

Student Employee Manual 2021 - 2022



The Office of
Campus Recreation
A Division of the Office of Student
Affairs

Updated 7/1/21

Campus Recreation Employees

Welcome to The University of Tennessee at Martin's Office of Campus Recreation. Our mission is to enhance learning and promote the development of healthy lifestyles through quality facilities, programs, and services for the campus community. We achieve this goal through choosing employees who support our mission, vision, core values, and goals. As an employee in our department, you are a vital asset to this program. You play a major role in all services provided. We offer services that include but are not limited to the following: intramural sports, fitness, aquatics, outdoor recreation, leisure recreation, facility management, community activities, and special events.

Each employee is responsible for serving our patrons and providing a safe and fun environment in which they can participate. The example that you set, the manner in which you serve the patrons, and the way you offer assistance will have a direct impact on our facility, patrons, and your co-workers. As a paid employee for The University of Tennessee at Martin's Office of Campus Recreation, you are expected to act in a professional manner in accordance with the rules and policies for our department and the university.

Prior to assuming your job responsibilities, each employee must thoroughly understand the material in this manual. To maintain effective and consistent adherence to this manual is mandatory. Should questions concerning policy and/or procedures arise, immediate consultation with the professional staff should be sought.

The student employees in the Office of Campus Recreation are the backbone of this program. Each position is very important to this program and to the university. When you perform your duties effectively, you will find your work rewarding and an enjoyable experience. It is your interaction with the patrons and your attention to detail that make this program a success. We appreciate all the hard work and dedication that each employee has shown in the past and will show in the future. Welcome to the Office of Campus Recreation family!

Table of Contents

Section 1– Organizational Structure	7
1.1 – Introduction	
1.2 -- Vision	
1.3 – Mission	
1.4 – Core Values	
1.5 – Program Goals	
1.6 – Directory	
Section 2– Employment	8
2.1 – Employee Behavior	
2.2 – Employee Expectations	
2.3 – Employee Feedback	
2.4 – Employment Policies	
2.5 – Position Descriptions	
2.6 – Pre-hire Screening Employment Checks	
2.7 – Employee Evaluations	
2.8 – Employee Recognition	
Section 3– Payroll	17
3.1 – Biweekly Time Sheet	
3.2 – Employment in Multiple Departments	
3.3 – Electronic Pay Statements	
3.4 – Intramurals	
3.5 – Payroll Process	
3.6 – Student Employee Position Classifications	
3.7 –Wages	
Section 4– Employment Policies	20
4.1 – Work Space	
4.2 – Accepting Other’s Property	
4.3 – Accident/Incident Reporting	
4.4 – Communicating with Patrons	
4.5 – Computer Use	
4.6 – Confidentiality	
4.7 – Dress Code	
4.8 – Employee Breaks	
4.9 – Employee Supervision	
4.10 – Homework/Studying	
4.11 – Management of Patron Suggestions and Complaints	
4.12 – Perfect Forms	
4.13 – Reporting to Work	
4.14 – Scheduling	
4.15 – Substitution Procedures	
4.16 – Termination Procedures	
4.17 – Training	
4.18 – Visitation	
4.19 – Workers’ Compensation: When an Accident Occurs	
4.20 - Employee Participation in Intramural Sports	
4.21 – Phone Use	
Section 5– Disciplinary Procedures	24
5.1 – Employee Incident Report/Discipline Letter	

- 5.2 – Three Strikes System
- 5.3 – 30 Day Notice
- 5.4 – Grievance Procedures

Section 6– Cash Handling Policies **26**

- 6.1 – Cash Register Operations
- 6.2 – Checking Out Cash Bank
- 6.3 – Turning In Cash Bank
- 6.4 – Writing a Receipt
- 6.5 – Additional Cashier Guidelines
- 6.6 – Cash Register Training

Section 7– Equipment Policy and Procedures **39**

- 7.1 – Equipment Checkout
- 7.2 – Equipment Rental
- 7.3 – Equipment Maintenance
- 7.4 – Equipment Set-up
- 7.5 – Intramural Equipment
- 7.6 – Leisure Recreation Equipment
- 7.7 – Outdoor Recreation Equipment
- 7.8 – Special Event Equipment
- 7.9 – Storage
- 7.10 – Washer and Dryer

Section 8– Office Procedures **44**

- 8.1 – Complimentary Pass
- 8.2 – Keys
- 8.3 – Lost and Found
- 8.4 – Memberships: SRC
- 8.5 – Admittance Policy: SRC
- 8.6 – General Rules and Regulations: SRC
- 8.7 – Membership Fees: SRC
- 8.8 – Memberships: Elam Center
- 8.9 – General Policy: Elam Center
- 8.10 – Membership Fees: Elam Center
- 8.11 – Office Rules
- 8.12 – Phone Use
- 8.13 – Radios
- 8.14 – Recreational Membership Cards

Section 9– University Policies **53**

- 9.1 – AED University Policy Plan
- 9.2 – Drug and Alcohol Free Work Environment Policy
- 9.3 – Golf Cart – Utility Vehicle Operating Information
- 9.4 – Non-discrimination Policy
- 9.5 – Sexual Harassment Policy
- 9.6 – Truck and Van Policies

Section 10– Position Policies and Procedures **59**

- 10.1 – Basic Policy and Procedures
- 10.2 – Control Desk: SRC
- 10.3 – Fitness Center: SRC
- 10.4 – Lifeguards
- 10.5 – Rec. Check Duties
- 10.6 – Student Supervisor

10.7 – Improper ID Usage

Section 11– Aquatics **72**

- 11.1 – Aquatic Classes
- 11.2 – Emergencies
- 11.3 – Evening/Weekend Swim
- 11.4 – Fitness and Recreational (Morning/Noon) Swim
- 11.5 – Infant and Preschool Aquatic Program (IPAP) Classes
- 11.6 – Lifeguard Policies and Procedures
- 11.7 – Lifeguard Training and Re-Certification
- 11.8 – Pool Parties
- 11.9 – Risk Management
- 11.10 – Swim Lessons

Section 12– Emergency Action Plan **75**

- 12.1 – Bomb Threat
- 12.2 – Earthquake
- 12.3 – Emergency Call Boxes
- 12.4 – Emergency Text Messaging
- 12.5 – Fights
- 12.6 – Fire
- 12.7 – First Aid Kits
- 12.8 – Inclement Weather Action Plan
- 12.9 – Injury or Illness
- 12.10 – Medical Emergency
- 12.11 – Missing/Lost Child
- 12.12 – Power Failure
- 12.13 – Tornado
- 12.14 – Thunder and Lightning
- 12.15 – Unsafe Conditions (Maintenance Repairs)
- 12.16 – Universal Engineering and Work Practice Controls
- 12.17 – CPR/AED Procedures for a Professional Rescuer
- 12.18 – Map: SRC Tornado Safe Zone, 1st Floor
- 12.19 – Map: SRC Tornado Safe Zone, 2nd Floor
- 12.20 – Map: SRC Emergency Exits, 1st Floor
- 12.21 – Map: SRC Emergency Exits, 2nd Floor

Section 13– Fitness Center SRC **102**

- 13.1 – Cardio Fitness
- 13.2 – Group Fitness
- 13.3 – Policy and Procedures
- 13.4 -- Rules
- 13.5 – Weight Room

Section 14– Fitness Trail **104**

- 14.1 – Policy and Procedures
- 14.2 – 5K Races

Section 15– Appendices **105**

- 15.1 – Access Verification Sheet: SRC
- 15.2 – Accident Injury Form
- 15.3 – AED Use Report
- 15.4 – Biweekly Time Report
- 15.5 – Biweekly Time Report: Intramurals
- 15.6 – Biweekly Time Report: Did Not Clock In
- 15.7 – Bomb Threat Report
- 15.8 – Complimentary Pass

- 15.9 – Daily Reconciliation Sheet
- 15.10 – Daily Sign-in/out Sheet
- 15.11 – Damaged Equipment Form
- 15.12 – Deposit Envelope
- 15.13 – Dropped ID card Info Sheet
- 15.14 – Employee Incident Report

Section 1ORGANIZATIONAL STRUCTURE

1.1 Introduction

The *Campus Recreation Student Employee Manual* for the Office of Campus Recreation serves as a source of information that provides an overview including its mission, goals, policies, procedures, guidelines, and resources. This *Manual* is not intended to be a complete resource book, but rather a preliminary overview of essential information that will assist employees in fulfilling their job responsibilities within the Office of Campus Recreation.

1.2 Vision

The Office of Campus Recreation aspires to stimulate student learning and development by providing quality recreational programs that encompass sport, fitness and leisure activities.

1.3 Mission

Our mission is to enhance learning and promote the development of healthy lifestyles through quality facilities, programs, and services for the campus community.

1.4 Core Values

In striving to meet the vision and mission of the Office of Campus Recreation, the Campus Recreation Staff is committed to:

- Service Excellence – We strive to provide service that exceeds patron expectations at all times.
- Student Leadership Development – We will provide students the opportunity to learn skills that prepare them for a lifetime of success and leadership.
- Integrity – We are committed to professional, ethical behaviors and civility in our actions.
- Safety – We will make sure all programs and facilities provide a safe environment for all.
- Social Interaction – We will foster fun and enjoyable experiences through participation and physical activities that encourage and lead to healthy lifestyles.
- Enthusiasm – We will be passionate about our work and actively engage with our patrons.
- Diversity - We will create an environment that challenges students to explore, respect individuality, and cultural diversity.

1.5 Program Goals

- Provide recreation facilities, programs and services that enhance student life
- Provide opportunities for student development and leadership experiences
- Develop strategies for building a stronger, more dynamic Campus Recreation program
- Collaborate with other university departments and programs to provide wellness services for student success

1.6 Directory

Campus Recreation Main Office	731-881-7745
SRC Fax	731-881-7725
SRC Control Desk	731-881-3750/3751
SRC Rec. Check	731-881-7792
SRC Student Supervisor Office	731-881-3747
Hotline	731-881-7007
Aquatics	731-881-7718
Fitness	731-881-7747
Intramurals	731-881-7793
Elam Center Rec. Check	731-881-3744
Elam Center Facility Manager	731-881-3754

Elam Fax	731-881-7799
Web address	http://www.utm.edu/departments/campusrec/
Intramural Website	www.imleagues.com

Section 2.....EMPLOYMENT

The Office of Campus Recreation is responsible for providing various services to The University of Tennessee at Martin's patrons. Services include but are not limited to intramural sports, fitness, aquatics, outdoor recreation, leisure recreation, facility management, community activities, and special events. Student employees are vital to the success of this program, and play a major role in all services provided.

