to the facilities; record any campus card issues/problems; make sure every member fills out a fitness center waiver; register all guests on weekends making sure that they also fill out a waiver; manage incoming phone calls; be aware of all fitness center policies and procedures; check out equipment including basketballs, medicine balls, racquetballs, soccer balls etc.; assist members in attaining answers to their questions and inquiries.

- **Gallagher Fitness Floor Staff**, available to help members obtain the basic information for a variety of services available including fitness and goal assessment, exercise program design, instruction on proper exercise technique, motivation, and basic nutritional information and weight-loss management tips.

Indoor Track Rules and Policies:

- The indoor track is for use during normal operating hours of the Gallagher Center, except in the following instances:
  - The track is closed during all Volleyball and Basketball home contests
  - The track is closed for out-of-season team workouts during all Volleyball and Basketball team practices
  - The track is open for recreational use during all Volleyball and Basketball team practices
  - The track is closed for recreational use if the Cross-Country team has an indoor practice
  - The track is closed during all University-sponsored events held in the Gallagher Center

Basketball Court Rules and Policies:

- The Herb Magee Court, Auxiliary Court and Bucky Harris Gymnasium are available during normal operating hours of the Gallagher Center
- Varsity athletic teams have first priority for gym space, then physical education (PE) classes, then open recreation.
- The auxiliary court is closed during all Varsity Volleyball and Basketball practices and games.
Equipment Check-out Rules:
- Only participants with a valid Philadelphia University ID may check out equipment. Guests are **not** permitted to borrow equipment.
- All equipment can be borrowed from the Front Check-in Counter.

Equipment available for users:
- Basketballs
- Medicine balls
- Weight belts
- Jump ropes
- Dip belts
- Squat bar pad
- Volleyballs
- Soccer Balls

- Participants are solely responsible for any damages that occur to any equipment that is checked out on their account.
- Racquetball goggles must be checked-out any time that racquets are checked-out. It is required that all users wear goggles while playing Racquetball.

VII. Non-Intercollegiate Locker Room Policies & Procedures

**Student Locker Rooms**
- There are Male and Female locker rooms available.
- All patrons must use their Philadelphia University ID to gain access to the locker room.
- All patrons may use lockers on a daily basis ONLY.
- It is highly recommended that participants use a lock when storing personal belongings.
- Locks left on lockers will be removed nightly.
- The Department of Recreation is not responsible for lost or stolen items.

**Faculty / Staff Locker Rooms**
- There are Male and Female locker rooms available.
- All patrons must use their Philadelphia University ID to gain access to the locker room.
- All faculty/staff may use lockers on a daily basis ONLY.
- The Department of Recreation does not provide a lock; you must provide your own.
- The Department of Recreation is not responsible for lost or stolen items.
VIII. Emergency Procedures

In the event of an emergency, if an on-site supervisor is not available, contact Security immediately at x2999 or the emergency call-box

- In the event of a medical emergency, call x2999 for security and notify them that you are in need of immediate medical assistance and they should call 911 and direct the emergency vehicle to the Fitness Center in the Gallagher Center, intersection of HENRY AVENUE and PHILADELPHIA UNIVERSITY BOULEVARD.
- Provide appropriate care until further assistance arrives
- There are two (2) AED’s located throughout the facility. One is visibly located at the Front Lobby Counter. The other is located in the Athletic Training Room.
- There are emergency call boxes located throughout the facility, which will dial directly to Campus Safety and Security:
  - One is located within the fitness center, next to the front entrance
  - Two are located on the indoor track near stairwell doors
  - One is located in the Aerobics Studio next to front entrance
  - Three are located in the locker room hallways in the basement
- Staff will complete an Injury Report form, found in the filing cabinet at the Front Counter and will obtain information from all witnesses.
- In the event of an incident (i.e. fight, inebriated participant, broken or misused equipment, confrontation, etc), determine whether Security needs to be contacted. Call x2999 if the situation warrants assistance.
- In the event of a building evacuation alarm, all participants must exit the building via the nearest emergency exit and remain outside the building until further instruction is given.
- There are fire pull alarms and fire extinguishers located throughout the facility in clearly marked locations.
Aerobic Studio Policies and Procedures

Aerobic Studio: The Aerobic Studio is located in Bucky Harris Gym. Proper ID must be shown in order to use the facility.

Reservations: Reservations for the Aerobic Studio must be made in advance. All requests for reservations must be approved by the Athletic Department. For more information contact The Director of Fitness and Wellness at 215-951-2906.

Open Recreation: The Aerobic Studio is available for open recreation throughout the day, when there is not a scheduled reservation.

Equipment: Aerobic Studio equipment should be placed back in the proper location after use.

Group Exercise Classes: There may be a fee associated with specific group exercise classes. Please see the current group exercise schedule for details.

Conduct: Disorderly conduct or misuse of the facility will result in immediate removal from the Recreation Center and suspension of all facility privileges. Re-admittance would be subject to review.

Emergencies: In event of an emergency, call security at X2999.

Racquetball Court Policies and Regulations

Courts: There is one racquetball court which is located in Bucky Harris Gym. There must be more than one individual using the room. You must have a work-out partner.

Reservations: There is no fee associated with the use or reservation of racquetball court time. All Reservations will be made at the front desk in the Gallagher Center no more than 24 hours in advance. Reservations will be taken from 7:00 am until 9:00 pm. There is a one hour limit on the racquetball court. For more information about Racquetball please contact the fitness monitor at 215-951-2892.

Walk-in time: Walk-in time for the court is available on a first-come-first serve basis on an unoccupied court. Walk-ins are required
to sign in at the front desk in the Gallagher Center. Walk-ins will be allowed to use the racquetball court for an hour or until next reservation, whichever comes first. There is a one hour limit on the racquetball court.

**Lateness:**

The court will be considered open for use if the participant does not occupy the court within 15 minutes after their reserved time.

**Equipment:**

*We require that ALL participants wear protective eyewear and eyewear will be provided when checking out a racquet.*

Racquetball racquets, racquetballs, and protective eyewear may be obtained at the main desk in front of the Gallagher Center with proper I.D. All equipment must be returned immediately following the workout to avoid assessment of a missing equipment charge. I.D.’s will be kept in a lock box when taking out equipment and returned once equipment is returned. Proper attire must be worn within the racquetball courts. Sneakers are required. Bare feet and black soled shoes are prohibited. **BAGS, JACKETS, AND ANY OTHER BELONGINGS ARE NOT PERMITTED WITHIN THE RACQUETBALL COURT AT ANY TIME.**

**Structured Use:**

Specific times may be set aside for use by the structured Intramural Programs for both racquetball and wallyball.

**Conduct:**

Disorderly conduct or misuse of the facility will result in immediate removal from Recreation Center and suspension of all facility privileges. Re-admittance would be subject to review.

**Game rules:**

Game rules are available at the front desk in the lobby of the Gallagher Center.

**Emergencies:**

In the event of an emergency, call security at X 2999.
Steps taken to prevent the outbreak and spread of MRSA

- Disinfectant wipes are in two visible locations through the fitness center and also in the aerobics studio. All participants are reminded to wipe equipment after use.
- Signs are posted within the fitness center and aerobics studio about sanitary habits and precautions.
- Fitness equipment is cleaned daily with Lemon Quat disinfectant spray cleaner (different equipment is cleaned each hour). Special attention is given to parts of machine that come in contact with skin (back and seat pads, handles, mats, etc)
- Staff members are instructed to use latex gloves when coming into contact with bodily fluids.
- Information about MRSA Prevention and Recognition is prominently displayed in our literature racks and within the Fitness Center office. Pamphlets are also available for participants.
ADMINISTRATIVE POLICIES
OVERALL INTRAMURAL TEAM
CHAMPIONSHIP COMPETITION

The Championship Banner that hangs in Harris Gym honors the best male and female intramural team each year. That team must adhere to a minimum amount of requirements.

To be eligible, a team must compete in certain sports activities throughout the year, using the same team name and core players. Points are awarded according to participation and placement in events. Teams can receive additional points through assisting with officiating and purchasing team shirts.

Specific rules are stated within the intramural roster. Captains will receive periodic rules updates on their team's overall status in the standings throughout each semester. All decisions regarding a team’s participation in an activity are at the discretion of the Recreation Director.

POINTS GIVEN AS FOLLOWS:

1. League winners get the total amount of points equal to number of competing teams.
2. All other league competitors receive points subtracting one point for each lower place. Remaining finishers receive 2 points.
3. Tournament participants are rewarded two points and the winner receives an additional one point.
4. One-day event participants receive two points and the winner receives an additional point.
5. Team receives 2 points if team shirts are purchased.
6. Teams will receive points for each official your team designates to assist with an intramural event. Depending on leagues, officials are to receive points for either number of games or days they officiate. Captains will be notified before league begins how officiating points will be distributed. Official must assist each time your team plays throughout length of schedule.
7. All points are decided by the Recreation Director.
8. In case of a divisional tie, overall placement is determined by:
   - Head to head competition
   - Winning percentage
   - Points allowed
   - Record vs. Championship opponents
   - Team Behavior (forfeits, officiating, assistance, usage of core players, disciplinary problems, etc.)

