

# University at Buffalo Recreation

POLICIES & PROCEDURES



## Policies & Procedures

### Contents

<b>Membership</b> .....	<b>3</b>
Member Expectations.....	3
Code of Conduct.....	3
Removal from Facility or Program .....	3
Liability Waiver.....	3
Lost & Found.....	4
Pets.....	4
<b>Rentals</b> .....	<b>5</b>
Facility .....	5
Equipment .....	5
Lockers.....	5
<b>Informal Recreation</b> .....	<b>6</b>
Alumni Arena Fitness Center.....	6
Ed Wright Practice Facility .....	6
Racquetball Courts.....	6
Locker Room.....	7
Sauna and Steam Room.....	7
<b>Fitness Programming</b> .....	<b>8</b>
Fitness Classes .....	8
Reflection Room .....	8
Tennis Lessons .....	8
<b>Academics</b> .....	<b>9</b>
REC Classes.....	9
<b>Intramural Sports</b> .....	<b>10</b>
Eligibility .....	10
Assumption of Risk .....	10
Health .....	11
Injuries, Open Wounds & Lacerations.....	11
Website .....	11
<b>Aquatics</b> .....	<b>12</b>
Open REC: Swim .....	12



**Policies & Procedures**

Lap Swim Policies ..... 12

Diving Well/Boards ..... 12

Swim Lessons ..... 13

    Missed Lessons ..... 13

Lifeguard & Instructor Courses ..... 13

**CPR Training.....14**

Registration ..... 14

Cancellation/No Show ..... 14

Refunds..... 14

Low Enrollment/Emergency Cancellation..... 14

## Membership

- To purchase a membership, you can visit one of our Member Services offices at 175 Alumni Arena or 113 Clark Hall or online at: <https://recreation-buffalo.nbsstore.net/recreation-memberships>.

## Member Expectations

- **Member ID:** Members must present their physical UB card or Recreation ID for facility entry; failure to do so may result in denial. Students and members can receive up to three comp day permits per semester for forgotten IDs, but ID replacement is mandatory.
- **Respect:** Treat staff, fellow members, and property with respect and kindness. Discrimination and rude behavior are not tolerated.
- **Hygiene:** Maintain personal hygiene and wear suitable workout attire. Proper clothing and cleanliness contribute to a comfortable environment.
- **Health Check:** Refrain from using the facility if feeling unwell or exhibiting illness symptoms. Prioritize health and consider others' well-being.
- **Noise:** Keep noise levels reasonable to avoid disrupting others. If listening to music, use headphones.
- **Belongings:** Use lockers for personal items. Secure valuables properly to ensure their safety.
- **Electronics:** Use electronic devices discreetly. Avoid taking photos or videos without permission.
- **Smoking and Alcohol:** Abstain from smoking, vaping, and alcohol within the facility. Anyone exhibiting signs of being under the influence of a controlled substance will be denied entry.
- **Emergencies:** Familiarize yourself with emergency procedures and exits. In the event of a serious emergency, the Recreation and Intramural staff will direct patrons to a safe area. For your safety, and the safety of others, please follow all instructions given by the staff.
- **Feedback:** Share concerns through appropriate channels. Your feedback is valued.
- **Staff Instructions:** Follow staff directions for safety and a positive experience.

## Code of Conduct

Recreation is committed to creating a safe, comfortable, and enjoyable experience for all members. Recreation reserves the right to prohibit any sport or activity that can be unsafe for participants. The staff will proactively intervene to support an environment where all members and guests can enjoy the facilities and programs free from the following behaviors:

- Foul/abusive language or obscene gestures
- Intoxication or other signs of impairment related to alcohol consumption or illegal drug use
- Fighting, taunting, or threatening remarks or gestures
- Spitting
- Horseplay posing safety risks to participants or others
- Mistreatment of dumbbells, weights, or any equipment
- Obscene or indecent clothing
- Any disruption to the progress of a sanctioned activity
- Unsportsmanlike conduct
- Obtaining entrance under false pretense

## Removal from Facility or Program

- Recreation reserves the right to eject anyone whose behavior is unruly, illegal in nature or violates recreational policies.
- Membership privileges will be revoked without a refund and the individual(s) will be escorted from the facility.