2.1 Employee Behavior

Each employee is responsible for his/her work performance. Records of an employee's performance, including positive and/or negative aspects, will be kept in the employee's file. Comments from facility users regarding an employee's performance will be discussed with the employee and documented in his/her file, if pertinent. Students will be expected to adhere to the following criteria in keeping to the expectation of Campus Recreation in their work performance.

- Poise & Self Control –The student handles participants' questions, concerns, comments with poise and self-control and does not allow him/her to be drawn into the altercation.
- Alertness –The student must be aware of his/her surroundings. They know when a policy is being broken or an injury has taken place. They are aware of possible confrontations between patrons.
- Appearance – The student is complying with the proper dress code, nametag, etc. They are properly groomed and have a professional appearance.
- Dependability –The student follows through on his/her commitments. They show up for meetings and work shifts on time.
- Cooperation –The student is professional in his/her interactions with fellow employees and patrons.
- Enthusiasm –The student is enthusiastic about their job and the program goals and standards.
- Public Relations –The student must represent The University of Tennessee at Martin and the Office of Campus Recreation in a positive professional manner. They must relate to the needs of the patrons, and convey a message in a clear and concise manner.
- Procedure –The student adheres to the procedures of the university and program. They handle the programming components in accordance with the proper university protocol.
- Rule Enforcement –The student has the knowledge and know-how of the policies and procedures, and the ability to communicate them.
- Team Player – The student demonstrates the desire to willingly cooperate and coordinate with fellow employees for the good of the Department. Also, the student must demonstrate an interest in the accomplishment and competencies of co-workers and a desire to help develop their own skill levels.
- Safety – The student MUST understand all safety regulations pertaining to their job and assists others in preventing and correcting unsafe conditions.

2.2 Employee Expectations

Smile! Be sure to represent the Office of Campus Recreation well. You are the first person patrons interact with and your actions dictate how our patrons view the department.

- Protect the safety and well-being of each patron
- Implement and direct the Emergency Action Plan as needed
- Provide quality service excellence to all patrons
- Commitment to work schedule

- Act in a professional and tactful manner
- Knowledgeable in Campus Recreation policies and procedures
- Arrive at work promptly and be prepared to work
- Wear professional attire
- Complete all assigned tasks in a timely manner
- Follow procedures when securing a substitute
- Serve as spokesperson for resolution when problems arise
- Assure appropriate usage of technology while on duty
- Assure proper facility and equipment preparations are conducted for program areas (set up and tear down)
- Report and document all emergency/injury situations to the appropriate supervisor immediately
- Report and document any facility maintenance problems to the appropriate supervisor immediately
- Assure appropriate and adequate staffing is in place
- Never leave a position of supervision unattended
- Complete all applicable reports and forms
- Promptly enforce all rules and regulations, stop all unsafe actions, and report all unsafe conditions to the appropriate supervisor
- Make weather condition decisions
- Assist in opening and closing procedures of facilities as they relate to your position
- Assure all emergency equipment is readily available, in good order, and well stocked
- Attend all mandatory staff meetings, in-services, and training sessions

This list is not meant to be all-inclusive, but a guide to help direct the demeanor of the student staff. If a student needs clarification it is their responsibility to seek guidance.

2.3 Employee Feedback

Constructive feedback from employees is welcome and needed! Feedback can be written or verbal and should be discussed with any of the professional staff. The Office of Campus Recreation has an open door policy and ensures all criticisms and/or suggestions will be treated seriously and confidentially.

2.4 Minor(s) Employment Policy

General Policy

- No persons under the age of 16 may be employed by the university
- Minors who are 16 or 17 may be employed under the following conditions
 - Employment must not interfere with the minor's health or well-being
 - Employment may not be during school hours when the minor is required to attend class

Restricted Occupations

- Minors must not be employed in connection with any of the following occupations, activities, or conditions
 - In establishments storing explosives or articles containing explosive components
 - Driving motor vehicles
 - Operating power-driven woodworking machines
 - Exposure to radioactive substances and to ionizing radiations
 - Operating elevators and other power-driven hoisting apparatus
 - Operating power-driven metal forming, punching, and shearing machines
 - Operating hazardous power-driven bakery machines
 - Operating circular saws and band saws
 - Operating packing, processing, or rendering equipment
 - Operating hazardous power-driven paper products machines
 - Working in wrecking, demolition, and ship-breaking operations

- Working in roofing operations
- Working in excavation operations

Exclusions

- The provisions of this policy shall not apply to any minor who:
 - has graduated from high school or has the equivalent of a high school diploma
 - is or has been lawfully married, or is a parent
 - is 16 or 17 years of age and not enrolled in school, or is lawfully excused from compulsory school attendance under Tennessee Code Annotated, Section 49-6-3005.

Copies of documents to support these three exceptions must be in the minor's personnel record maintained by Human Resources.

2.5 Position Descriptions

All positions are expected to comply with the following duties and responsibilities in addition to the ones listed for each specific job include but are not limited to:

- Represent the Office of Campus Recreation in a professional and mature manner
- Communicate and interact with a culturally and behaviorally diverse campus population
- Maintain a polite, considerate, and cooperative attitude
- Ability to communicate positively and effectively
- Enforce all facility/program policies, rules, and regulations
- Maintain all equipment and ensure proper use
- Maintain a neat and professional appearance
- Excellent customer service skills
- Detail oriented and self-motivated
- Attend all regularly scheduled training and/or meetings
- Model program values and expectations
- Go through Blood Borne Pathogen training
- Be able to meet all requirements to get onto payroll
- Ability to react calmly and effectively in emergency situations
- Perform other duties as assigned by supervisor

Each position below is detailed with job description, qualifications, duties and responsibilities.

Position Title: Field Maintenance

Job Description

Field maintenance staff is responsible for preparing fields for intramural competition.

Qualifications

- Flexible depending on field needs
- May require daytime, evening, and /or weekend shifts

Duties and Responsibilities

- Provide public relations for the intramural program
- Painting Fields
- Erecting Fences
- Transporting equipment
- Working up fields
- Mowing

Position Title: Fitness Center Attendant

Job Description

A fitness center attendant is responsible for ensuring the safety of participants utilizing the fitness center in the Student Recreation Center. This position reports to the Coordinator of Fitness for the Office of Campus Recreation.

Qualifications

- Current American Red Cross CPR, First Aid, & AED certifications
- Health & Human Performance majors and/or a completion of an academic strength & conditioning course are preferred, but not required.

Duties and Responsibilities

- Provide excellent customer service through interacting with participants, promoting incentive programs & fitness challenges.
- Be visible while working their shift & walk around the fitness center so participants have access to them.
- Complete the daily duty check list.
- Provide emergency care/response if necessary until more advanced care arrives.

Position Title: Group Fitness Instructor

Job Description

A group fitness instructor is responsible for leading safe and effective classes for the Office of Campus Recreation. Instructors are to design enjoyable classes that encourage participation and educate patrons on the benefits of exercise and healthy lifestyles.

Qualifications

- Current American Red Cross CPR, First Aid & AED certifications.
- Experience and background in a specific class offering.
- Audition teaching a class for Fitness Coordinator of the Office of Campus Recreation.
- Ability to communicate positively and effectively.
- Ability to teach and conduct safe & appropriate classes.
- Ability to respond promptly and appropriately to questions.
- Ability to teach all fitness levels and provide motivation to all participants.
- Ability to give modifications throughout class and encourage participants to exercise at their own comfort level and to take water breaks as needed.

Duties and Responsibilities

- Be on time and ready to teach when scheduled. This includes arriving 15 minutes prior to scheduled class time. Have a class format prepared, bring music if needed, and other items you may need during class.
- If participants do not show up for the class the instructor has to wait for at least 15 minutes before leaving.
- Monitor participants' intensity levels. Watch for signs of overexertion and have participants take periodic heart rate checks.
- Make yourself available for questions or comments following classes.
- Enforce all facility/program policies, rules, and regulations.
- Maintain all equipment and use properly.
- Inform Fitness Coordinator when unable to teach class and finds own replacement.
- Provide emergency care/response if necessary until more advanced care arrives.
- Inform Fitness Coordinator or Building Supervisor when accidents/injuries occur and help give the information for the UTM Report of an Occurrence Form.
- Greet all participants prior to class.
- Have knowledge of all class types and be able to provide members with class descriptions.
- Create a positive class environment that is non-competitive and non-threatening.

Position Title: Lifeguard

Job Description

Lifeguarding involves patron surveillance, ensuring the safety of patrons who utilize the pool for recreational purposes, and enforcing rules and regulations.

Qualifications

- Current American Red Cross Lifeguard, First Aid, CPR and AED certifications.
- Ability to operate independently within program standards of conduct and professional expectations.
- Early morning, evening and weekend availability

Duties and Responsibilities

- Attend monthly in-services and staff trainings
- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of an emergency
- Enforce all policies and procedures
- Performing Emergency Protocol when needed (CPR/AED or EAP actions)
- Inspect the facility and report unsafe conditions or equipment to the Aquatics Coordinator and/or Facility Manager
- Performs various maintenance duties as directed to maintain a clean and safe facility
- Swim 500 yards during their shift while on break

Position Title: Office Attendant

Job Description

An Office Attendant is responsible for providing positive service excellence and clerical support for the professional staff.

Duties and Responsibilities

- Assisting patrons
- Answering phone calls
- Selling daily guest passes
- Copying/filing
- Lost and found
- Delivering items on campus
- Inputting data

Position Title: Official

Job Description

An Intramural Sports Official is responsible for overseeing and refereeing intramural sports for the Office of Campus Recreation.

Qualifications

- Attain a score of at least 80% on all officiating exams
- Possess technical and detailed knowledge of game rules and officiating techniques

Duties and Responsibilities

- Control all games situations, which might occur during intramural team activity
 - Understand and enforce all game rules, including the spirit of the rules
 - Attend all regular scheduled training clinics and meetings
 - Prevent/mediate/resolve protests, conflicts, and disputes which arise during the game
 - Penalize those who violate the rules of the game
 - Ensure that no participants are wearing illegal equipment
 - Ensure team managers accurately complete team line-up cards
 - Complete and submit all scorecards to Intramural Sports Supervisor at the end of each game

- Provide a written report on all incidents, accidents, disputes, protests, fights, ejection's, etc., no matter how minor along with supervisor
- Wear the appropriate officiating attire to all games scheduled
- Assist Intramural Sports Supervisor/Coordinator in supervising sport activities
 - Prepare activity site by setting up/taking down any necessary equipment
 - Verify participant eligibility
 - Ensure sportsmanlike conduct of participants and spectators
 - Ensure that the consumption of alcohol does not occur at the Intramural activity site
 - Enforce all stated and implied Intramural policies concerning participants and spectators
- Supervise on-site safety of intramural participants and spectators
 - Visually, inspect the playing area to ensure a safe environment
 - Perform emergency procedures as qualified
 - Report all accidents to the Intramural Sports Supervisors or Intramural Coordinator
- Provide public relations for Intramural Sport Program
 - Communicate and interact with a culturally and behaviorally diverse campus population
 - Maintain a positive, polite, considerate, and cooperative attitude
 - Behave and appear in a fair, consistent, and professional manner

Position Title: Rec Check/Control Desk Attendant

Job Description

A Rec Check/Control Desk attendant is responsible for checking ID's, checking equipment in/out, equipment inventory, answering phone calls, selling daily guest passes, providing patrons information regarding Campus Recreation programs, facility events, and hours of operation. In addition, attendants will serve as an operator to assist the recreational supervisors on nights and weekends. Rec Check/Control Desk attendants must be service excellence oriented, mature, responsible, firm, and friendly when dealing with patrons.