RULES

1. Teams must compete under the same name and use same core of set players. These 3-5 players must be designated as Franchise Players to the Recreation Director & other teams. Franchise players must compete for their team in any activity in which their team competes. These players must also play a minimum of three games in league play.
2. Teams must compete in at least on league & on one-day event each semester.
3. Any other tiebreakers are at the discretion of the Recreation Director.
INTRAMURAL SPORTS
GENERAL POLICIES

ELIGIBILITY:

1. All activities are open to full-time students, faculty & staff.
2. Varsity athletes may not participate in sports similar or identical to their own. For example, baseball players may not play softball, basketball players may not play basketball, soccer players may not play indoor/outdoor soccer, etc...
3. There is a limit to varsity athletes per roster/team:
   - Flag Football - 4
   - Basketball - 3
   - Softball - 5
   - Outdoor Soccer - 4
   - Indoor Soccer - 3
   - Volleyball - 3
   - Floor Hockey - 3
4. A red-shirt or an ineligible player is considered a varsity athlete until they are no longer considered a team member.
5. Any athlete who is a member of their respective team’s roster for 20% of the varsity schedule is considered a varsity athlete for the remainder of the academic year. Therefore, even if a player leaves or is removed from a varsity team, they are subject to the intramural varsity rules. This refers to walk-on athletes as well.
6. A person’s name must appear on a roster to participate.
7. No changes to a roster are permitted after first game of regulation play. Team may make changes up until the start time of their second regulation game.
8. Rosters contain identification numbers which allow the Recreation Office to verify eligibility. However, each team is responsible for verifying their own player’s eligibility.
9. While the Recreation Office does not assume responsibility for verifying eligibility, any cases of ineligibility called to its attention will be dealt with according to the rules. (If you have a question concerning one of your player’s eligibility, please consult with the Recreation Office)
10. All eligibility rules, decisions or changes are subject to the discretion of the Recreation Director for the best interest of the program.
11. A team will forfeit any games in which an ineligible player participates.
12. An athlete who was a member of a varsity sport and has lost eligibility must sit out a full year before he or she can participate in a similar or identical Intramural Sport.
HOW TO SIGN-UP:

1. Obtain a roster online at www.philau.edu/athletics/recsports. Complete the roster in full and return it to Recreation Office by the posted deadline.
2. Individuals without a team may be placed on a team by submitting name to Recreation Office.

PUBLICITY:

1. Update boards are located in the Gallagher Center, Kanbar Campus Center and Ravenhill Dining Hall.
2. The Recreation link on the Athletic web page contains all schedule & result information, methods of signing up to participate, and current news and achievements in Recreation.
4. The Office of Student Activities and numerous display racks are sources of information as well.

EQUIPMENT:

1. Jewelry is not permitted on a person during competitive play.
2. Metal cleats are not permitted during any outdoor play.
3. Proper sneakers (leave no skid marks) must be worn during indoor competition.

OFFICIALS:

1. Participating teams can provide a volunteer official to assist with games during the season and earn points towards the Overall Championship.
2. A mandatory captains/officials meeting will be held before competitive play to review rules and league procedures.

AWARDS:

1. Championship teams receive t-shirts.
2. Captain of championship team receives a trophy.
3. Individual players of the week & players of the month receive prizes (hats, water bottles, t-shirts, etc.)
4. Two banners hang in Harris Gym, honoring the Overall Intramural Team Champions and the Ian Tupper Memorial Recreation Award recipients.
The **Ian Tupper Memorial Recreation Award** is presented in honor and recognition of Ian’s dedication and achievements at Philadelphia University from 1996-2000. His involvement in the University’s student government and ambassador program, the Sigma Nu Fraternity, and the Recreation Department exemplified the balanced experience that is possible between academics and extra-curricular activities.

This award is presented each year to a male and female student whose involvement in the University mission and the Recreation program at Philadelphia University symbolizes the spirit of Ian Tupper, his legacy, and dedication to student leadership.

**TRADITIONAL RECREATION EVENTS / ACTIVITIES OFFERED:**

**Fall:**
- Flag Football
- Powder Puff
- Co-ed and Male Outdoor Soccer
- Indoor and Outdoor Ultimate Frisbee
- Ultimate Dodgeball
- Billiards
- Table Tennis
- 3 on 3 Basketball
- Co-ed and Male Volleyball
- Fun Runs
- Ski Trips
- Philadelphia University vs. Drexel University Challenges
- Philadelphia 76ers game
- Philadelphia Eagles game
- Swimming
- Aerobics
- Yoga
- Dance
- NAVY Boot Camp
- Absession
- Pilates
- Karate
**Spring:**
- Men’s and Woman’s Basketball
- Co-ed and Male Indoor Soccer
- Floor Hockey
- Greek Games
- Outdoor Tennis
- Sand Volleyball
- Water Polo
- Philadelphia University Drexel University Challenges
- Softball
- Ultimate Dodgeball
- Indoor and Outdoor Ultimate Frisbee
- Philadelphia Phillies Trips
- Philadelphia Wings, Phantoms, and Soul Trips
- Whitewater Rafting Trips
- Swimming
- Aerobics
- Yoga
- Dance
- Absession
- Pilates

*Events / Activities can be added based on student interest.*

**INSTANT SCHEDULING:**

Prior to each league, the Recreation Office prepares and instant scheduling binder. The instant scheduling allows for easy placement of a team in a specific division based on completion of that team’s roster.

The procedure for instant scheduling is as follows:

1. Team secures an Intramural roster.
2. On roster, team denotes type of league they wish to participate – either male or co-ed.
3. Team lists the day of the week their team is available to play.
4. Team lists two back-up choices for available days.
5. Team completes roster and submits by posted deadline.
6. Recreation office files roster in section of binder for that particular playing day and league.
7. The Recreation Office adds that team’s name to the instant scheduling form of that playing day and league.
8. Once form is filled for the respective day/league, the schedule is formulated.
INSURANCE/BLOOD RULE:

All participants must have their own health and accident insurance coverage. All individuals that wish to participate in Recreation activities must sign a waiver. Waivers are denoted on each team roster and submitted before play begins. Any participant who is bleeding or has blood on their clothing must be removed from play. The injury must be treated and properly cleaned before the participant continues play.

SPORTSMANSHIP:

Sportsmanship defined:

Good sportsmanship can be defined as:

- Treating opponents with respect
- Acknowledging a job well done
- Exhibiting grace under fire
- Keeping your accomplishments in perspective
- Playing as hard as you can within the rules

Poor Sportsmanship:

Cases of poor sportsmanship (low rating) can be described as any instance in which a person/team acts in an unruly manner. This includes intentionally hurting an opponent or official, delaying a contest in an effort to express frustration, berating an official and/or opponent or jeopardizing the competitiveness, fairness and safety of the contest.

ENFORCEMENT:

It is the aim of the Recreation program to provide a safe and fun venue for participants, spectators and staff to enjoy structured play. Therefore, sportsmanship by all intramural participants, spectators, and staff is expected at all times. To ensure that this spirit is maintained, a “sportsmanship rating” is enforced. At the conclusion of each contest, team will receive a rating based on their conduct/sportsmanship. The rating scale is as follows:

1=Bad    2=Normal    3=Good

Each team must maintain a 2 or better in each game to be eligible for the playoffs. A team must also maintain a 2 in each playoff to advance. The sportsmanship rating is determined following each contest by the Recreation Director and work-study staff on site (officials, scorekeeper & on-site supervisor if applicable). The rating is denoted at the bottom of each Intramural score sheet with specific notes taken describing each team’s conduct. The notes are kept on record in the Recreation Office for review if desired. Each captain signs the score sheet before each contest, acknowledging the sportsmanship policy. The Recreation Director will follow-up with a team if they receive a low rating before their next game to remind them of the importance of receiving a high rating for the rest of the season’s contest. This follow-up will be with the captain in a face-to-face meeting.
Penalties in league play are as follows:

- **Flag Football**: Player ejected after 2\textsuperscript{nd} violation. Player expelled from the league after the 3\textsuperscript{rd} violation.
- **Soccer**: Player ejected after receiving red card. (Two yellows in one game equal red card). Accumulation of four yellows results in expulsion from league.
- **Basketball**: Player ejected after 2\textsuperscript{nd} technical foul. Player ejected from league after 3\textsuperscript{rd} technical foul.
- **Softball**: Player ejected after 1\textsuperscript{st} violation. Player expelled from league after 2\textsuperscript{nd} violation.
- **Floor Hockey**: Player ejected after 1\textsuperscript{st} violation. Player expelled from league after 2\textsuperscript{nd} violation.
- **Volleyball**: Player ejected after 1\textsuperscript{st} violation. Player expelled from league after 2\textsuperscript{nd} violation.
- **Ultimate Frisbee**: Player ejected after 1\textsuperscript{st} violation. Player expelled from league after 2\textsuperscript{nd} violation.