## Liability Waiver

- All members are required to sign a liability waiver prior to using Recreation facilities.
- Recreational and fitness activities pose an inherent risk; all users should consult a physician prior to participation.



## **Policies & Procedures**

- If you have special health considerations, allergies, or serious health conditions, please inform the Recreation staff.

## **Lost & Found**

- Please contact Member Services regarding lost or missing items.
- Lost items will be kept for 30 days; items that remain unclaimed will be given to Campus Police at Bissell Hall.
- Recreation is not responsible for lost or stolen items.

## **Pets**

- Pets, other than guide animals, are prohibited in the facility.

## **Rentals**

### Facility

To request a recreational facility, follow this link: <https://www.buffalo.edu/recreation/facilities/facilities/facility-space-requests.html>

- Student groups, university departments and community groups can reserve non-academic space throughout the university.
- Please submit your requests as early as possible for large events to allow adequate processing time. UB Recreation will review all space requests on a “first come, first served basis.” Only completed requests, which include a signature from the requesting individual, will be accepted for review.

### Equipment

We do not currently offer equipment rental.

### Lockers

You must have a valid recreation membership or be a current UB Undergraduate Student to rent a locker at Alumni Arena or Clark Hall.

- 1 semester rental is \$20 (includes lock)
- 1 year rental is \$40 (includes lock)

It is imperative that lockers are renewed on time. The beginning of each month, renewal reminders will go out for all lockers that expire in the following month. In addition, email reminders will be sent out indicating when the locker expires.

At the end of the month, all lockers that have expired will be dumped, locks will be changed, and contents will be bagged and held in the Pro Shop for two (2) weeks. You will receive an email indicating your locker has been cleared out. After two (2) weeks, the contents will be donated to charity.

**Recreation is not responsible for lost or stolen items.**

**For entirety of Rental Policies and Procedures, please contact Wilson Bautista @ [wb3@buffalo.edu](mailto:wb3@buffalo.edu).**

## Policies & Procedures

# Informal Recreation

## Alumni Arena Fitness Center

- Enter Fitness Center with physical ID.
- Wear athletic attire in UB Recreation facilities.
- Wipe down equipment after use.
- Use closed-toed athletic shoes; no open-toed or heeled shoes. Minimalist shoes are okay.
- Re-rack weights after use.
- Use collars with lifting bars.
- Use spotters as needed.
- No dropping weights: use spotters if needed.
- Limit cardio to 30 mins when others wait.
- Bring your own towel.
- No outside Personal Trainers in Alumni Arena.
- Activities that are potentially damaging to other patrons or the facility are prohibited.

**Attire:** For the comfort of our patrons, and to create a welcoming, inclusive, and safe environment, shirts and shoes are required throughout the facility. Athletic attire is mandatory while using the facilities.

**Footwear Requirements:** Non-marking shoes are necessary on wood floors (e.g., basketball courts, racquetball courts, group exercise studio, multi-purpose rooms). Open shoes like sandals, crocs, and clogs are prohibited in cardio and strength areas. Minimalist shoes like Vibram Five Finger shoes are allowed in the Fitness Center but come with personal risk. Staff can decide on appropriate footwear.

**Bags/Personal Items:** Use lockers for storage. Free electronic daily lockers are near the racquetball courts. Daily lockers are also available in the men's and women's locker room, and individuals need to bring their own lock. Unattended items will be collected; unsecured items will be treated as lost.