Qualifications

- Current American Red Cross CPR/AED and First Aid certification
- Early morning, evening and weekend availability; flexible scheduling and break availability

Duties and Responsibilities

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of an emergency
- Enforce all policies and procedures
- Performing Emergency Protocol when needed (CPR/AED or EAP actions)
- Inspect the facility and report unsafe conditions or equipment to the Facility Manager
- Performs various maintenance duties as directed to maintain a clean and safe facility

Position Title: Recreational Supervisor

Job Description

The Recreational Supervisor oversees evening and weekend operations of the Student Recreation Center, Elam Center, Fieldhouse, and recreation fields

Qualifications

- Current American Red Cross CPR/AED and First Aid certification
- Classified as a sophomore upon their first day of work
- Have a minimum of a 2.50 cumulative G.P.A
- Demonstrate an appreciation and knowledge of various sport and recreation activities
- Must have a minimum of two semesters left of classes, not including an internship

Duties and Responsibilities

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of an emergency
- Enforce all policies and procedures
- Performing Emergency Protocol when needed (CPR/AED or EAP actions)
- Inspect the facility and report unsafe conditions or equipment to the Facility Manager
- Performs various maintenance duties as directed to maintain a clean and safe facility
- Supervise opening/closing of the SRC, Elam Center, Fieldhouse and recreation fields
- Early morning, evening and weekend availability; flexible scheduling and break availability

Position Title: Special Event Staff

Job Description

The Special Event Staff is often called upon to assist with the management, set-up, and strike of events in and around the facility. Some of the events include but are not limited to the following: concerts, picnics, Greek events, commencement, summer camps, leadership activities, etc.

Qualification

- Requires daytime, evening, and/or weekend shifts.

Position Title: Water Safety Instructor (Swim Instructor)

Job Description

A Swim Instructor is responsible for teaching children and adult swim lessons in the Learn to Swim Program.

Qualifications

- Current American Red Cross Water Safety Instructor certification
- Current American Red Cross Lifeguard Training, First Aid, CPR/AED certification
- Ability to operate independently within program standards of conduct and professional expectations

Duties and Responsibilities:

- Attend staff trainings
- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of an emergency
- Enforce all policies and procedures
- Performing Emergency Protocol when needed (CPR/AED or EAP actions)
- Inspect the facility and report unsafe conditions or equipment to the Aquatics Coordinator and/or Facility Manager
- Performs various maintenance duties as directed to maintain a clean and safe facility
- Greet all participants prior to class.
- Make yourself available for questions or comments following classes.
- Inform Aquatics Coordinator when unable to teach class and finds own replacement.
- Be on time and ready to teach when scheduled. This includes arriving 15 minutes prior to scheduled class time. Have a class format prepared and other items you may need during class.

2.6 Pre-hire Screening Employment Checks

Employment checks will be done. All job offers are pending clear or approved checks. Your employment information will be provided to the appropriate person(s) or agency(s) as needed. All information is kept confidential. The employment checks will include but are not limited to the following:

- Background Check

- Sex Offenders Registry
<http://www.nsopw.gov/%28X%281%29S%28eytck4553hbr0jzzse5ngf2o%29%29/Core/OffenderSearchCriteria.aspx?AspxAutoDetectCookieSupport=1>
- Tennessee Abuse Registry
<https://health.state.tn.us/AbuseRegistry/default.aspx>

2.7 Employee Evaluations

All Campus Recreation employees will be asked to participate in an evaluation process. The evaluation process is different for each position; however, the evaluation process is designed to be interactive and provide valuable information to both the employee and their direct supervisor regarding strengths, areas of concern, and opportunities for improvement. This interaction is an invaluable tool in developing a positive and productive work environment and improving the quality of the program. All student employees are evaluated a minimum of once a year. During intramural sports, supervisors, and professional staff will be evaluating an official's performance as an official on the field/court. These evaluations will be used as a learning tool to improve official's performance.

2.8 Employee Recognition

Campus Recreation is proud to have an employee recognition program in place that recognizes and celebrates outstanding job performance from its student workers. Student workers are the heart and soul of this program and are recognized for outstanding job performance, strong commitment to the program, and the willingness to go above and beyond the job requirements. Semester winners will receive things such as a t-shirt, sweatshirt, fleece, or other such item. Employees of the year will be awarded at the end of each spring semester and will have their name engraved on a plaque listing the names of all past recipients which hangs in the Campus Recreation office.

To be eligible to win the semester award, the student must be employed for at least one month and nominated by either a Campus Recreation student employee or professional staff member. To be eligible to win the employee of the year award the employee must have been employed for at least one semester. The recipient will be selected on the following criteria:

- Punctuality
- Dependability
- Positive Attitude
- Interpersonal Skills/Communication (Exhibits good personal and phone etiquette)
- Customer Service (Strives to satisfy the customer)
- Teamwork (Cooperates and works well with others)
- Productivity
- Self-Motivation
- Problem Solving/Decision Making Skills

Nominations will be solicited each semester and at the end of the year via an email announcement to all current Campus Recreation employees. We encourage all employees to submit nominations to recognize those deserving student employees for their excellent work on behalf of the Office of Campus Recreation. Awards will be given in the following categories: Aquatics, Supervisor, Fitness and Building workers.

Section 3.....PAYROLL

For students who have not been employed on campus before, you will need to come to the Office of Campus Recreation to initiate the process. You will need to fill out a W-4, I-9, and direct deposit form. You will also need to bring your checking account number (provide a copy of a voided blank check, if available). You must present two forms of acceptable unexpired documents for employment (must be originals – no copies accepted). A list is available on the back of the I-9 form. Our office can fax or e-mail you a copy of the I-9 for your convenience. You will not be eligible to work until all documentation is presented and paperwork is completed with the approval of the UTM Human Resources Office.

3.1 Biweekly Time Sheets

All student hours worked outside of normal Campus Recreational activity (Special Events) is to be submitted via a Biweekly Time Sheet (**See Appendix 15.4**)

- <http://iris.tennessee.edu/HR%20Misc/Forms/Biweekly.PDF>
- Biweekly Time Sheet completion process
 1. Employee name must be completed using legal name. Write last name first then a comma followed by your first name. example: Jane Smith should be documented as Smith, Jane
 2. Print date above the day you worked.
 3. Below the day you worked write the in time, out time, and position.
 4. Sign your name in the blank marked employee signature.
 5. On the back of the Biweekly Time Report write a detailed account as to why you did not clock in and/or out using your badge.
 6. Acquire the signature of the professional staff member for the area you worked.
 7. After the form is complete, give the form to Jenny Canary or Jennifer Stroh. If neither person is available, slide the Biweekly Time Report under the door of Jennifer Stroh's office. Please do not leave it lying on someone's desk.
 8. Biweekly Time Reports must be completed, signed, and turned in within two days of your worked shift. Failure to do so could result in a delay in getting paid for time worked.
- Missed Punches (**See Appendix: 15.6**)
 1. Employee must complete a Biweekly Time Report documenting missed punch and reason
 2. Detailed account of why you did not clock in and/or out using your badge must be documented on the back of the timesheet.
- Examples of explanations:

1. I was working out in the Fitness Center when Sally Jo who was working got sick. She asked me to cover the rest of her shift so she could go home. The supervisor on duty, Billy Bob, said it was okay.
2. I missed placed by badge last night. I will find it or replace it by the next time I work.
3. I was called into work to cover a shift for someone who did not show up. I forgot to get my badge.

3.2 Employment in Multiple Departments

Employees working for another department on campus must notify the Office of Campus Recreation prior to being hired or when status changes during employment. An employee with positions in two departments on campus must track their hours to ensure that said student does not work more than 40 hours per week.

3.3 Electronic Pay Statements

To view your pay statements go on-line to access your account.

- To access your pay statements through the secure website, sign on using your NetID and password. All university employees have a NetID assigned to them at initial employment.
- If you have questions on how to reset or change your password, please visit <http://payroll.tennessee.edu/paystatements/netid.htm> for campus specific instructions.
- When your pay statement for the current period is available on-line, you will receive an email with a link to the secure website where you can login using your NetID. The email will be sent to your NetID@tennessee.edu address. If you are not currently receiving email at this address or if you wish to have all email sent to this address forwarded to a different email account, visit <http://payroll.tennessee.edu/paystatements/email-forwarding.htm> for campus specific instructions.
- If you choose not to follow the link in the email or you wish to view a statement from another payroll period ending during the three previous calendar years, sign on to <http://utap.tenness.edu>. By signing on to the website without following the email link, a few additional steps are required to view the statement. Choose the Employee Self-Service tab near the top of the page and then click on the On-line Pay Statement link.
- If you have any questions, you may contact Phyllis Hammer in the Office of Campus Recreation (881-7745) or our campus payroll office (881-7845) for assistance.

3.4 Intramurals

On-site procedures: All Intramural Officials are required to clock in at designated stations at the Student Recreation Center or Elam Center. Will be required to assist the intramural supervisor with setup and breakdown at the beginning and ending of each shift. Officials must be clocked in by time that is on the WhentoWork schedule.

3.5 Payroll Process

Once the necessary paperwork has been submitted to the payroll office, it takes an estimated two weeks to be entered into the system and an additional two weeks to receive your first check via direct deposit.