**Violations include:**
Roughing, audible profanity, verbal fighting w/ opponents or teammates, physical fighting or attempting to through a punch, verbal abuse or intimidation to an official/supervisor or opponent, unsafe or reckless play, participation under the influence of alcohol or illegal substance (refer to below), failure to protest in sportsmanship manner (i.e. “gang mentality when the whole team disputes a call as opposed to the captain, or any other behavior that affects negatively the atmosphere of friendly competition and fair play as determined by the site supervisor. If a team’s sideline enters the field during play, the team automatically forfeits the match. The Recreation Director will review all violations.

**Important to Note:**
The Sportsmanship rating can and will affect each team’s survival in the league! Teams do not advance in the league if they receive low ratings! A single player can affect the team’s sportsmanship rating; it is the responsibility of the captain to communicate the importance of good sportsmanship to every member of the team so that the team as a whole adheres to the policy at every contest! The captain is made aware of this responsibility and other responsibilities via captains meeting prior to the season. Each captain received a “Captain’s Responsibilities” list at this meeting.

If a single player disrespects both the sportsmanship policy and the continued attempts of the captain to enforce this policy, the captain must remove the individual fro the roster for the team to continue play. This has to be in collaboration with the Recreation Director. Captains must acknowledge that each player on his/her team can and will affect continued play if poor sportsmanship from a certain individual is repetitive! For example, if a player is ejected for unsportsmanlike conduct that team will be penalized! If a player is ejected from a game, the captain/team must evaluate if this player will remain on the roster for the remainder of the season. If a player is expelled from a sport due to repeated infractions, this player may be eligible to compete in another sport only with the consent of the Recreation Director.
Expulsion from league play may also entail expulsion from the Intramural play all together for the year depending upon the severity of the infraction(s).

**PROTEST/APPEAL:**

If an individual wished to appeal an ejection from a contest, expulsion from league play, or low sportsmanship rating, the individual must follow the following procedure: “a protest form” must be completed in full detail **within 24 hours** and submitted to the Recreation Director. Protest forms will be made available at each site and can only be given out by the Recreation Director. Please note that protests involving judgment of the officials will not be accepted. Protests will be evaluated and if requested, take to an appellate committee. This court is made up of a committee that will vote on whether or not the appeal is valid. The committee will be made up of 4 students: 2 students from 2 different teams in the leagues, and 2 work-studies. These work-studies did not work at the time of the incident and was not involved in working that particular sport during the season. The Recreation Director will choose all 4 individuals. This committee has the power to overturn the decision in question. This can only be accomplished when the committee evaluates both sides, confers following each side’s supporting comments and then proceeds to vote on a decision. In case of a tie, the Recreation Director will be the deciding vote.

**EQUIPMENT, TEAM NAMES AND UNIFORMS:**

a. Jewelry is not permitted on a person during competitive play.

b. Metal cleats are no permitted during any outdoor competition.

c. Only non-marking, athletic sneakers may be worn during indoor competition.

d. The Recreation Sports Program will provide all necessary game equipment.

e. No team names permitted which use the name, nickname or acronym or the like of a business or service.

f. No logos, phone numbers, address or contact info of a business or service permitted on team uniforms.

g. No tape allowed on shirts to cover up any of the above.

h. Numbered shirts/pinnies are required for certain sports and will be provided by the Recreation Sports Program.

i. No team names or acronyms that are negative in nature, profane or offensive to any individual or group is permitted.

j. Recreational Sports Office reserves right to make final approval of any team name or uniform.
ILLEGAL SUBSTANCES:

It is imperative that all teams DO NOT partake in any Intramural league, tournament or activity under the influence of alcohol or an illegal substance. These individuals will be expelled from Intramural play for the year.

Additionally, SPECTATORS that are under the influence of alcohol or an illegal substance will greatly endanger the team that they are supporting. That team will not be able to continue play if these individuals are inebriated. Please realize that this is to ensure the safety of the Intramural participants and staff as well as spectators.

SCHEDULE CHANGES/FORFEITS:

It is encouraged that teams avoid forfeits. The Instant Scheduling is accommodating to students in hope that forfeits do not transpire. If a team does forfeit a game, the team is ineligible for the playoffs. If a team foresees a problem in which they may have to forfeit a game, the schedule may be manipulated to accommodate the team. The team must alert the Recreation Director 2 days in advance for this to be a possibility. Each team is allowed a ten-minute grace period after the scheduled event start time to have every team member signed in properly.

If the team is short the required amount (i.e. 5 players for basketball) to play when the ten-minute grace period expires, the team will forfeit the contest. Teams are encouraged to be at the game site ten-minutes early so that individuals can be signed in and the contest starts on time. Teams may also be issued a forfeit if team members do not have a valid Philadelphia University Identification. The team can field only the players that present valid Philadelphia University Identification and each player’s name is on the Intramural team roster. If the team does not have enough players with proper Philadelphia University Identification to compete, the team will forfeit.

MANDATORY CAPTAIN’S MEETINGS:

Each team must designate a captain. The captain is held responsible for the team at all times and held to a list of responsibilities, which they receive at the captain’s meetings. The captain’s meetings are significant to the program because they are the main vehicles for informing teams about Intramural Sports. The Recreation Office mandates that each team send a representative to the meetings when they download a roster form off the Recreation website. Flyers are posted throughout the campus as well.
EMERGENCY PROCEDURE/INJURY ACTION POLICY

With assistance from the Recreation Director, facility monitors, officials, scorekeepers, and Harris scholars are required to follow through with the following:

- In case of injury, make sure area is secure; stop play, clear area, do not touch or move injured party.
- Assess injury and offer basic first aid to the best of his or her ability.
- If an injury needs to be attended to immediately, contact public safety to dispatch ambulance.
- Regardless of the severity of an injury, an injury report form will be completed and returned to the Recreation Office that same day.
- A follow-up call will be made to the injured participant to make sure proper care has been provided.
- There are two (2) AED’s located throughout the Athletic and Recreation Center. One is visibly located at the Front Lobby Counter. The other is located in the Athletic Training Room.

IMPORTANT MESSAGE ABOUT PARTICIPANT SAFETY

Since participation in programs offered by the Recreational Sports Office is on a voluntary basis, neither Philadelphia University nor the Department of Athletics will accept responsibility for injuries sustained while participating in Intramurals, Sports Clubs, Group Fitness, Special Events/Programs, or Informal Recreation activities.

Medical cost are constantly rising and the expense of an unforeseen accident can seriously delay or even destroy a student’s academic career. The administration of the Recreation Office hopes that all participants are protected against such a misfortune, and strongly suggests that students not currently covered by a health and accident insurance policy obtain that coverage as soon as possible.
PERSONNELL
RESPONSIBILITES
FITNESS CENTER STAFF

I. Staff Requirements 
   a. Schedule  
      i. The semesterly schedule will be created by the Director of Fitness and Wellness.  
      ii. Staff is required to work their scheduled weekly shifts, unless an appropriate sub has been found and approved.  
         1. Sub Shift Coverage – all staff members will receive a copy of a contact sheet for the current semester, including phone numbers and email addresses for all staff members. Should coverage for a shift be necessary, it is the staff member’s responsibility to contact fellow staff members to seek coverage. Once someone agrees to cover a shift, both students must fill out the sub book located at the FCC. The switch must be approved by the Full Time Staff.  
         2. Once you agree to take someone’s Shift it becomes your shift for that specific date and time.  
      iii. If a staff member misses a shift without having appropriate coverage, he or she will receive a communication notice (see disciplinary policy).  
      iv. If a staff member is consistently late for a shift or leaves early without prior approval, a communication notice will be issued.  
      v. New schedules will be created for each semester, as well as for each semester break (center will be open limited hours).  
   
   b. Attire  
      i. Staff must wear only Fitness Center-issued garments, with appropriate shorts or pants.  
      ii. SNEAKERS must be worn by all staff that are on shift. NO sandals, boots, heeled shoes or slippers.  
   
   c. Certifications  
      All staff members must be certified in CPR and First Aid within 30 days of employment.
II. **ALL STAFF RESPONSIBILITIES:**