**Recreation staff reserves the right to revoke or terminate Fitness Center privileges from individuals who disregard the rules or exhibit inappropriate behavior.**

## Ed Wright Practice Facility

- Enter Ed Wright Practice Facility with physical ID.
- Wear standard workout attire: shirts, tights, gym shorts, jogging suits.
- Keep chest and back covered with shirts.
- Wear sneakers; no open-toed shoes.
- No personal training by members; only Recreation staff.
- No video recording.
- Only water allowed, no food or other drinks.
- No offensive language.
- Respect staff and members; no verbal/physical attacks.
- Follow posted signs' rules in Ed Wright Practice Facility.
- Activities that are potentially damaging to other patrons or the facility are prohibited.

**Recreation staff reserves the right to revoke or terminate Open REC privileges from individuals who disregard the rules or exhibit inappropriate behavior.**

## Racquetball Courts

- Active members can reserve racquetball court for 1 hour/day.
- Reservations open 2 days prior, 10:00am on weekdays, 12:00pm on weekends.

## Policies & Procedures

- Late by 15 mins forfeits reservation.
- Activities that are potentially damaging to other patrons or the facility are prohibited.
- Prohibited activities include, but are not limited to:
  - Basketball
  - Boxing, Mixed Martial Arts, Wrestling, and/or any other hand combat training
  - Soccer
  - Recreation reserves the right to modify this list as necessary to maintain the safety of participants and/or damaging the facility.

## Locker Room

- Always maintain valid Recreation Membership and proper ID.
- Be respectful in locker rooms.
- Do not leave valuables unattended.
- Do not use cameras, including cell phones, to record others without their consent as this is a violation of University Policy and New York State Law.
- Loitering, trespassing, inappropriate and/or suggestive behavior by anyone is prohibited and grounds for removal from the facility by Campus Police.

**Recreation staff reserves the right to revoke your access to UB's Recreation facilities and services for reasons beyond those listed.**

## Sauna and Steam Room

- **CAUTION:** Consult a physician for medical conditions before sauna use.
- Be cautious entering/exiting due to wet floor.
- Respect others.
- Wear swimsuits or gym shorts; avoid excessive clothing.
- No shoes except flip flops; shower before use.
- No papers in steam room/sauna.
- Hydrate before/after use.
- Remove jewelry.

### **DO NOT:**

- Limit to 15 continuous minutes.
- No spitting, urinating, or wringing clothes.
- Avoid oils, scents, herbs.
- Do not bring food, phones, sneakers, dirty clothes.
- No tampering with lights.
- No exercising or inappropriate behavior.
- Do not leave items unattended.
- Avoid sauna under alcohol or drug influence.

**For entirety of Informal Recreation Policies and Procedures, please contact Wilson Bautista @ [wb3@buffalo.edu](mailto:wb3@buffalo.edu).**



## **Fitness Programming**

### **Fitness Classes**

- Free classes for current UGE or GRAD students.
- No passes for community members or faculty/staff.
- Cancelled/changed class updates via email or listserv.
- Appropriate attire: sneakers for most classes; comfortable clothes for all.
- Various locations: dance studio, spinning room, yoga room, pool.
- Check schedule for specific class location.
- Unlimited class participation allowed.

### **Reflection Room**

The Reflection Room is for individuals wishing to engage in structured or unstructured reflection which could include prayer, meditation, or yoga. The room may be accessed during scheduled hours.

In the interest of respect and consideration, individuals who utilize the Reflection Room must observe the following:

- No organized services or recurring events allowed.
- No sleeping or studying.
- Use quietly, no electronic devices.
- Only water allowed; no food/beverages.
- Return space to original setup.
- Recreation not responsible for belongings.
- Non-compliance leads to removal by Recreation staff.
- First-come, first-served; mutual respect.
- For inquiries, contact [jenyrop@buffalo.edu](mailto:jenyrop@buffalo.edu).

### **Tennis Lessons**

Participants must be 18+.