- I-9 (**See Appendix 15.23**)
- Employees must clock in/out when reporting to and from work. Press the corresponding button for the area in which you are working. For instance, if you begin working in the pool and then transition to Rec. Check, press the corresponding button and swipe ID card again. This will change the account being charged.
 - For back up reasons, be sure to sign-in/out on the Daily Sign-In/Out sheet in Rec. Check when reporting to/from work (**See Appendix 15.10**)
 - If you forget to clock in/ out contact the Office of Campus Recreation immediately
 - Employees are expected to Sign-in/out for all shifts. (**See Section 5**)
 - for discipline procedures if employee does not clock-in/out.
 - Employees must clock themselves in and out. Do not clock anyone else in under any circumstances.
- Overtime has to be preapproved by a Campus Recreation professional staff member

- Overtime is when you work more than 40 hours (Mon thru Sun) during any given week. The 40 hours is a combination of all hours worked for the University. This includes hours you may work for another department.
- Employees are paid every other Tuesday. The pay cycle is from Monday to Sunday
- Employees cannot work more than six consecutive hours without taking a 30 minute consecutive break
- Individuals who work a private pool party or a special function and receive a special rate of pay (generally \$10 per hour) will not need to clock in but sign a Biweekly Time Sheet
- Individuals who teach swim lessons receive a special rate of pay, \$16.00 per hour, will not clock in, and must sign a Biweekly Time Sheet
- If at any time during your employment your bank account or home address changes, you must notify the Office of Campus Recreation and fill out the proper documentation as soon as possible
- W-2 forms will be ready for pick up toward the end of January. You can come to the office to retrieve this form until January 30. After January 30, all forms will be mailed to the home address you have on file with the Payroll Office

3.6 Student Employee Position Classification

- Entry level - Little or no previous training or experience, special duties can be taught
 - Fitness Center Attendant
 - Rec. Check Attendant
 - Office Attendant
 - Field Maintenance
 - Special Event Staff
- Skilled level - Requires certification or extensive training
 - Lifeguard
 - Water Safety Instructor (Swim Instructor)
 - Official
- Supervisor level - Supervisory position, require special training
 - Recreation Supervisor (Building/Intramural)
 - Group Fitness Instructor Certified TBD based on class and instructor certificate
- Specialty – Instructor position and/or specialized certification
 - Hydrobic Instructor \$10.00/hour
 - Group Fitness Instructor Apprentice \$10.00/hour
 - Fitness Instructors will be paid ½ their class pay if one or less attends the class
 - Fitness Instructors must average minimum of 5 participants for three weeks for the class to continue
 - Water Safety Instructor (Swim Instructors)
 - \$8.00/hour for 30-minute lesson
 - \$12.00/hour for 45-minute lesson
 - \$16.00/hour for 1-hour lesson

3.7 Wages

Wage Scale

	Entry	Skilled	Supervisor
Wage	\$7.25	\$8.00	\$8.25
*Special Event	Varies/\$10.00 max	Varies/\$10.00 max	Varies/\$10.00 max

* Special Events rates vary due to affiliation with The University of Tennessee at Martin.

Section 4.....Employment Policies

The Office of Campus Recreation depends on its staff to follow the proper policies and procedures. Following policies and procedures ensures the safety, security, and liability of The University of Tennessee at Martin, the Office of Campus Recreation, our patrons, and the program's employees.

4.1 Work Space

Work area should be kept neat and clean at all times. Do not let the area get cluttered with junk. If the area is cluttered when you begin your shift, please clean the area.

- Keep chairs, tables, equipment, etc. in an orderly fashion.
- Do not sit on the desk/counter tops or allow others to.

4.2 Accepting Other's Property

Do not accept the personal property of others/employees for safekeeping. If you do and it is damaged, lost, or stolen, you may be responsible.

4.3 Accident/Incident Reporting

The Office of Campus Recreation uses the University of Tennessee Report of an Occurrence form, http://safety.ag.utk.edu/erplan/report_of_occurrence.pdf, and an internal Perfect Form (**See Section 4.12**) when documenting an accident or incident (**See Appendix 15.2**). These forms are to be filled out immediately when an accident or incident occurs. They become legal documents upon completion. All reports should be turned in to the Student Services Specialist in the Student Recreation Center or Elam Center Facility Manager in the Elam Center.

- Make sure all information is current, accurate, and legible. Record full names, addresses, and telephone numbers. If the individual does not provide you with a telephone number, indicate on the form
- An occurrence form is to be filled out any time an accident or incident occurs or is observed. If a participant refuses care (Public Safety or medical personnel) be sure to indicate on form
- Be especially careful in recording times and types of injuries
- Note if the injured part is "right" or "left" when appropriate
- Do not make unsupported guesses. Write down only those injuries that are obvious. Do not editorialize on the form, only state the facts. Do not diagnose the injured participant's injury. You should use words like "possible sprain" or "possible fracture."

- Note if an ambulance is called, when it arrived, and any unusual circumstances on the occurrence form
- Make sure that all the necessary information is provided and the report is signed by the person completing the report
- If UTM police respond get the name of officer(s) responding and note in comments section under other information.
- Do not hesitate to add anything you feel is worth noting. The more detailed information the better

Do not trivialize the importance of filling out an accident report. Accident reports are the only legal proof we have in the event someone brings a suit against us.

4.4 Communicating with Patrons

When meeting and communicating with our patrons, employees should conduct themselves in a courteous, pleasant, and agreeable manner. When firmness is called for, fairness, and courtesy should still be present.

4.5 Computer Use

Only work related activities are to be performed on Campus Recreation equipment.

- Work related websites only
- Do not download any materials or programming
- Music must be appropriate and radio edited
- Do not save non work related materials onto computers

4.6 Confidentiality

Questions regarding injuries, accidents, and other sensitive issues should be directed to the professional staff member in charge. Your comments are to be expressed through Accident/Incident reports and with the professional staff member in charge. At no point are you to speak with the media or peers in casual conversation about an incident unless authorized by the appropriate university official.

4.7 Dress Code

Student staff must understand they represent the Office of Campus Recreation and must dress appropriately. Display of Greek letters, beer, cigarette, other university letters/logos, or tobacco logos are not allowed (this means hats, shirts, pins, shorts, tattoos, jewelry, etc.). Shirts need to be tucked in and hats should not be worn in the facility while on duty. No open toed shoes can be worn except for the lifeguards.

Control Desk and Rec Check: Campus Recreation staff shirt with khaki shorts/pants or blue jeans

Fitness Attendant: Campus Recreation staff shirt, athletic shorts, and tennis shoes

Lifeguards: One piece bathing suit, whistle, fanny pack, and rescue tube

Supervisors: Approved polo/mock, jeans or khakis (shorts or pants) but no yoga pants

4.8 Employee Breaks

Employees cannot work more than six consecutive hours without taking a 30 minute consecutive break.

Food and Beverages

- SRC: Snacks (candy bars, crackers and such) are allowed at the break room, Rec Check and the Control Desk. It is not allowed anywhere else. Please do not abuse this privilege by bringing full meals. Beverages are allowed at the control desk and rec check desk. Breaks are not paid for and arrangements must be made prior to or after your shift for eating. Water bottles are allowed.
- Elam: Food and Beverages are allowed within reason. However, breaks are not paid for and eating must not interfere with job duties.

4.9 Employee Supervision

The professional staff will be responsible for immediate supervision of employees and will reserve the right to change job assignments (**See Organization Chart, Appendix 15.40**). This may occur on a temporary basis when a personnel problem occurs and to correct behaviors of employees that are considered detrimental.

4.10 Homework/Studying

Doing homework while on the job is not permitted in any area.

4.11 Management of Patron Suggestions and Complaints

Patrons may approach you to express complaints, requests, or suggestions. If you are unable to provide a satisfactory answer (or action) rather than misinform them, you should politely refer them to a staff member who is able to provide assistance.

Helpful Hints:

- Listen to everything the person has to say
- Allow the person to express their feelings
- Try not to interrupt, let them finish
- Accept their feelings as valid
- Think before acting and never say or do anything you will regret later
- Always be polite no matter how you are treated
- Keep paraphrasing the facts
- Do not get caught up in their behavior or let their behavior become the problem
- Focus on the solution

If the patron persists have the supervisor on duty write down the complaint, get the name and phone number of the patron, association to the university, and let them know that the complaint will be referred to the appropriate supervisor.

4.13 Reporting to Work

Arrive at the appropriate time for your shift, wear the appropriate attire, clock in, and sign in. Be sure to ask the person you are relieving if there are any outstanding issues that you should be aware of or if they have started a task that needs completing. Come prepared to work and take the initiative to go above and beyond while performing your duties. If your replacement is not on time, please contact the office or supervisor on duty.

4.14 Scheduling

All employees are assigned duties and scheduled for work based off of their availability that they submit through the WhentoWork scheduling software. A new schedule will be released each month at dates to be predetermined for all facility and lifeguard staff. Intramural schedules will be released once a week due to hours of operations varying.

4.15 Substitution Procedures

It is each person's responsibility to secure a substitute using the WhentoWork scheduling software.

- **All employees must post shifts on the trade board.**
- **Employees are responsible for their shifts until another employee has picked up their posted shift.**

4.16 Termination Procedures

If a student employee chooses to terminate his/her employment a two (2) week notice is expected to be submitted to the appropriate Professional Staff member.

Performance Termination: (**See Section 5**)

4.17 Training

All Campus Recreation staff members are required to attend an orientation prior to the start of the fall and spring semester. This training is mandatory and is critical to the success of the Campus Recreation operation.

4.18 Visitation

You are not allowed to visit with friends at your workstation. Do not allow friends to come into the Control Desk or Rec. Check area. Lifeguards can only speak with friends while on break once duties are complete, and they are not allowed visitors while on the stand. Remember, you are here to work not socializing. This includes off duty employees.

4.19 Workers' Compensation: When An Accident Occurs

A common question asked by state employees is "What do I do if I have an accident and am injured while on the job?" This section will outline in basic terms what you should do if you or a coworker is injured while on the job.

- **Who to Notify:** If you have an on-the-job accident, **you should immediately notify your supervisor.** You should tell your supervisor exactly what happened, how it happened, who saw what happened, and whether you were injured as a result of the accident. If you are a witness to a work related accident where a fellow employee is injured severely enough that the involved employee cannot notify his supervisor, you should attempt to notify the supervisor for him/her. This may be as simple as calling the supervisor to report that an accident has occurred.
- **Seeking Medical Treatment:** If you have an on-the-job accident, which requires medical treatment, **you must choose a provider who is authorized in the state's workers' compensation network.** This will be the only physician authorized to treat you for your compensable injury. This means that the state will only accept and pay medical expenses submitted by this physician, unless your treating physician notifies Sedgwick or Prime Health Network that you have been referred to another network physician for treatment. The state will not pay any medical expenses you incur from a physician other than your treating physician or a network physician you are referred to by your treating physician.
- **When seeking medical treatment,** you should notify the doctor's office that you were injured while at work and that you will be filing a claim for workers' compensation benefits with the state.
- **Filing an Accident Report:** As soon as possible after an accident occurs, you or your supervisor should call the UT Martin Human Resources Department at 881-7845 and complete an accident form via telephone. Whether you are going to file a workers' comp or not you must report the accident within 48 hours to document. **(See Section 4.3)**

4.20 Employee Participation in Intramural Sports

Employees are encouraged to participate in all intramural sports. However, all employees will be held to a higher standard than other participants in terms of setting a good example and showing good sportsmanship to fellow participants, officials, and supervisors while they are playing.