- Arrive to work 5 minutes prior to start time of scheduled shift.
- Be familiar with and able to enforce all General Policies and Procedures and Fitness Center Policies and Procedures as listed in the Recreation Department Procedure Handbook.
- Have everyone’s cell phone number stored in your cell.
- Have on staff shirts and sneakers at that time ready to go.
- Keep personal bags, clothing, food etc. in the front desk closet area, thus keeping front desk counter clear and clean.
- Turn off cell phones and store away. Cell phone use is prohibited while on duty for staff and cell phone use is prohibited by those working out in the fitness center as well.
- Attend two fitness center training meetings as assigned by the Director of Fitness and Wellness.
- Be active monitoring the entire Gallagher Center.
- Read the daily log and initial afterward, thus be informed of activities/updates as needed.
- Help with promotion of activities in the fitness center and be able to answer question/directions etc.
- Monitor access to the Gallagher Center – Enforce that ALL PARTICIPANTS who enter the facility MUST present a current and valid ID or Special Access Pass signed by Athletic Director – NO EXCEPTIONS…Students may have only ONE guest on Friday, Saturday, or Sunday ONLY…
  1. NO alumni are permitted access at this time (any issues, please direct the participant to the Director of Fitness and Wellness).
  2. ONLY current students have guest pass privileges, and ONLY on Friday, Saturday and Sunday.
    1. One guest per student/per day.
  3. NO ONE is permitted in the facility without a valid ID (i.e. “I forgot my ID today, but you know who I am” – must return with valid ID before they are permitted access).
  4. All issues with participants who do not follow these guidelines should be directed to the Director of Fitness and Wellness.
- Athletic Recruits are permitted in the building. Recruits and Incoming Freshman for Varsity Athletics must sign a waiver form and be chaperoned by a member of the respective team’s coaching staff in order to use the Gallagher Center. Recruits are NOT permitted to use the Fitness Center at any time. All recruits must remain with their host athlete/coach at all times while in the Gallagher Center.
- Distribute and collect equipment from participants. Participants MUST trade-in their Campus ID to borrow any of the following equipment, and the ID will be returned as soon as the equipment is returned. ONLY ONE ITEM CAN BE CHECKED OUT AT A TIME. Equipment available for users:
  - Basketballs
  - Medicine Balls
  - Weight Belts
Jump Ropes
- Dip Belts
- Squat Bar Pad
- Volleyballs
- Soccer Balls
- Racquet Ball Equipment (racquet, goggles, ball)

- Inspect equipment for damages before and after it is checked out:
  - If equipment is damaged, retrieve participant’s info and write it in the broken equipment log.
  - Inspect and maintain all Life Fitness equipment and report any problems.

- Facilitate waiver signing – as of October 18, 2006 ALL users must sign a waiver prior to gaining access to the facility.

- Ensure all individuals who enter the building swipe a valid/ current ID.

- Be available to answer questions from participants and look for help as needed from each other or administrator on site.

- Make sure the front counter area and fitness floor are clean and orderly.

- Ensure that people who are not on shift or do not work here sit or stand behind the front counter area.

- FCC Tracking/Reporting/Newsletter:
  1. Staff will keep participation tracking reports for various activities including fitness center hourly participation, group exercise and racquetball participation. This reporting will also include any events/programming that occurs, as directed by the Director of Fitness and Wellness.
  2. Research and design of newsletters, flyers, and other fitness center programs/promotions will be created on the front desk computer by staff, as assigned by the Director of Fitness and Wellness.

- Timecards:
  1. All paperwork must be completed at the start of each academic year.
  2. Students are responsible for picking up their timecards from Financial Aid and completing them for each pay period.
  3. Ensure timecards are submitted to Brad, Harris gym Room # 154 every other Monday, at the end of the pay period.

III. Emergency Procedures

d. Emergency Action Plan:
  i. All staff must be aware of the Emergency Action and Evacuation Plans for the Fitness Center.
  ii. If a fire alarm sounds call Campus Safety and Security x2999.
  iii. Fitness floor attendant should go down to the first floor and alert person using the locker room that they must immediately evacuate the building.
  iv. Front counter worker should instruct participants to leave building in an orderly manner and wait in front of the Kanbar Center.
e. Injuries:
   i. All injuries that occur within the Fitness Center must be reported immediately.
   ii. All injuries must be recorded on an Injury Report and given to the Director of Fitness and Wellness for follow-up.
   iii. For minor injuries, staff members who are certified in First Aid may assist as necessary. PERSONAL PROTECTIVE EQUIPMENT, INCLUDING LATEX GLOVES MUST BE WORN WHILE ADMINISTERING FIRST AID.
   iv. For major injuries, staff should contact Campus Security immediately and Campus Security will activate 911.
   v. Reports must be filled out by staff. Not by participants.

f. Incidents:
   i. Incidents include fights, confrontations, breaking Fitness Center regulations, etc.
   ii. Any incident or breach in regulations that may result in unsafe conditions for staff or other Fitness Center participants should be reported to Campus Security immediately.
   iii. For any incident occurring within the Fitness Center, an Incident Report must be completed as thoroughly as possible (including names and contact information for all parties involved) and given to the Director of Fitness and Wellness for follow-up.
   iv. Reports must be filled out by staff. Not by participants.

IV. Staff Disciplinary Policy
   a. The Recreation Staff will implement a Communication Notice Policy for all violations in staff policies:
      
      i. For the first incident of a policy violation, a staff member will receive a written communication notice (Written Warning). One in their staff file, along with a sit-down meeting with the Director of Fitness and Wellness and Director of Recreation.
      ii. For the second incident of policy violation, a staff member will receive a second communication notice (Final Warning) in their staff file, along with a sit-down meeting with the Director of Fitness and Wellness and Director of Recreation, and will be placed on a one-week suspension.
      iii. For a third incident of policy violation, a staff member will receive a final communication notice (Term) and will be relieved of his or her position within the Fitness Center and Athletic Department.
V. ALL STAFF DAILY OPERATING EXPECTATIONS:

*In order to provide each other and our customers with an experience that will “WOW” them, it is important to exercise the following expectations:*

<table>
<thead>
<tr>
<th>Wear a clean, pressed staff shirt</th>
<th>Take pride in your personal appearance and dress according to Gallagher Center guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not exercise during your shift. Change out of your staff shirt before participating in your personal workouts.</td>
<td>While in uniform the customer perceives you as someone to help them. If they see you on equipment using it, they should be able to approach you for assistance.</td>
</tr>
<tr>
<td>The telephone is for conducting business and emergency use only. Making or receiving personal calls while on the clock is prohibited.</td>
<td>Receiving or making phone calls during your shift disrupts business and takes away from the customer’s experience.</td>
</tr>
<tr>
<td>Personal computer and internet use should be used for homework purposes ONLY.</td>
<td>Be approachable! Member should never feel as if they are interrupting something to get your attention.</td>
</tr>
<tr>
<td>Always arrive on time, and if possible communicate tardiness before it occurs. You are accountable for your own schedule, to communicate to your manager when you can not work, and to find substitutes for your shift/class.</td>
<td>To be accountable for your shift and courteous to those depending on you.</td>
</tr>
<tr>
<td>Finish job responsibilities and tasks before reading or completing homework while on the clock. Communicate readily with a manager.</td>
<td>Always be able to provide immediate acknowledgement to members.</td>
</tr>
<tr>
<td>Remember that you are part of a team. Completing your job duties is a shared responsibility. All staff members are required to take an equal part in keeping the facility, its’ equipment, and amenities clean, organized and functional.</td>
<td>Everyone wins when individuals accept and take responsibility for the team’s success. Strive to be the best, but never satisfied.</td>
</tr>
</tbody>
</table>
VI. Front Desk Staff Outline of Responsibilities

Front Desk Staff
Reports to: Fitness Center Monitor

Summary: A Front Desk Associate acts as the primary contact for members, and is responsible for enhancing their experience in any way possible. Front desk staff is responsible for ensuring that all members:

- Swipe their campus ID card to gain access to the facilities
- Record any campus card issues/problems
- Make sure every member fills out a fitness center waiver form
- Register all guests on weekends making sure that they also fill out a waiver form
- Manage incoming phone calls
- Be aware of all fitness center policies and procedures
- Check out equipment including basketballs, medicine balls, racquetballs, soccer balls, jump ropes, etc. Check-out rental equipment according to rental policy:
  - Only participants with a valid ID may check-out equipment (i.e., guests may not borrow equipment).
  - Participants are responsible for any damages incurred to the equipment that they have checked out.
  - If equipment is damaged get their information and fill in the damage equipment form (see front counter binder.)
- Assist members in attaining answers to their questions and inquiries

While completing their duties, front desk staff should be pleasant and professional and strive to be friendly and helpful.

Specific duties include, but are not limited to:

1. Controlling and overseeing access to the Philadelphia University Gallagher Center, and allowing only current members or other authorized users to enter. Front desk staff should ensure that each and every member is checked in via the C-Cure computer system, thereby recording each member’s use of the facilities. The front desk staff will also register all guest and visitors using the appropriate guest and visitor rules and registration procedure, as well as greeting and properly directing all users.
   i. Practice outstanding customer service skills by greeting each participant with a smile and ‘hello.’ Answer questions and concerns in a friendly manner, and if you do not know an answer, direct the participant to the appropriate person whenever possible. Use of phones, including personal cell phones, for personal reasons, is prohibited.