- **Please bring:**
  - tennis racquet
  - water bottle
  - appropriate clothing

**For entirety of Fitness Programming Policies and Procedures, please contact Jessica Nyrop at [jenyrop@buffalo.edu](mailto:jenyrop@buffalo.edu).**



## Policies & Procedures

# Academics

## REC Classes

- REC courses for UGE primarily, GRAD and 60+ allowed.
- GRAD students interested in UGE need petition form.
- Repeatable REC courses won't replace previous grades.
- Some classes have fees; aquatic classes have safety fees.
- Unlimited REC courses, 8 credits count toward graduation.
- REC courses P/F, except REC 191 Group Fitness Instructor Training (Pass = 1.0, F affects GPA).

For entirety of REC Academic Policies and Procedures, please contact Jessica Nyrop at [jenyrop@buffalo.edu](mailto:jenyrop@buffalo.edu).

## Policies & Procedures

# Intramural Sports

## Eligibility

### Article I. Participants

- Participants must ensure their eligibility.
- Players and team captains must verify team members' eligibility.
- Addressing eligibility beforehand prevents delays and disqualifications.
- Intramural Sports may check eligibility upon protest or suspicion.

### Article II. Students

- Full-time enrolled students at the University are eligible for intramural events until withdrawal, graduation, or policy non-compliance.
- Valid UB student I.D. required before contests; no other ID accepted.
- Ineligible players' participation leads to contest forfeiture.

### Article III. Assumed Name

- Using a false name or someone else's ID results in ineligibility and season suspension.
- A team using such a player forfeits all their games.

### Article IV. Intercollegiate Team Members and Junior/Community College Athletes Intercollegiate Team Members

- "Active" members, including redshirts and redshirt freshmen of varsity or intercollegiate teams, can't participate in the same or related sport for one year after their last intercollegiate competition.
- "ACTIVE" members are those on a team roster within a week of the first scheduled contest.
- Junior College/Community College athletes can't compete in the same or related sport during the same academic year they've competed for those teams.

### Article V. Professional/Semi-Pro Athletes

- Students with professional athlete history or currently being professional athletes are ineligible for 5 years from last professional participation in that or related sport.
- Professional/semi-pro status is based on receiving payment for athletic services.

### Article VI. Sport Club Members

- Sport club members can play recreational team sports.
- Teams limited to the same/equivalent sport.
- Club members participated in practices/games, paid dues, or are listed on club roster.

### Article VII. High School Players

- High School students enrolled in the Post-Secondary Option program are not eligible to participate in intramural sport programs.

### Article VIII. Penalties

- Violations lead to forfeit of games with ineligible players.
- Late roster additions due to such discoveries not allowed.
- Intramural Sports staff decides future eligibility.

### Article IX. UB ID Cards

- Valid UB Student ID required before Intramural Sports contests.
- No ID, no play.
- Get replacement cards for \$25 at 1 Capen.

## Assumption of Risk

- Participation in Intramural Sports is voluntary and carries inherent injury risks.
- Injuries can be minor or serious due to actions or inactions of participants or others.
- Maintain good health and insurance coverage.
- Assumption of Risk Waiver on IMLeagues is mandatory before joining any Intramural Sports League, Competition or Tournament.



## Policies & Procedures

### Health

- No alcohol/drug consumption during or around activities.
  - Violators cannot participate.
- University policy requires medical insurance for full-time students.
- No University insurance for intramural participants; personal insurance covers injuries.

### Injuries, Open Wounds & Lacerations

- In case of bleeding injury, play stops and participant leaves until bleeding stops.
- Sports activities pose injury and pathogen exposure risk, including Hepatitis B virus and HIV.
- Staff trained for emergencies; contact for injuries.
- University not liable for injuries during Intramural Sports activities.
- Report minor injuries to officials or Student Health Services.
- Major injuries/emergencies: Head Official calls campus police, provides First Aid/CPR.
- Participant responsible for medical expenses.

### Website

- We utilize IMLeagues.com to register and schedule our Intramural Sports leagues.
- All Intramural Sports participants must create an account on IMLeagues.com using your buffalo.edu email.