4.21 Phone Use

Employees are **not allowed** to use cell phones/smart watches while working.

**Certain positions are allowed to carry and use cell phones due to job responsibilities.*

Section 5.....Disciplinary Procedures

It is the goal of the Campus Recreation staff to avoid executing disciplinary procedures against staff members. Staff members should consult with supervisors if there is a question related to policy or acceptable work behavior. Most issues may be avoided with proper communication and effort by our employees and supervisors. However, each employee must take responsibility for his or her individual performance. Violation(s) of employment policies or procedures is grounds for disciplinary action. The professional staff expects no problems from any employee, but if disciplinary action is necessary, it will be handled seriously. Professional staff reserves the right to judge each incident on its own merits.

5.1 Employee Incident Report/Discipline Letter

An employee incident report (**See Appendix 15.14**) will be filed for any violation in Campus Recreation policy. Student supervisors or professional staff may file these reports. All reports will be turned in to the appropriate professional staff member for review. A professional staff member will contact the employee, address item(s) in report, and place report in employee's personnel file. If warranted, a disciplinary letter will be issued to the employee detailing the violation and the corrective measures to be taken. Employees will sign incident report or disciplinary letter to verify meeting. Students will receive a copy of the disciplinary letter.

5.2 THREE STRIKES SYSTEM

A strike is a repercussion for actions that hinder work performance. Your job responsibilities are your first priority while on duty for Campus Recreation. Any activity deemed a hindrance to work responsibilities could result in a strike. All employees are seen as at will employees and the professional staff has the right to terminate employees at any time even without the employee receiving their three (3) write-ups.

Participating in the following actions without prior authorization from the professional staff or a Supervisor may result in a strike: (please note this not all inclusive)

- Eating while in the Fitness Center
- Making or receiving personal phone calls/texts while on shift
- Leaving the facility for reasons not required by job responsibilities
- Abusing privileges associated with Campus Recreation employment
- Participating in the following actions will result in a strike under all conditions:
 - Not performing job duties and responsibilities
 - Late arrival for scheduled shifts
 - Missing a scheduled shift without arranging a substitute, could lead to termination
 - Failing to attend a mandatory staff meeting without prior approval from the professional staff
 - Disrespecting participants, co-workers, or superiors

The Office of Campus Recreation will follow these procedures when issuing a strike:

1ST VIOLATION:

Employees will receive a verbal warning (written notification #1) and must meet with direct supervisor.

2ND VIOLATION:

Employees will receive a Written Warning (written notification #2) and attend a performance review meeting with the professional staff.

3RD VIOLATION:

Employees will receive a Termination Notice (written notification #3) and attend a termination/resignation review meeting with the professional staff.

EXTREME CONDUCT VIOLATIONS

Participating in the following actions are exemptions of the Three Strikes System and will result in immediate termination/resignation:

- Consuming alcohol or illegal drugs immediately before or during a scheduled shift
- Stealing from or vandalizing Campus Recreation facilities and equipment
- Inaccurately reporting hours worked
- Improper behavior on-duty or off-duty that affects job performance and/or violates public trust

5.3 30-DAY NOTICE

Campus Recreation professional staff may issue a 30-day notice to an employee who consistently performs below expectations. The notice, issued via written letter or email, will outline specific instances where the employee failed to meet performance expectations. The letter will also contain suggestions for improving job performance. The letter serves as a notification that the employee may be terminated in 30 days if significant improvement is not observed.

The professional staff will determine the employee's status as a Campus Recreation employee 30 days after s/he receives the letter or email. The employee will be notified and receive a written copy of the final decision in a meeting with the professional staff.

5.4 GRIEVANCE PROCEDURES

Campus Recreation is committed to fair and equitable treatment for all employees; therefore, we have established a system to resolve work-related issues between employees and supervisors. Campus Recreation employees will have two weeks from the date of a disciplinary action (not including 30-day notices or terminations) to submit a formal letter of protest.

Employees must submit a typed letter explaining the reasons for disagreement. Employees must be as thorough as possible, as the Grievance Review Committee will base their decision partially on the protest letter content.

The Grievance Review Committee will meet to discuss the protest letter. This committee will consist of the professional full-time staff and one randomly selected student staff member. The Grievance Review Committee will conduct the meeting according to the following protocol:

The strike-issuing supervisor will explain the situation warranting the disciplinary action. S/he will leave the meeting immediately following the explanation.

Then the student will have a right to explain their view of the situation. S/he will leave the meeting immediately following the explanation.

The Grievance Review Committee will read and discuss the protest letter.

The Grievance Review Committee will vote on the final decision after exhaustively discussing the protest letter. The final decision will be awarded to the majority vote. Every member of the committee must vote. The Grievance Review Committee will distribute the final decision via written letter or email to the supervisor and employee, and a copy of the final decision letter will be placed in the employee's permanent file. The letter will explain the final decision and outline the appropriate conduct for the supervisor and employee. If the committee decides against the disciplinary action, then the record of the infraction will be eliminated from the employee's permanent file. If the committee supports the disciplinary action, then the record of the infraction will remain in the employee's permanent file.

Section 6.....CASH HANDLING POLICIES

The University of Tennessee at Martin stipulates specific cash handling policies and processes. These processes and policies are rigorously enforced by The Office of Campus Recreation, The University of Tennessee at Martin, and state auditors.

6.1 Fusion Application

General Policy and Procedures/Cash Handling

- Login using your UTM username and password.
- All employees should have access to sales and checking out equipment.
- You cannot give change
- All sales need to be made by the user that is logged in during the transaction.
- All sales will need to have a customer account tied to the purchase.

6.4 Writing A Receipt

Writing a receipt should only be done if the cash register has problems, and we were unable to resolve them quickly. Below are the instructions on how to write a receipt.

- Any time money is taken a receipt must be immediately written/printed out
- Write receipts in numerical order. Do not skip pages or receipts
- Make sure cardboard is directly behind the yellow page of the page being written on
- Fill out receipts completely, write legibly, and press down hard enough while writing so information is copied to carbon copy.
- Be sure to include the person's first and last name
- Write out the total dollar amount under the person's name (like a check)
- Write the check number if one is used
- If you receive a check you must endorse the check with the First State Bank stamp
- Write a brief description of what the money is for (ex. Intramural flag football team COCSC men). This information is important for tax purposes
- Sign your first and last name
- Tear the white copy from the book and give it to the recipient
- Do not alter receipts for any reason
 - If a mistake is made, void the receipt
 - If a mistake is made after writing the receipt, do not try to correct it by writing on the yellow copy
 - Write on a separate piece of paper the explanation of what needed to be corrected and tape next to the receipt
- In order to void a receipt,
 - You must retain the white copy
 - Staple the white copy inside the book over the yellow copy and print **VOID** across it
 - Write a brief explanation on the white copy and have the supervisor sign off on the voided receipt
- If a refund is made

- Supporting documentation must include name, address, reason for refund, receipt #, dollar amount of refund, cost center, and signature of supervisor (or director)
- **DO NOT GIVE A REFUND WITHOUT THE WHITE COPY**

7.1 Equipment Checkout

The Office of Campus Recreation has a limited inventory of equipment. This requires all staff members to diligently maintain the equipment at all times.

- All equipment should be checked out through fusion.
- All equipment has a number associated to it that should be used when checking out equipment.

7.2 Equipment Rentals

- Check with professional staff on things such as special events equipment, facility equipment, outdoor equipment, or anything that might be in question. Any Campus Recreation employee can rent basic equipment as long as the checkout policies are followed.
- All equipment checked out must be recorded on the Equipment Rental Perfect Form available to professional staff. (**See Appendix 15.18**) When the items have been returned, return to the Perfect Form and confirm the return of all items.
- Outdoor equipment is only available to UT Martin students, faculty, and staff.
- All rented equipment will be available for pick-up Monday-Friday, 8:00 am - 4:00 pm. No equipment will be available for pickup on Saturday or Sunday.
- All rented equipment will be returned to the Campus Recreation office by 5:00 pm the date specified in the contract.
- Patrons will be charged a \$5.00 late fee for each day in which equipment is not returned according to the due date stated in the contract.
- All equipment must be returned in a clean and dry condition or a fee to have equipment cleaned or dried will be incurred by the renter.
 - Wet equipment – additional \$5.00
 - Excessively dirty (trash; organic and/or paper) – additional \$5.00
- All equipment will be returned in the condition in which it was received or customers will be charged a fee to have it fixed or replaced. Equipment's present market value will be charged for lost or seriously damaged equipment.
- Patrons need to understand that equipment may not be inspected until the day after it is returned. Patrons are responsible for all problems and charges found by the inspector.
- Each customer must present a current ID when picking up equipment and sign a contract for responsibility of all equipment rented.

7.3 Equipment Maintenance

- Be careful when inflating equipment (always moisten the needle and avoid overinflating).
- Inspect equipment before it is checked out and when it is returned.
- Return used equipment to its proper storage space.
- Keep an accurate account of all equipment.
- Report lost and/or damaged equipment (**See Appendix 15.11**)
- Remove damp jerseys from equipment bags to avoid mildew build-up.
- Handle equipment with care. **DO NOT:** Throw equipment; check out or use damaged equipment

7.4 Equipment Set-up

At various times you will be asked to set up equipment. Know where the following equipment is and how to properly set it up.