2. Answering all questions related to the Philadelphia University Gallagher and Fitness Center. Staff must become well informed regarding Gallagher Center
operations, including all policies, ongoing programs, class and event schedules, special events, contact information for various departments, and the like. Front desk staff should also serve as a resource to members by maintaining a general level of knowledge of the university and surrounding area.

3. Manage all incoming phone calls and ensure that the phone is answered quickly, professionally, and efficiently. In addition, front desk staff will ensure that all calls are properly transferred, or a complete message is taken for the intended phone call recipient.

4. Ensure the proper completion of any and all paperwork as it relates to the front desk, facility reservations, guest tracking, equipment check-out, group exercise access cards, and the like.

5. Staff should also be able to answer questions relating to policies and scheduling and properly direct concerns and comments regarding these issues to appropriate parties.

6. Acting as the first responder in any emergency or other incident occurring at the Philadelphia University Gallagher Center. Using their judgment, the front desk staff should contact Brad Koch, Associate Athletic Director, Rhonda Davis, the Director of Fitness and Wellness or the Fitness Center Monitor OR contact public safety (ext. 2999). Staff must clearly state the nature of the emergency, and attain any special instructions from the emergency authority. In minor medical events, first aid should be administered. Immediately following the event, the front desk staff must fully complete an accident or incident report and submit it to management.

7. Supporting and ensuring cleanliness and safety. Front desk staff should maintain the order and cleanliness of the building, including keeping the front desk and surrounding area tidy and organized. They are also expected to help fitness floor staff maintain the cleanliness of the fitness center equipment when need be.

8. All employees are expected to report any unsafe conditions of any nature to management. In many instances, the front desk staff is the first to be notified by members and other staff of a situation. Therefore, our staff must take a higher level of responsibility to ensure that the safety hazard is dealt with in the timeliest fashion possible, and that fellow staff and members are notified appropriately.

Other Expectations:

We strive to create a pleasant, fun-filled, relaxed and yet always professional environment. We expect our staff to arrive for work neatly dressed, in a good mood, ready to be friendly and patient in any situation and provide exceptional customer service. We encourage each member of our staff to communicate how we can foster a workplace that will enhance your skills and gifts. We strongly encourage you to
communicate any concerns, complaints, or other negativity. We know that you are students and all of you lead busy lives and we encourage you to use your time wisely during down times. However, please do not sit at the front desk with ear-phones in or be so immersed in your work that you forget to effectively do your job. For our members’ convenience and comfort, we do not allow you to use a cell phone or headphones while at the desk. In addition, please refrain from reading objectionable materials or magazines, and avoid offensive, overly personal, or controversial topics at the desk with other staff or members. You should embrace and adapt to change; be dynamic and take initiatives to improve not only the members, guests and visitors experience but your own as well.

This job description in no way states or implies that these are the only duties to be performed by this employee. This individual will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

VII. Fitness Floor Staff Outline of Responsibilities

Fitness Floor Staff
Reports to: Fitness Center Monitor

Summary: A fitness floor staff acts as the primary fitness floor contact for members, and is responsible for enhancing their experience in any way possible. The responsibilities of a fitness floor staff are:

- Walking through the fitness floor and monitoring participants safety
- Being active monitoring the entire Gallagher Center including walking the track at least once an hour to monitor participants on the track and in the gymnasium areas
- Assisting participants with exercises if needed; spot users in free weight area
- Performing hourly cleaning as listed on the cleaning sheets and initial cleaning tasks when complete.
- Attending all certification sessions assigned by the Director of Fitness and Wellness
- Conducting fitness assessments, 30 minute fitness orientations, student to student personal training, and small student group personal training depending on the level of certification obtained through the Director of Fitness and Wellness.
- Assisting members in attaining answers to their questions and inquiries

While completing their duties, fitness floor staff should be pleasant and professional and strive to be friendly and helpful.

Specific duties include, but are not limited to:

1. Answering all questions related to the Philadelphia University Gallagher and Fitness Center. Staff must become well informed regarding Gallagher Center
operations, including all policies, ongoing programs, class and event schedules, special events, contact information for various departments, and the like. Fitness Floor staff should also serve as a resource to members by maintaining a general level of knowledge of the university and surrounding area.

2. Helping with the promotion of activities in the fitness center and being able to answer questions or give directions.

3. Earning either a GC Fitness Floor Instructor certification OR a GC Personal Trainer Certification to obtain the education and skills necessary to ensure safe and effective workout programs for all members:
   - GC Fitness Floor Instructor- Demonstrates competence in all assessment and fitness floor orientation
   - GC Personal Trainer- Demonstrates competence in all fitness floor requirements; completes all training for this internal certification that consisted of required reading training times, a closed book exam, and a practical exam.

4. Ensuring rules as follows:
   - Sneakers must be worn by all participants
   - Full-length shirts must be worn by all participants
   - All bags must be stored in cubbies- not left around the floor
   - Cell phone usage in the fitness center is prohibited
   - All free weight bars must have clamps on the ends during all lifts
   - No decline chest press on the abdominal benches
   - No dropping, banging, tossing or otherwise misusing weights
   - Users should replace dumbbells and weight plates after use
   - No misuse of cable attachments (i.e. making a dip belt out of the waist and foot harness
   - Water only in closed containers
   - Wipe down equipment after use
   - No holding onto the top of the monitor of the treadmills while walking or running

5. Staff should also be able to answer questions relating to policies and scheduling and properly direct concerns and comments regarding these issues to appropriate parties.

6. Acting as the first responder in any emergency or other incident occurring at the Philadelphia University Gallagher Center. Using their judgment, the fitness floor staff should contact Brad Koch, Associate Athletic Director, Rhonda Davis, the Director of Fitness and Wellness or the Fitness Center Monitor OR contact public safety (ext. 2999). Staff must clearly state the nature of the emergency, and attain any special instructions from the emergency authority. In minor medical events, first aid should be administered. Immediately following the event, the fitness floor
staff must fully complete an accident or incident report and submit it to management.

7. Supporting and ensuring cleanliness and safety. Fitness Floor staff should maintain the order and cleanliness of the building, including keeping the fitness floor area tidy and organized. They are also expected to maintain the cleanliness of the fitness center Life Fitness and Hammer Strength equipment.

8. All employees are expected to report any unsafe conditions of any nature to management.

Other Expectations:

We strive to create a pleasant, fun-filled, relaxed and yet always professional environment. We expect our staff to arrive for work neatly dressed, in a good mood, ready to be friendly and patient in any situation and provide exceptional customer service. We encourage each member of our staff to communicate how we can foster a workplace that will enhance your skills and gifts. We strongly encourage you to communicate any concerns, complaints, or other negativity. We know that you are students and all of you lead busy lives and we encourage you to use your time wisely during down times. Please refrain from hanging out at the front desk. It is imperative that you ensure the safety of all participants in the fitness center. In order to do so, it is necessary for you to focus your attention on the fitness floor. In addition, please refrain from reading objectionable materials or magazines, and avoid offensive, overly personal, or controversial topics on the fitness floor with other staff or members. You should embrace and adapt to change; be dynamic and take initiatives to improve not only the members, guests and visitors experience but your own as well.

This job description in no way states or implies that these are the only duties to be performed by this employee. This individual will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

VIII. Front Desk Procedures

Opening:

Arrive at least 15 minutes before opening:
- Check front entry doors to ensure they are unchained and unlocked
- Open front and side doors to fitness center
- Assist with the turning on all treadmills, TVs and stereo
- Walk through fitness center to ensure all equipment is in its appropriate location
- Walk through facility, check for cleanliness or other issues. Unlock Aerobics studio. Check locker rooms
- Unlock equipment cart
- Log-in to computer at front counter, if not already logged on.
6/24/2009

- Username is reccenter, password is reccenter
- Be in designated area by opening time
- Retrieve Safety and Security Emergency radio from the charger in Fitness Center
- Monitor office.

Closing:

Approximately 30 minutes prior to closing:
- Remind participants that the facility will be closing at ___
- Ensure any cleaning tasks are completed by assisting fitness floor staff if as needed.

Approximately 15 minutes prior to closing:
- Report to Coordinator of Equipment and Facilities when Center is ready to close.
- If a supervisor is not on shift, call security at x2999 to remind them that the facility will be closing in 15 minutes and we need someone to lock up.

At closing time:
- Ask participants to gather their belongings and exit the facility
- Assist the fitness floor staff with closing procedures:
  - Turn off all treadmills
  - FRIDAYS ONLY – Raise incline on all treadmills to 15.0 so they can be vacuumed underneath
  - Turn off TV’s and stereo (remotes are in a drawer at the front desk)
  - Place the Safety and Security Emergency Radio on the charger in the Fitness Center Office
  - Lock side entry door, if it is unlocked
  - Lock Fitness Center Office doors
  - Exit facility and wait for Coordinator of Equipment and Facilities or a member of the security staff to lock the main doors before you leave the building.