**For entirety of Intramural Sports Policies and Procedures, please contact the Assistant Director for Intramural Sports, Roz Dominico at [dominico@buffalo.edu](mailto:dominico@buffalo.edu).**

## Policies & Procedures

### Aquatics

#### Open REC: Swim

- Pool opens 5 minutes before Open REC: Swim.
- 1 Lifeguard per 4.25 lanes required.
- Swimmers need UB ID/Recreation Pass.
- Swim cap must be worn if hair > 1 inch.
- Shower before swimming.
- No inflatables.
- US Coast Guard Approved floatation devices only.
- No diving in depths < 8 feet (except competitions).
- Starting blocks for competitions only.
- No deck use as hallway.
- Follow Lifeguard Directions.

#### Lap Swim Policies

- Circle Swim if 3+ swimmers or designated.
- Walking only in first lane at far end.
- Choose lanes with similar speeds.

#### Lap Swim Etiquette

- To avoid conflict, and make everyone's swimming experience more enjoyable, please adhere to the following Lap Swim Etiquette:
  - Share lanes when busy.
  - Observe fast, medium, slow lanes.
  - Pool staff may adjust lanes.
  - Choose lane based on speed.
  - Lifeguards guide lane selection for compatibility.

#### Circle Swimming

- Follow circle swim pattern, stay right (counterclockwise).
- Entering swimmer alerts others and follows pattern.
- Swim full laps; avoid stopping mid-lane.
- Stop at wall in corner, clear turning space.

#### Speed

- Slower swimmers yield to faster.
- Pause at wall for passing swimmers.
- Keep distance to avoid drafting.

#### Passing

- Pass left; if overtaken at turn, wait for push-off.
- Initiate pass before wall.
- Be considerate with kickboards; allow passing.
- Starting blocks for supervised swim teams only.

#### Diving Well/Boards

- Scheduled times for recreational diving available.
- Diving boards not public; only approved programs.
- Close boards with orange cones (1-meter entrance, 3-meter steps).
- Varsity divers use boards under coach supervision.
- Diving well needs one lifeguard supervision during activities.



## Policies & Procedures

### Swim Lessons

- To sign up and pay for the Swim Lessons, visit: <https://recreation-buffalo.nbsstore.net/aquatics>.

### Missed Lessons

- Notify private lesson instructor of absence.
- Group lessons cannot be made-up.
- UB Aquatics will reschedule canceled lessons.

**PLEASE NOTE:** No family changing room available. Alumni Arena, built in 1983 for Division 1 athletics, lacks child accommodations. Pool at 77 degrees, ideal for athletics training; lessons for adult UB students. Pediatricians recommend pools at 83-86 degrees.

**For Your Safety:** Regular safety drills take place during all programs. Clear pool promptly on-air horn sound for swift lifeguard rescue, minimizing interruption to aquatic activities.

### Lifeguard & Instructor Courses

- To sign up and pay for Lifeguard/Instructor Course, visit: <https://recreation-buffalo.nbsstore.net/aquatics>.
- Maintain professionalism throughout.
- Attend every class, no exceptions for certification.

**For entirety of Aquatics Policies and Procedures, please contact the Aquatics Team at [aquatics@buffalo.edu](mailto:aquatics@buffalo.edu).**

**Policies & Procedures**

**CPR Training**

Registration

- Sign-up for CPR at: <https://recreation-buffalo.nbsstore.net/cpr-training>.
- No walk-ins accepted.

Cancellation/No Show

- Course registration guarantees your spot for the selected date.
- Only documented emergencies (illness, family death) allow cancellations.
- We help you reschedule if you cannot attend the original date.

Refunds

- Emergencies with proof qualify for refunds.
- Missing class without rescheduling forfeits full fee.

Low Enrollment/Emergency Cancellation

- We may cancel classes due to low enrollment, weather, illness, or emergencies. In such cases, we will email you.
- Pre-registered participants in cancelled classes get priority for the next one or a refund.
- Weather-related cancellations align with University at Buffalo closures.

**For entirety of CPR Training Policies and Procedures, please contact Karen Mayfield at [kr72@buffalo.edu](mailto:kr72@buffalo.edu).**