- Badminton nets
 - Elam: B12
 - SRC: Garage Storage Room
- Tennis standards and nets

- Elam: B12
- SRC, Arena & Field House score clocks
 - NEVCO Score Boards are in all areas
 - Plug in the score board
 - Set-Up wireless without shot clocks
 - To set clock, punch set, time, the amount of time i.e. 20:00 then yes period 1 or 2
 - To set the score punch set home/visitor score the score and enter. During the game you will most likely punch home/visitor score and then 1, 2, or 3.
 - To set possession punch next possession until it is where you want it.
 - To blast the horn just punch the horn key
 - To turn on the bonus lights just punch the bonus key until it is where you want it.
 - If you wish to use the foul counter, punch home/guest team fouls key then the number of fouls you need and then yes
 - To use the individual foul counts punch home player/guest player key and the number of the player and the number of fouls they have committed and then yes
 - To start the clock, flip the on switch and to stop it, just flip it off.
 - To use the time out timer, punch set, then time out timer. When it is up to 1 minute then you can punch the horn. Do not worry that the timer is still going, it will shut off on its own.
 - Portable Clocks
 - Plug in clock.
 - Set time by counting down or up.
 - Keep score by hitting the score button.
 - Everything else is self-explanatory.
- Volleyball nets in SRC, Arena and Field House (men and women's height)
 - Elam: B12
 - SRC: Garage Storage Area
 - Men's Height: 9 holes showing (pin in 10th hole)
 - Women's/Coed's: 7 holes showing (pin in 8th hole)
- Wallyball nets in SRC and Elam (Rec. Check)
 - SRC: Rec Check
- Portable Stage
 - Elam: Fieldhouse out door storage room and first racquetball court
 - SRC: Garage Storage Area
- Streamers/Stakes/Flags
 - Elam: Steaks in cage outside of racquet ball hallway
Flags in Rec storage hallway
Bending flags are kept in the outdoor room
 - SRC: Streamers only in Garage Storage Area
- How to raise/lower the goals in the SRC
 - SRC: Enter code 15214, hit "enter", hit "floor plan", select goals/curtain, press "raise" or "lower", MUST logout when finished
- How to raise/lower the curtains in the SRC and arena
 - Elam: enter code 1111, press "curtain", select curtain number based on diagram above key pad, press "raise" or "lower"
 - SRC: Enter code 15214, hit "enter", hit "floor plan", select goals/curtain, press "raise" or "lower", MUST logout when finished
- Turn on lighting system in SRC, Arena, and Field House
 - SRC: Located next to Intramural closet
 - Elam: Located by garage door on North East corner of Arena floor
 - Fieldhouse: Located on upper level on East side of gym
- Pop-up tents

- SRC: Garage Storage Area
 - Elam: Intramural Closet
- Ping Pong tables
 - SRC: Garage Storage Area
 - Elam: Arena floor during semesters and racquetball balcony in summer months
- Sound system: Fieldhouse – wireless microphones located in Facility Manager’s Office
- Sound System: SRC – steps to reset system after power outage
 1. Power system down by turning off white switch and then red switch
 2. Pull sound board out of the black box by pulling the handles carefully. Be sure not to tip the sound board. Best done with two people.
 3. Reach in and unplug the six power cords
 4. Wait 15 seconds then plug everything back in
 5. Turn red switch back on and then turn white switch back on
 6. System will reset itself and then should come back on
 7. Carefully push sound board back in black box
 8. If you have questions contact a professional staff member
- Turn on/off intramural lights
 - Located in Elam Rec Check directly above First Aid Box
- Portable sound system
 - SRC: Cage
- Blue mats w/Velcro
 - Elam: first racquetball courts and fieldhouse
 - SRC: Garage Storage Area
- Fencing
 - Elam: Rec hall way
- Intramural pads for light poles
 - Elam: pool balcony
- Special event equipment
 - Elam: Long Hallway by Rec Check and the Pool
 - SRC: back Storage Room “Garage”
- Intramural game equipment: flag football, soccer, softball, ultimate Frisbee
 - Elam: Rec Hallway and Intramural Closet
 - SRC: Intramural Closet

7.5 Intramural Equipment

- All equipment is to be put away in the proper storage areas: SRC Intramural closet, Elam Center Rec. Check, and/or the racquetball/pool corridor. All Intramural equipment is to be used for intramural activities only and is not to be rented out or used without prior approval from the Intramural Coordinator or Professional Staff member.

7.6 Leisure Recreation Equipment

- Stored in SRC Rec Check cabinets and Back Storage Room “Garage”
- Student Recreation Center available equipment
 - Badminton
 - Basketball
 - Bingo
 - 300 Piece Poker Set
 - Catch Phrase
 - Corn Hole
 - Football
 - Ladder Ball
 - Monopoly
 - Wii Sports and Wii Sports Resorts
 - Phase 10
 - Playing Cards
 - Pool

- Racquetball
- 5 second rule
- Rook
- Scattergories
- Scrabble
- Shuffleboard
- Soccer (Outdoor)
- Softball (gloves/bats/balls)
- Trouble
- Twister
- Uno
- Volleyball
- Wallyball
- Wiffleball
- Yahtzee

7.7 Outdoor Recreation Equipment

- The professional staff must check out all outdoor equipment.
- Backpacks are located in the SRC storage room.

7.8 Special Event Equipment

- The professional staff must check out all special event equipment.
- Equipment is stored in SRC storage room, Elam Center long hallway and Fieldhouse outdoor room.

7.9 Storage

- Employees are responsible for the upkeep of our storage areas.
- If you remove an item, put it back as you found it.
- If you see something out of place, take the initiative to put it back in its proper place.

7.10 Washer and Dryer

No personal laundry

Operating Instructions:

- Place laundry in washer and make sure door is latched.
- Fill detergent cup up to the line, and dispense detergent in section on the left side of the top of the washer.
- Press code 1 for jerseys and 2 for everything else.
- Press start. Laundry will be done in 30 minutes.
- Once laundry is washed, place in dryer with a dryer sheet. Make sure the heat setting is no hotter than medium.
- If drying jerseys, tents, or sleeping bags make sure setting is on low, if you are drying t-shirts or towels use the medium setting. Set timer for 20 minutes of drying with 5minutes for cooling.
- Make sure the door is closed and press start.
- Once laundry is done: clean lint trap, fold laundry and place in proper location.

Section 8.....OFFICE PROCEDURES

8.1 Complimentary Pass

Complimentary passes for the Elam Center may be issued to special guests or due to unexpected situations (**See Appendix 15.8**)

- Passes are kept in the Elam Center safe
- Passes are numbered
- A pass may be issued for an unforeseen situation in the facility, such as water contamination of the pool
- Passes are to be used to avoid giving a refund and at the discretion of the Supervisor and Rec Check worker
- When issuing a pass;
 - Document name
 - Date for use (shall not be for more than a month span to use the pass)

- Area of use (Pool, Arena, Racquetball Court)
- Issued by and have supervisor sign off on back of pass
- Document all passes issued on the back of the daily reconciliation sheet; name of patron, pass number, and reason. If not enough room on daily reconciliation sheet attach a piece of paper to sheet
- When collecting a pass for admittance, keep pass and include in money drop at end of shift. Office needs passes to document record of use

8.2 Keys

- Located in key lock box in SRC Rec. Check and key box in Elam Center by Rec Check
- Must use Skyhawk ID card to access lock box.
- Staff swiping ID to get keys is responsible for those keys.
- Green light means you have access to that particular key ring.
- Listing of keys and what they go to is located in the key lock box.
- Keys should only be used for official business.
- Keep keys with you at all times. At no time should you lose sight of keys.
- Return keys to lock box at end of shift.

Key Box Log: SRC (*Supervisor keys)

- #1 Elam Sub Master*
- #2 Building Master
- #7 SRC Intramural Supervisor*
- #8 SRC Intramural Supervisor*
 - 43A SRC Building*
 - Garage Door*
 - Gym sound box*
- #9 MTD Lawn Mower/Cadet*
- #10 SRC Rec Check & Garage*
- #13 Safe*
- #14 Univ. Center Display Case next to Old FC
- #15 SRC Supervisor*
 - 43AA – Building*
 - 43-3-Custodial closet*
 - WS-35 – Light switches for Rec. Check & men/women*
 - locker room*
 - CH751 – Fire extinguisher*
 - KA001 – Roll up garage doors*
 - Northeast UTB – Elevator*
 - HL300 – Turnstile*
 - Hafele 100T – Supervisor work station*
 - Ilco N54G (545) – SRC office - student worker desk*
 - A126 – Doors with alarms at the top*
 - Blank silver key – First Aid Kit in Rec. Check*
 - 102 – AED*
 - First Watch 684 – Gym Sound box*
 - DCF15 – key to the key box*
 - Versaguard c254A key to the sound controls in the gym*
- #18 Van Key
- #19 Display Case
- #20 Cash Register
- #21 Supervisor work stations*
- #22 MTD Lawn Mower only
- #23 Extra keys
 - LL268, LL302, Steelcase S100, 3 Windmill Keys, KA001, Ilco 523, Ilco 524, WS35, NSR251, Skeleton, Axxess 80, V56, 102

- #24 Professional staff
- #26 Van key*
- #27 Washer/dryer
- #28 Cash Register
- #29 MTD Lawn Mower only
- #30 MTD Lawn Mower/Cadet*
- #31 Gator*

ELAM KEY BOX

#33: Rec Check & Pool

- 1000X – Pool Key (#8)
- 1020X – Rec Check (#3)
- 33L24 – Main Athletic Office Suite (#3)

34: Elam Center Supervisor Keys

- 33L – Campus Rec Submaster (#8)
- 43AA3 – Campus Rec Storage (#1)
- 1080A – Women’s Visiting Locker Room (#4)
- 2052 – Athletic Training Room Storage (#10)
- 1075 – V.Vaughn Room & 3rd Floor Conference Room (#16)
- B13 – Athletic Storage (Arena Floor) (#8)
- B12X – HHP Storage (Arena Floor) (#19)
- 1021 SS – Sound System Fieldhouse (#2)
- CW – Catwalk (#1)
- 3963 (Green)– gate key to baseball, soccer & IM fields (#79)
- 3034A – Dance Studio (#11)
- 1115 – Volleyball Storage Closet (no #)
- 102 – AED key
- Wal-mart - ?
- DCTE 34 – Key to Key Box
- Allan Wrench – unlock and lock doors
- WTP1 – sprinkler key (silver)
- Skeleton Key for lights
- Fieldhouse Basketball goal key (used to raise/lower)

#35: Elam Intramural Keys

- 33L – Campus Rec Submaster (#7)
- 43AA3 – Campus Rec Storage (#2)
- WTP1 – sprinkler key (silver)
- CW – Catwalk (#2)
- 1021 SS – Sound System Fieldhouse (#1)
- B12– HHP Storage (Arena Floor) (#14)
- B13 – Athletic Storage (Arena Floor) (#9)
- 2001X – V.Vaughn Room & 3rd Floor Conference Room (#34)
- 2052 – Athletic Training Room Storage (#8)
- 3963 (Green) – gate key to baseball, soccer & IM fields (#80)
- MECH Soccer – Martin Parks and Rec. Soccer Lights (only on IM key set)
- 1115 – Volleyball Storage Closet (no #)
- 3034A – Dance Studio (#12)
- DCTE 35- Elam Key box
- Skeleton Light Key
- AED Key
- Trailer Padlock Key

#36: Gator

#37: Cadet & Lawn Mower

#38: Safe

- #39: Display Cases
- #40: Fire Alarm Box
- #41: Pool Balcony
 - EMK – Pool balcony doors (#127)
 - Master Lock 3582 – chair cable padlocks
- #42: Weight Room Cabinet
 - 2441
- # 48: Cash Register

8.3 Lost and Found

- Campus Recreation is not responsible for lost or stolen articles.
- Participants are encouraged to store all personal belongings securely in lockers.
- Staff members are not allowed to hold valuables or bags for participants.
- Items found will be tagged with a lost and found tag and placed in the SRC or Elam Rec. Check lost and found box. **(See Appendix 15.32)**
- Lost items are taken to Public Safety weekly or as needed.
- Items taken to Public Safety are signed for and documented on the Lost and Found form. Record of items is kept on file in the office. **(See Appendix 15.31)**
- Items found which appear to be of significant monetary value are to be taken to Public Safety that day. Be sure to fill out the Lost and Found form.
- Lost, confiscated or unclaimed ID cards will be held for one day and then sent to Skyhawk Card services on the first floor of the Administration building.
 - Cards not claimed by closing will be deposited into the safe for storage then taken to the card office by 10:00 am the following day.
 - Place card into a brown envelope stating date, reason, card owner, ID number, turned in by and supervisor.
 - Supervisor will drop ID card in safe and complete Dropped ID Card information sheet which is located on top of the safe. **(See Appendix 15.13)**
 - When delivering an ID card to card office, document who delivered, who received, date and time. Bring brown envelope back to the office for retention.
 - ID's can only be returned to their owner... not to a friend.