IX. Fitness Staff Procedures

Opening:

Arrive at least 15 minutes before opening:
- Check front entry doors to ensure they are unchained and unlocked
- Open front and side doors to fitness center
- Turn on all treadmills, TVs and stereo
- Walk through fitness center to ensure all equipment is in its appropriate location
- Walk through facility, check for cleanliness or other issues. Unlock Aerobics studio. Check locker rooms
- Check the fitness appointment book for day’s anticipated activities.
Make any necessary appointment calls and update any fitness charts/binders/bulletin board as needed.
E-mail Director/Facility Monitor as needed comments concerning fitness appointments.

Closing:

Approximately 30 minutes prior to closing:
- Remind participants that the facility will be closing at ___
- Wipe down all treadmills and cross-trainers, including frames, and both sides of the blue Abs mats using spray cleaner and towel
- Ensure all other cleaning tasks are completed
- Make sure all dumbbells and weight plates are in their proper locations and in proper order
- Make sure all cable attachments are picked up/ placed back on hooks
- Check the fitness appointment book for comments concerning the day’s activities as well as the following day’s appointment and update any concerns as needed.
- E-mail Director/Recreation-Fitness Monitor with any comments concerning fitness appointments.

Approximately 15 minutes prior to closing:
- Remind participants to wrap up their workout
- Perform a walk-through of the facility and make sure all equipment is returned to its proper location
- Report to Coordinator of Equipment and Facilities when Center is ready to close.
- If a supervisor is not on shift, call security at x2999 to remind them that the facility closing in 15 minutes and need someone to lock up.

At closing time:
- Ask participants to gather their belongings and exit the facility
- Turn off all treadmills
  - FRIDAYS ONLY – Raise incline on all treadmills to 15.0 so they can be vacuumed underneath
- Turn off TV’s and stereo (remotes are in a drawer at the front desk)
- Place the Safety and Security Emergency Radio on the charger in the Fitness Center Office
- Lock side entry door, if it is unlocked
- Lock Fitness Center Office doors
- Exit facility and wait for Coordinator of Equipment and Facilities or a member of the security staff to lock the main doors before you leave the building.
FACILITY MONITOR RESPONSIBILITIES:

1. Facility Operations:
   - Duties include checking racquetball court, aerobic studio, locker rooms, basketball courts, and any other activity areas throughout the Gallagher Center.
   - Monitors roam throughout Gallagher Center with two way radios, first aid packs, checking and “monitoring” all areas listed above to help ensure the safety of all patrons, serving as a first responder in event of an emergency.

2. Game day Operations:
   - Duties include setup for varsity/intramural events.
   - Assist Laundry crew with intercollegiate wash process.

3. Clerical Operations:
   - Assist in creating various athletic forms such as schedules, waiver forms, and other pertinent documents (Accident/ Injury & Incident Reports).

CPR/First Aid and Fitness Center Staff Training are provided prior to employment.

TWO-WAY RADIO USAGE:

1. Check the front desk (lobby) first upon arrival for the radio to be used during your shift. If the radio is not there, then please see Supervisor on duty.

2. Radio should be ON and volume up high and turned to Channel 1, the “Athletics Channel”, which will communicate with Safety and Security and person stationed at front desk of lobby.

3. Please sign in by stating your name and location over the radio to Security on duty.

4. You must keep your radio with you at all times, and never leave a radio unattended.

5. You are to communicate all injuries, questions, and concerns to your supervisor while on duty immediately following a distress call to Security.

6. Speak clearly and identify yourself when using radio.

7. State "copy" to signify you understand a directive given to you over the radio.

8. Radios are for official Recreational Sports Office use only.
9. At the end of a shift, please sign out by stating your name and location and if a replacement has arrived for your location or not.

10. You must return your radio to next person relieving you at the end of a shift or at the front desk in lobby at the end of the night.

11. If you place a radio in the "charger" please turn radios OFF first.

RADIO USAGE IN CASE OF EMERGENCY:

1. In the event of EMERGENCY, inform Safety and Security; utilizing channel 1 of your radio.

2. State your name, location, and nature of emergency to dispatch clearly and calmly.

3. Safety and Security will call ambulance as needed.

LIFEGUARD RESPONSIBILITIES:

- Must maintain current and valid certifications for CPR for the Professional Rescuer & FIRST-AID & LIFEGUARD TRAINING. Copies of cards are to be on file within the Recreation Office.
- At least one-guard & one “emergency responder” on duty at all times. Both Lifeguards must stand on deck with eyes on the pool.
- Keep rescue tube on lap and strap around shoulder.
- Ensure you have a whistle to utilize to get the attention of a swimmer or facility user.
- Responsible for attending any orientations or training sessions scheduled by the Recreation Office.
- Appropriate dress is required. No street shoes or sneakers. Must wear issued staff shirt. DRESS FOR SWIMMING. Arrive early if you need to change.
- No reading, studying, or socializing while on duty.
- Responsible for enforcing all area policies as posted on pool signage.
- Usage of diving board is prohibited for recreation by Penn Charter. **No EXCEPTIONS!**
- Swimmers usage of starting blocks for recreation is prohibited by Penn Charter. **No EXCEPTIONS!**
- Ensure first-aid kit is with guard stand, and spine board & extra rescue tube are present on wall opposite guard stand. Be aware of emergency exits & location of emergency phone.
- Report any injuries, accidents or incidents to Penn Charter supervisor immediately!
- Never leave area unattended.
• Forward all questions and concerns received from facility users to Philadelphia University Supervisor.
• Any other duties as assigned by Philadelphia University Supervisor.

**INTRAMURAL TEAM CAPTAIN’S RESPONSIBILITIES:**

- The captain is required to attend all mandatory meetings. The captain will be given a schedule and be held responsible to inform the team of their games, policies, and rules. These meetings are also an opportunity for the captains to ask staff any questions that they might have.
- The captain is expected to register the team in respect to posted entry dates.
- The captain is responsible for his or her team at all times.
- The team must be ready to start at game time!
- The captain should inform the team to arrive 10 minutes prior to the game, so that ID’s can be verified with the scorekeeper/supervisor. Games are scheduled an hour at a time, so keeping to the schedule in crucial to get all of the games in.
- One forfeit causes that team to be ineligible for the playoffs; two forfeits translates into elimination from play. If the team notifies the Recreation Director of the forfeit within 2 days, the team will not be forced to forfeit the postseason.
- It is the captain’s duty to inform the team of the rules governing the game. It is imperative that the captain informs every player on the team about the rules and guidelines set up for Intramural play. This includes Sportsmanship, Identification, and Alcohol policies.
- Teams will be rated on their sportsmanship on a scale of 1 to 3. In order to be eligible for playoffs, each team must average a score of 2 at the end of the season. If your team does not average this minimum, they will not be eligible for post-season play. The captain should relay to their team acts of “unsportsmanlike” conduct. The captain must be aware of this policy and relay it to every member of the team! Rules on sportsmanship are discussed in the captain’s meetings and given in the “captain’s packet.”
- The captain is the only one allowed to discuss problems with the officials. The captain is a team leader and should act as one, giving ultimate respect to the official’s judgment.
- Protests may only be made over rule interpretations or eligibility concerns. Protests must be directed to the supervisor at the time of the incident. The officials will write down the date, time, score, and other pertinent information. Immediately following the game, an Intramural Protest Form must be completed within 24 hours.
- The captain of each team that wins an Intramural League championship in flag football, basketball, soccer, softball, ultimate frisbee, dodgeball, and volleyball will receive an engraved trophy to further recognize that captain’s efforts.
INCLEMENT WEATHER

Inclement weather decisions will be made by the Recreation Director and messages regarding weather will be left on Rec Sports “hotline” - 215-951-2723.

When feasible, captains will be called regarding a weather related change, and/or information will be post on website.

BILLY HARRIS SCHOLARSHIP RECIPIENT:

Duties:

1. Responsible for assisting in the development, organization, promotion and implementation of a comprehensive collegiate Recreation program made up of leagues, tournaments and special events that reflect the desires of the Philadelphia University Community

2. Responsible for assisting in the preparation and planning of Intramural activities—specifically ensuring that each event starts at the scheduled time, is appropriately staffed, and is played on a safe playing surface.

3. Responsible for assisting in the set-up of each Intramural activity. Duties include organizing the necessary Intramural equipment and first aid supplies so that they are accessible at game time. In addition, this individual will furnish a game-day checklist to ensure that activities will begin in an efficient and organized manner.

4. Will enforce the rules and guidelines set up by the Recreation Office directed to all Intramural participants. Specifically, maintaining a strict eligibility policy, sportsmanship policy and alcohol policy.

5. Will supervise the Intramural work study staff. This includes training and monitoring of Intramural scorekeepers, officials, first aid staff, and on site supervisors in an effort to ensure reliability and productivity.

6. Responsible for supervising the use and distribution of all Intramural equipment. This includes implementing an inventory checklist, and ensuring that all equipment is returned and accounted for at the conclusion of any Intramural activity.

7. Will assist in the development and preparation of all Extramural activities. This includes the Drexel/Philadelphia U. Classic and any other activities, trips, or events that promote good will, social interaction, and competition between Philadelphia University and other Universities.
8. Responsible for abiding by all NIRSA (National Intramural Recreation Sports Association), NCAA, Philadelphia University, and Department of Athletics rules and regulations.

9. Any other duties assigned by the Recreation Director.

**STUDENT OFFICIALS & SUPERVISORS:**

Student officials, scorekeepers, statisticians, and supervisors (Harris Staff) are provided for Intramural events. Officials are tested and evaluated by the Recreation Director periodically throughout each term. These student workers are required to wear “Philadelphia University” attire and can assist individuals in any questions they might have. Student Officials are fully capable of providing sound officiating. Berating or questioning an official’s judgment will not be tolerated. Position responsibilities are listed upon further reading.

**INTRAMURAL WORK STUDY POSITIONS:**

**Basketball Scorekeeper – Responsibilities:**

1- Must be aware of sports rules and sportsmanship policy.
2- **Must wear** Philadelphia University Event Staff shirt to every Intramural event/activity.
3- Must arrive at Recreation Office 15 minutes early to assist in game set up.
4- Must check every individual Philadelphia University Identification card before the start of the game (name must appear on team roster). Please note that every individual must possess a valid Philadelphia University Identification card to participate in any Intramural activity.
5- During contest you are responsible for keeping score and individual player statistics. The score sheet denotes a running score, time outs, individual and team fouls, possession arrow, and individual statistics for both teams (points, rebounds, assists, three-pointer and fouls). **It is imperative** that the running score is accurate with the clock score.
6- You are responsible for alerting officials of team and individual fouls as well as the possession arrow. You will also receive and record information from the officials (fouls).
7- Confer with the officials and supervisor and issue a sportsmanship rating for each team at game’s end.
8- Assist in the collection of all Intramural equipment and transfer the equipment to the Recreation storage closet (the Recreation Director will have the key).
9- Fill out your bi-weekly time card and bring it to the Recreation Director on the date posted.
Flag Football Scorekeeper – Responsibilities:

1- Must be aware of sports rules and sportsmanship policy.
2- Must wear Philadelphia University Event Staff shirt to every Intramural event/activity.
3- Must arrive at Ronson Field 15 minutes early to assist in game set up.
4- Must check every individual Philadelphia University Identification card before the start of the game (name must appear on team roster). Please note that every individual must possess a valid Philadelphia University Identification card to participate in any Intramural activity.
5- During contest you are responsible for keeping score and individual player statistics for both teams. The score sheet denotes a running score, time outs, passing completions and touchdowns, receiving yards and touchdowns, and sacks and interceptions.
6- Confer with the officials and supervisor and issue a sportsmanship rating for each team at game’s end.
7- Assist the Recreation Director in the collection of all Intramural equipment.
8- Fill out your bi-weekly time card and bring it to the Recreation Director on the date posted.

Softball Scorekeeper – Responsibilities:

1- Must be aware of sports rules and sportsmanship policy.
2- Must wear Philadelphia University Event Staff shirt to every Intramural event/activity.
3- Must arrive at Ravenhill Field 15 minutes early to assist in game set up.
4- Must check every individual Philadelphia University Identification card before the start of the game (name must appear on team roster). Please note that every individual must possess a valid Philadelphia University Identification card to participate in any Intramural activity.
5- During contest you are responsible for keeping score and individual player statistics for both teams. The score sheet denotes runs per inning, outs per inning, and individual statistics for both teams (at-bats, single, doubles, triples, home runs, RBI’s, and runs).
6- Confer with the officials and supervisor and issue a sportsmanship rating for each team at game’s end.
7- Assist the Recreation Director in the collection of all Intramural equipment.
8- Fill out your bi-weekly time card and bring it to the Intramural Director on the date posted.
Responsibilities for First Aid Officials:

1- Must have an updated First Aid card.
2- Must be aware of sports rules and sportsmanship policy.
3- Must wear Philadelphia University Event Staff shirt to every contest.
4- Will assure that all first aid equipment is present at each contest (this includes ice and first aid kit).
5- Must arrive at Recreation Office 15 minutes early to assist in game set up.
6- Will assist in the signing in of the Intramural participants prior to the contest (name must appear on team roster). Please note that every individual must possess a valid Philadelphia University Identification card to participate in any Intramural activity.
7- Will be called upon to keep score during various events, contests. This includes on a score sheet and score clock (where applicable).
8- Assist in the collection of Intramural equipment and transfer the equipment to the Recreation storage closet (the Recreation Director will have the key).
9- Fill out your bi-weekly time card.
FITNESS AND INSTRUCTIONAL PROGRAMMING

Mission Statement:

Through a wide range of activities, including fitness orientations and assessments in the state-of-the-art Fitness Center, a variety of incentive programs and group exercise classes, the Philadelphia University fitness staff is dedicated to creating an environment where participants of all levels and backgrounds can acquire the skills, knowledge and behaviors needed to achieve fitness goals and gain a lifetime appreciation for a healthy lifestyle.

Swimming:

Local pool (Penn Charter High School) reserved for Philadelphia University usage.

EXTRAMURAL SPORTS:

The Recreation program pursues opportunities for our students to compete against their peers and at area colleges. Events such as the Jimmy V Intramural Charity Basketball Tournament, NIRSA Regional Flag Football Championship, and challenges with local colleges in flag football, volleyball, and basketball offer students the chance to see how they stack up against the best of the best!

Other extramural events include trips to see the Philadelphia Phillies, Sixers, Phantoms, Wings and Eagles. *Outdoor Adventure* trips such as whitewater rafting and skiing have become available and will continue to further enhance the “student experience” here at Philadelphia University.
COED GREEK GAMES:

Sponsored by: Delta Phi Epsilon
Sigma Phi Epsilon
Sigma Nu
Phi Psi
Delta Sigma Pi

DESCRIPTION OF COMPETITION:

All student organizations, academic schools, living areas and any other intramural team can participate in the Greek Games, an eight-sport competition held each spring. The goal is to promote springtime social events around recreational sports.

This provides student groups the opportunity to participate in a friendly and social environment and allows male & female students to participate together in many sports activities.

Each organization will receive notice in the Fall semester & the competition will begin in mid April & culminate with the Chariot races.

The winning organization will have their team name appear on the Greek Games champions banner, which hangs in Hughes Gym.

EVENTS INCLUDE:

WATER POLO

“SURVIVOR” CHALLENGE

SOFTBALL

FUN GAMES
Izzy-dizzy-wheel barrel-leap frog

TUG OF WAR

TRIVIA NIGHT

VOLLEYBALL

CHARIOT RACES
MISSION STATEMENT OF CLUB SPORTS

A Sport Club is defined as a recognized student organization, which exists to promote and develop interest in a particular sport or physical activity. Sport Clubs provide non-varsity athletic opportunities through administration by the Recreation Office as a student organization. A club may be instructional, recreational or competitive, or may be involved in any combination of these elements. Sport Clubs are strictly voluntary and involvement in a Sport Club enhances the student’s college experience and adds value to the student’s overall education. Participation can be comprised of all men or all women or can be comprised of both men and women.

It is the mission of Philadelphia University’s Sport Club Program to provide access to a variety of sport activities for interested students. The purpose of these activities is to allow students to involve themselves in a leisure interest while providing an opportunity for personal growth and increased knowledge. The Sport Club Program strives to assist students with the opportunity to socialize and work in a collective setting and in some cases provide the opportunity to compete against other University club teams. Sport Clubs at Philadelphia University are groups of individuals who share a common interest in a sport activity. Sport Clubs are member-initiated and organized with an emphasis placed on participation. It is through participation in sport activity that members are afforded the opportunity to develop their physical, social, administrative, and leadership skills. The Sport Club Program offers opportunities to participate in many diverse sport activities designed to support the pursuit of lifelong activity and to assist in maintaining a healthy lifestyle. The purpose of these activities is to improve skill level, increase knowledge of the activity and promote cooperative attitudes and behaviors.

STARTING A CLUB

Please contact the Recreation Office in the Department of Athletics if you are interested in forming a new Sport Club. All Sport Clubs are administered through the Department of Athletics.

Every sport club is required to have a constitution approved by the Recreation Office and it should remain on file with the office. A working constitution is important for your student organization because it describes the purpose and goals of the group and provides a basis for structure and continuity within the organization. The fundamentals of the club’s existence are expressed in the constitution and should be constantly examined to ensure the viable operation of the club.

I. Club Name.
II. Main Purpose and Objective of Club.
III. History of Injuries in Activity/Sport. [This topic area must be thorough. Find information through the NCAA, a national governing body and/or at the high school level (if relevant). If the committee knows more information is available which was not included, the proposal will be returned without action taken.]
IV. Make-up of Club Personnel.
   A. Advisor. [It would be good to find an advisor with an interest/experience with the activity. If he/she does have any experience or certification, please explain here.]
   B. Officers. [List any certifications and/or experience the officers/club organizers have with this activity.]
   C. Membership of the club (Please note that clubs must have a minimum of ten (10) members to ensure financial sustainability.