8.4 Memberships: SRC

Patrons using the Student Recreation Center are required to pay certain fees that are used to support the operation of the facility. Fees for students (except for online students) are included in the student fee payment each semester. Eligible members may acquire a membership for their spouses and/or dependents for an additional fee.

Proof of University affiliation will be required at the time of application. When purchasing family memberships, additional documentation is required. Documents required include but are not limited to the following: birth certificate, marriage certificate, legal guardianship. Membership qualification is limited to the following categories:

Student Memberships: UT Martin students are members (except for online students) of the Student Recreation Center and automatically receive access privileges during the semesters in which they are enrolled upon payment of their activities fees. Students not enrolled during the summer term but who attended the previous spring semester is eligible to purchase a summer membership for \$40. **(See Appendix 15.39)**

Graduating Senior Memberships: A graduating senior is eligible to purchase a membership for one semester following their graduation. The rate is based on the current student activity fee.

Online Student Membership: An online student may purchase a membership for the semester they are enrolled in online classes. The rate is based on the current student activity fee.

Student Family Memberships: UT Martin students may purchase access for eligible members of their immediate families and/or dependents. Family members are defined as spouses and children or dependents between the ages of 16 and 21. Children under the age of 16 will not be allowed in the Student Recreation Center; however a membership to the Elam Center is included. Each family member must have a Skyhawk ID to enter the facility. Proof of marriage and/or dependency may be required.

Faculty/Staff Memberships: Full Time Faculty and Staff holding an official University employee ID are eligible to purchase memberships to the Student Recreation Center. All faculty and staff will pay faculty/staff membership fees unless they are enrolled as a full time student (12 hours). **(See Appendix 15.37)**

Faculty/Staff Family Memberships: Full time regular faculty and staff holding an official University employee ID may purchase memberships for eligible members of their immediate families and/or dependents. Family members are defined as spouses and children dependents between the ages of 16 and 21. Children under the age of 16 will not be allowed in the Student Recreation Center; however a membership to the Elam Center is included. Each family member must have a Skyhawk ID to enter the facility. Proof of marriage and/or dependency may be required.

Retired Faculty/Staff Memberships: Faculty and staff who retired from UT Martin and hold an official retired employee ID are eligible to purchase memberships to the Student Recreation Center. The retiree may purchase a membership for his/her spouse. **(See Appendix 15.38)**

NOTE: Members of the Student Recreation Facility automatically have membership privileges in the Elam Center. Children under the age of 14 must be accompanied by an adult.

8.5 Admittance Policy: SRC

- The Student Recreation Center is for the use of UT Martin students and other authorized members of the University community (faculty, staff, spouses, dependents, retirees, and invited guests).
- A valid Skyhawk ID or membership card is required for admittance into the facility.
- Students, faculty, staff, and cardholders of the Student Recreation Center who forget their Skyhawk ID or membership card will not be admitted into the facility.
- Skyhawk ID's and membership cards are non-transferable and may be used ONLY by their owners.
- Guests must enter the Student Recreation Center with a member and pay a \$10 guest fee.
- Children under the age of 16 are not allowed in the Student Recreation Center.

Please Note: If an individual attempts to use an ID other than his/her own to access the facility, the card owner and the person using the card will be required to leave the facility. The offenders will be disciplined as follows:

- First offense: Individual(s) will have SRC access and Intramural privileges suspended for two weeks and incident referred to the Office of Student Conduct.
- Second offense: Individual(s) will have SRC access and Intramural privileges suspended for twelve weeks and incident referred to the Office of Student Conduct. Suspension can carry over into next semester.
- A non-UT Martin student caught trying to illegally access the facility will be referred to the Office of Student Conduct and be banned from the campus.

8.6 General Rules and Regulation: SRC

- Use of the Student Recreation Center (SRC) is for recreational purposes only and cannot be used for coaching or instructional purposes for private gain. Organized activities other than those approved by the Campus Recreation Office are prohibited.
- Children under the age of 16 are not permitted in the SRC.

- A member must accompany guests at the facility at all times. (2 guests per member)
- Patrons are expected to display acceptable social behavior while recreating in any of the recreational facilities. Individuals not complying with the established policies and/or procedures may be asked to leave the facility and may have all membership privileges revoked.
- Verbal and/or physical abuse toward an employee of Campus Recreation or Recreational Sports participant will result in immediate dismissal from the facility/playing field, with a possible one-year suspension of all Recreational Sports privileges. In addition, such incidents will be turned over to the Office of Student Conduct with the possibility of expulsion from the University.
- Abuse of property will not be tolerated. Violators may be subject to disciplinary process and asked to leave the facility immediately.
- No sparring involving physical contact, implements, or weapons that the Campus Recreation Staff (including student supervisors) deem unsafe is allowed.
- The Office of Campus Recreation reserves the right to take whatever action necessary to preserve the safety and integrity of facilities and programs.
- Fighting is not tolerated and will result in immediate expulsion from the facilities. Lack of cooperation will result in the campus police being involved.
- Food and drink products are not allowed in activity areas with the exception of water containers with sealable lids.
- No alcohol, tobacco products, firearms or illegal drugs are allowed in the facility.
- Consumption, or suspicious involvement with alcohol, will be reason for expulsion and possible exclusion from further recreational services.
- No pets other than service animals are allowed in the facility.
- Appropriate gym attire must be worn when utilizing an activity area. Proper athletic shoes and clothing are required.
- Daily equipment checkout is available at Rec. Check for SRC members at no additional cost.
- If you are hurt in any way at the SRC, you should report your injury/injuries to Campus Recreation staff personnel.
 - Any clothing item with enough blood that could be transferred to another surface when touched must be taken off and put in a biohazard bag.
- The Student Recreation Center and Office of Campus Recreation is not responsible for any personal belongings. Participants are encouraged to store all personal belongings securely in lockers.
- Approval to post flyers, signs, or posters on the bulletin boards in the SRC must be obtained from the Campus Recreation Office.
- Due to privacy concerns, cell phone use is NOT permitted in the locker rooms or bathrooms.
- The SRC is a single entry/exit facility. Entry and exit must always be through the front glass doors of the building.
- Facilities may be closed and/or reservations cancelled when warranted (i.e. special campus events, intramural sports, sports clubs, camps, maintenance projects, inclement weather). During official university holidays or breaks, the SRC may have abbreviated hours or may be closed. There are times we may have to close the facility or an activity area with little or no advanced notice.
- Questions and concerns regarding Campus Recreation Programs, personnel, equipment, and facility reservations should be directed to the Office of Campus Recreation or call 881-7745.

8.7 Membership Fees: SRC

Memberships may be purchased at any time throughout the year. All paid fees are non-refundable, and prices are subject to change. Applications, renewals, fees and IDs may be acquired and paid for at the Campus Recreation office Monday through Friday between the hours of 8:00 AM-5:00 PM. The list of memberships and the current fees are as follows:

Students

- Summer membership: \$40.
- Graduating Senior memberships: fall or spring semesters \$103
- Online Student memberships: fall or spring semesters \$103
- Student Spouse or Student dependent 16 – 21 years old: \$12 a month
- Student Family: \$21 a month

Faculty & Staff

- Faculty/Staff member: \$26 a month
- Faculty/Staff spouse or dependent (ages 16 – 21): \$42 a month
- Faculty/Staff family: \$50 a month
- Daily use (Only Faculty & Staff with valid Skyhawk ID): \$10/day

Retirees

- Retirees with UT Martin ID Only: \$26 a month
- Retiree plus spouse: \$42 a month

Guests

- Guests accompanying member (max 2 per visit): \$10/day each

Additional Fees

- Family member(s) Skyhawk ID: \$10 (replacement \$15)

Note: Methods of payments accepted: payroll deduction, cash or check

Daily Passes

Full Time Regular Faculty/Staff holding an official UT Martin employee ID is eligible to purchase a \$10 daily pass and bring a maximum of (2) guests with each visit to the SRC.

Guest Policy

All recreation center members are eligible to bring a maximum of (2) guest with each visit to the facility. All guests must register and pay a \$10 guest fee at the control desk. Members are responsible for the conduct and action of their guests. Members and guests must be involved in the same activity.

STATEMENT OF RESPONSIBILITY

Neither The University of Tennessee at Martin or the Office of Campus Recreation accepts any responsibility for ill health or injury sustained while participating in any of the recreational programs. No medical or ambulance expense incurred by a participant will be paid by the program or by the university. Program participation is on a voluntary basis. Individuals use the facility at their own risk. It is recommended that all participants undergo a prior physical examination and carry some form of health and accident insurance. If an injury does occur, it should be reported to the nearest Campus Recreation staff member. In the event that blood is involved in an injury, that person cannot continue to participate until the wound is properly cleaned and dressed. Any clothing with blood should be removed.

8.8 Memberships: Elam Center

Persons using the Elam Center are required to pay a membership fee that is used to support the operation of the facility. UT Martin students are members of the Elam Center and automatically receive access privileges during the semesters in which they are enrolled upon payment of their activities fees. Memberships for eligible participants may be purchased at the Campus Recreation Office weekdays between the hours of 8:00 a.m. and 5:00 p.m. Membership qualification is limited to the following categories (**See Appendix 15.35**).

Community Memberships: A community membership can only be purchased for the use of the Elam Center pool and racquetball courts. No community memberships will be available for the Arena floor, or Fieldhouse.

Family Faculty/Staff Memberships: Full time faculty and staff holding an official University employee ID may purchase memberships for eligible members of their immediate families and/or

dependents. Family members are defined as spouses and any children or dependents under the age of 21.