V. Facilities Required.

VI. Equipment
   A. Type of Equipment Used
   B. Equipment Maintenance/Safety

VII. Other Relevant Information. [Anything that club organizers feel is important to include, but does not fit into the above categories. Feel free to include pictures, diagrams, charts, etc.]
CHECKLISTS
WAIVER FORMS
PHILADELPHIA UNIVERSITY INTRAMURAL ACTIVITY
SUMMARY SHEET

1. Activity: ________________________________________________________

2. Date(s) Offered: ________________________________________________

3. Time(s) Offered: ________________________________________________

4. Location: ______________________________________________________

5. Activity Format/Description: _____________________________________

6. Number of Teams Participating: ___________________________________
   TOTAL NUMBER OF PERSONS: _______________________________________

7. Number of Male Teams: __________________________________________
   TOTAL MALES: __________________________________________________

8. Number of Female Teams: _________________________________________
   TOTAL FEMALES: ________________________________________________

9. Number of Coed Teams: __________________________________________
   TOTAL MALES: __________________________________________________
   TOTAL FEMALES: ________________________________________________

10. Number of Contests Scheduled: _________________________________
    Number of Regular Season Contests per team: ______________________

11. Number of Forfeits: _____________________________________________
    Number of Rescheduled Contests: _________________________________

12. Champion(s): ________________________________________________
    Runner-up: __________________________________________________

13. Number of Officials: __________________________________________


15. Prizes/Publicity Employed (any co-sponsors): ________________________

16. COMMENTS: ____________________________________________________
PHILADELPHIA UNIVERSITY RECREATION OFFICE
ACCIDENT/INJURY REPORT

INJURED PARTY INFORMATION

Last Name: ____________________________ First Name: ____________________________
Phone Number: ________________________ Campus Phone: ________________________
SSN#: __________________________________________
Address: __________________________________________
Status:
☐ Undergraduate
☐ Graduate Student
☐ Faculty
☐ Staff
☐ Alumni
☐ Other, please specify: ____________________________

INJURY INFORMATION:
Date of Injury: ________________________ Time of Injury: ________________________
Location (please be specific): __________________________________________________
Type of Activity (at time of injury): ____________________________________________

DESCRIPTION OF INJURY:
(Please identify as fully as possible the events leading up to and the specific circumstances at the time of the accident/injury.)

DESCRIPTION OF INJURY:
(Please be specific and identify exact parts or areas of body involved, including right or left side).

WAS FIRST AID ADMINISTERED? ______ Yes ______ No
Who administered treatment? ________________________________________________
What type of treatment was administered?
Action:
- Returned to play
- Student Health Services
- Emergency Room (please name hospital) ________________
- Other __________________

Was blood present?
- Yes
- No

If yes, check the areas and/or persons the blood was in contact with:
- Injured party's clothing
- Equipment
- Staff member
- Floor
- Other __________________

Blood Policies Checklist

Please identify each person coming in contact with blood and their function (staff, participation, spectator, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Did staff use latex gloves when coming in contact with blood?    Yes  No

What actions were taken to decontaminate items in contact with blood?
______________________________
______________________________

For use of Recreation Office:

Date form completed: _______________ Time: _______________
Report completed by:
Name: ____________________________ Phone#: __________________
Position/Role: ____________________

Injury Witnesses: Name: __________________________ Phone#: __________________
Name: ____________________________ Phone#: __________________

Report reviewed by:
Name: ____________________________ Date: __________________

Follow up comments:
Recreation Sports Program

ASSUMPTION OF RISK & RELEASE OF LIABILITY FORM

Team Name: ___________________   Coed: _____Male: ______Women:_____  
Date: _________________________     Sport: ___________________  
Day/Div: __________

ASSUMPTION OF RISK & RELEASE OF LIABILITY STATEMENT

All physical activity has risks that may range from a fall, to muscle and ligament damage, to circulatory or heart disorders to temporary or permanent muscle soreness, tendonitis, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, head, neck or spinal injuries, loss of arms and/or legs, eye damage, disfigurement or even death. There are also both foreseeable and unforeseeable risks of injury or death that may occur as a result of my participation in a physical activity that cannot be specifically listed. Consequently you must make sure that your health is adequate to participate in the strenuous, vigorous physical activity involved in a recreational athletic activity. It is your responsibility to check with the physician of your choice about your health status if there is any question regarding your fitness for participation. If you, at any time during your participation, experience any distress or have any questions regarding your participation, consult your physician. Philadelphia University does not carry insurance to cover medical expenses for participants in recreational athletic activities. You must provide your own health insurance coverage.

WHEREAS, you voluntarily desire to participate in a Philadelphia University recreational athletic activity, and WHEREAS, you are duly aware of the risks and hazards that may arise through participation in this activity and that participation in this activity may result in the loss of your life, limb, or property.

THEREFORE, it is agreed as follows: In consideration for being allowed to participate in said activity, you hereby voluntarily assume any and all risk of accident or damage to your person or property and all risks of liability or demands of any kind sustained, whether caused by the negligence of Philadelphia University, its agents or employee, or, otherwise. You also agree that the above release shall be binding upon your heirs, administrators, executors, and assigns. You hereby affirm that you have adequate health status to participate in the strenuous physical activity. You further acknowledge that you have the right to withdraw from the physical activity at any time for any reason. You accept the responsibility to report any injury, distress, pre-existing condition that may impair performance, or other problems to your physician. By signing below, you also consent to first-aid, emergency medical care and, if necessary, admission to an accredited hospital or an emergency care center if necessary for the provision of such care, for treatment of injuries you may sustain while participating in the recreational athletic activity.
6/24/2009

By signing this release, you hereby certify that you have read and fully understand the conditions herein provided above.

Name: __________________________ Phone number: __________________________ Email: __________________________ U. ID #: __________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Gallagher Center
Waiver and Release Form

Philadelphia University (the “University”) is making available to its students, faculty and staff the use of the Gallagher Center on its East Falls campus in Philadelphia, PA during the posted hours. The Gallagher Center is comprised of the fitness area, gymnasiums, courts and jogging track, as well as all common areas, training rooms and locker rooms.

I, the undersigned, understand that the use of the Gallagher Center is voluntary. Intending to be legally bound, I hereby assume the entire risk of injury and agree to indemnify, hold harmless and release the University, its directors, officers, employees, representatives, their successors and assigns, from any liability and all claims I may have against the University for injuries of any nature sustained by me as a result of my use or misuse of the Gallagher Center and equipment therein.

I further acknowledge and understand the following:

- I have consulted a physician and have been cleared to use the Gallagher Center and the equipment therein, and certify that I am suffering from no physical condition which constitutes a physical risk to myself.

- This release is given in consideration of my being permitted to use the Gallagher Center and its equipment, and further, without the execution of this release, I would not be permitted to use such facilities.

- Although the University is supplying equipment which it has purchased for use in the Gallagher Center, the University makes no representation or warranty, either express or implied, that the equipment is fit for any particular purpose.

- My use of the Gallagher Center is solely at my own risk, and I assume all responsibility for injury to myself or to others from any use or misuse of the Center and its equipment.

I have reviewed the rules and regulations of the Gallagher Center (available on the University Athletics website) and agree to abide by such rules now in effect or hereafter in force. In addition, I agree that the equipment in the Gallagher Center will be used in strict conformity with posted instructions found on or at each piece of equipment.

I have carefully read this agreement and fully understand its intent.

Signature: ___________________________ Signature: ___________________________
Date: ____________________________ Date: ____________________________
Print Name: ________________________ Print Name: _________________________

Please Check One:

Student _____ (Graduating class of _____) Other _____
Faculty/Staff _____ Guest _____
Campus Card ID #: __________________________
Emergency Contact: ________________________
Phone #: __________________________________

PLEASE RETURN TO: RHONDA DAVIS, DIRECTOR OF FITNESS AND WELLNESS
MEMORANDUM

TO: 
FROM: 
DATE: 
RE: Gallagher Center Student Staff Communication Notice

1. Statement of the problem: ___________________________________________________________

2. Prior discussion or warnings on this subject, whether oral or written:
______________________________________________________________________________
______________________________________________________________________________

3. Policy on this subject: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Summary of corrective action to be taken: __________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. Consequences of failure to improve performance or correct behavior: ________________
______________________________________________________________________________

6. Student Staff Statement: __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

____ Written Warning _______ Final Written Warning _______ Term

STUDENT STAFF SIGNATURE ___________________________ DATE ______________________

DIRECTOR’S SIGNATURE ___________________________ DATE ______________________

ADMINISTRATOR’S INITIALS ___________________________ DATE ______________________