Faculty/Staff Memberships: Current full time faculty and staff have access to the Elam Center by presenting their employee ID.

Membership renewal – Renewal notices will be mailed one month prior to the expiration date of the membership.

Retired Faculty/Staff Memberships: Faculty and staff who retired from UT Martin and hold an official retired employee ID have access to the Elam Center. The retiree may purchase a membership for his/her spouse.

Senior Citizens: Individuals 60 & older qualify for the senior discount. Membership can only be purchased for the use of the Elam Center pool and racquetball courts. No community memberships will be available for the arena floor, or Fieldhouse.

Student Memberships: UT Martin students are members of the Elam Center and automatically receive access privileges during the semesters in which they are enrolled upon payment of their activities fees.

Student Family Memberships: UT Martin students may purchase access for eligible members of their immediate families and/or dependents. Family members are defined as spouses and any children or dependents under the age of 21.

MEMBERSHIPS ARE NONTRANSFERABLE AND NONREFUNDABLE.

8.9 General Policy: Elam Center

- The Elam Center is for the use of UT Martin students, Health and Human Performance Department, Athletics Department, and other authorized members of the University community (faculty, staff, spouses, dependents, and invited guests).
- A valid student ID, faculty/staff ID, retiree ID, community membership card, guest pass, or complimentary pass is required for admittance into the facility.
- Students, faculty, staff, and cardholders of the Elam Center who forget their Skyhawk ID or membership card will not be admitted into the facility.
- All participants are required to carry their I.D. or membership card with them at all times while using the facility. Only the identification cards mentioned above will be accepted as valid.
- Skyhawk ID's and membership cards are not transferable and may be used **ONLY** by their owners.
- Guests must enter the Elam Center with a member and pay a \$5 guest fee:
- An adult (16 years of age or older) must accompany participants under the age of 14 at all times. Any questions involving fees or eligible participant policies should be brought to the attention of the Facility Manager.
- **See Appendix 15.36**

Please Note: If an individual attempts to use an ID other than his/her own, the ID will be confiscated and sent to the Skyhawk Card office.

8.10 Membership Fees: Elam Center

<u>UT Martin Student</u>	<u>UT Martin Faculty/Staff</u>
Current Student – Free	Current full-time Faculty/Staff – Free
Student's Spouse	Faculty/Staff Spouse -
1 year - \$100	1 year - \$100
1 month - \$10	1 month - \$10
Student's Child -	Faculty/Staff Child -

1 year - \$100
1 month - \$10
Family Pass -
1 year - \$250
1 month - \$25

1 year - \$100
1 month - \$10
Family Pass -
1 year - \$250
1 month - \$25

UT Martin Retiree

UT Martin Retiree – Free
Retiree's Spouse
1 year - \$100
1 month - \$10

Senior Citizen (60 years and older)

1 year - \$100
1 month - \$10

Community

1 year - \$200
1 month - \$25
1 year Family Pass - \$400
1 month Family Pass - \$40

8.11 Office Rules

- All office equipment (computers/copiers) is off limits except for student computers in office.
- Staffs' desks in the office are off limits--don't go through or take anything from them. Respect other's property.
- The copy machine is used for business use only. Staff must enter their assigned code to operate copier.
- Food must be consumed in the Break Room, Lobby, or Conference room in the SRC.
- Food must be consumed in Rec Check on the lower desk in the Elam Center.

8.12 Phone Use

- Smile while answering the telephone. When a person answers the telephone, they are one of the first contacts a patron has with The University of Tennessee at Martin. By physically smiling when answering, one's tone is automatically friendlier. A friendly voice at the other end of the line ensures good service excellence. When answering the telephone, identify yourself, your office and your organization in a few words. Maintain a cheerful and considerate attitude and be kind, helpful, and interested.
- Answer all phones with "Good Afternoon, thank you for calling the Office Campus of Recreation, how may I help you", etc.
- Do not make long distance phone calls without prior approval from the professional staff.
- To place an outside call:
 - Dial 9 to receive an outside line
- To transfer a call:
 - Depress hook switch
 - Dial extension number to receive call
 - Hang up
- To place a call on hold:
 - Depress hook switch
 - Dial *0
 - Do not hang up phone until you are ready to resume the call (upon hanging up the phone the call will ring you back)
- Using one phone to answer another phone:
 - Lift handset and dial #4
- If the phones are ringing, and you are helping someone, ask the person if they could hold on for a moment so you may answer the phone. Then proceed with helping the person.
- Always acknowledge anyone who is standing at the desk or in the office. If there is a group of people do your best to be as helpful as possible.
- Transferring Calls

- Find the number you need to transfer to and tell the person on the phone the number you are transferring them to.

8.13 Radios

- Radios are located on the counter top in SRC and Elam Center Rec. Check.
- When placing a radio in the charger, make sure the radio is turned off and the red light on the charger is on.
- Radios must be placed in the chargers when not in use.
- Radios being used are required to be secured in a holster and worn on a belt around the waist. Never carry a radio without a holster.
- To operate the radio, push in the button on the side when you wish to speak and release it when finished. (Campus Recreation uses channel 1)
- Maintenance also uses channel 1 and has overriding use.
- **Radios are for business only.** Do not use them for casual conversation.
- Public Safety monitors the Campus Recreation radio frequency.

8.14 Recreational Membership Cards

Elam Memberships

- Have the new member fill out the Elam Membership Form (**See Appendix 15.35**) and take payment
- Completed Membership Form is to be given to the Aquatic and Leisure Rec Coordinator
- The Aquatic and Leisure Rec Coordinator will create the appropriate membership card
- New member cards will be left in Rec Check in the Money Bag (**See Appendix 15.34**)

SRC Memberships

- Know and understand the different memberships and prices so you can explain rates to those who inquire about Rec. Cards.
- Supervisors and Professional Staff, only, may sell the Student Summer Membership pass for \$40.00. After selling the pass, place the application on the secretary's desk with the receipt number on the application (**See Appendix 15.37-15.39**). The professional staff will activate the card the following business day.

Section 9.....UNIVERSITY POLICIES

9.1 AED University Policy Plan

Campus Recreation manage's and oversees five AED's at the following locations:

1. Student Recreation Center on 1st floor outside Fitness Center doors
2. Student Recreation Center on 2nd floor outside
3. Elam Center 1st floor just outside pool doors
4. Skyhawk Fieldhouse on 2nd floor walk/jog
5. Campus Recreation for field use
6. Elam Center outside walk/jog balcony

All units in the buildings will be accessible by building occupants during the times that the buildings are open or occupied.

The AEDs will not be used off of the university campus with the exception of the unit assigned to the Campus Police (if requested).

- Training Requirements: All UTM personnel who have been designated as AED Responders are required to successfully complete a course of training in CPR and the use of AEDs that has been approved by the American Red Cross.
- Maintenance and testing
 - The Phillips Onsite is very simple to maintain. The Onsite performs a self-test every day. In addition, a battery insertion self-test is run whenever a battery is installed in the device.
 - Periodic checks will be made and recorded to determine that the green light is flashing which indicates the device is ready for use.
- Contact Personnel
 - Ted Council, Safety Officer, 731-881-7602, Office of Environmental Health and Safety
 - Doug Sliger, Emergency Management Coordinator & Safety Specialist, 731-881-7583, Office of Environmental Health and Safety
 - Medical Director, Dr. Susan Lowry, 731-587-9511

UTM's AED program is registered with Weakley County Ambulance Service, Martin Fire Department, and Weakley County 911 Communications Center.

AED Response Protocol

- **Using an AED**
 - If you find that a victim is **NOT** breathing and **DOES NOT** show signs of circulation, you should follow the steps outlined above. As soon as an **AED** becomes available, you should perform the following steps:
 - Turn on the **AED** and place the pads on the victims' bare chest on the **upper right** and **lower left** side.
 - Once the pads are in place wait for the **AED's** prompts.
 - Remember the general precautions when using an **AED** such as:
 - Make sure the victims' bare chest is as dry as possible
 - **DO NOT** use alcohol prep pads to dry the victim
 - **DO NOT** touch the victim once the **AED** is analyzing or defibrillating
 - **DO NOT** use when in contact with water
 - **DO NOT** use around open flames or oxygen
 - **DO NOT** use radios or cell phones within 6 feet of an **AED**
 - **DO NOT** use the Adult pads on a victim that is less than 55 pounds, use the pediatric pads
 - With a gloved hand remove any medical patches that you find on the victim
 - Be sure not to place pads directly over metallic jewelry or body piercings
- Police Dispatcher
 - Immediately dispatch an officer and call for an ambulance. The ambulance should be summoned right away. (DO NOT wait for the responding officer to arrive and authorize).
 - Upon arrival of the responding officer, obtain as much pertinent information as possible and communicate to EMS.

Once EMS is on the scene they are in charge of further rescue efforts for the victim.

Notification

- Following any event involving the use of an AED, the responder must complete the AED Use Report. **(See Appendix 15.3)**
- Campus police must then notify the UTM Office of Environmental Health and Safety to ensure that supplies are restocked.

9.2 Drug and Alcohol Free Work Environment

Drug Free Environment

- It is the policy of The University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on university property or during university activities.
- Violation of this policy is grounds for disciplinary action--up to and including immediate discharge for an employee and permanent dismissal of a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The university is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use or alcohol abuse assistance or rehabilitation program.
- Individuals who are paid by The University of Tennessee from federal grants or contracts must notify the University of any Criminal Drug Statute Conviction for a violation occurring in the workplace within five days after such conviction. The university is, in turn, required to inform the granting or contracting agency of such violation within ten days of the university's receipt of notification.

Drug Screening

- To maintain a safe and drug-free environment, The University of Tennessee campuses and institutes may establish procedures to perform screenings for controlled substances and alcohol within areas or positions of employment that affect the public welfare or safety, or where such screenings are required by federal regulations, such as those developed by the Federal Highway Administration and Federal Aviation Administration. In addition, screenings are permissible where there is reasonable suspicion of drug or alcohol use.
- Each University of Tennessee campus or institute conducting such screenings shall develop and document the necessary screening procedures. The procedures shall identify specifically the positions and locations that will require testing, the conditions under which the screenings will be conducted, and the specific plans for conducting the tests. Before implementation, all plans and procedures for such screenings must be approved by the Senior Vice President and Chief Financial Officer and the General Counsel. Costs of all required screenings will be borne by the individual campus or institute of the University of Tennessee.
- A complete set of the drug screening procedures for employees in positions requiring the use of a commercial driver's license (CDL) is available for those employees and their supervisors from their campus or institute human resources office. The procedures discuss the types of screenings, when and how they are to be conducted, and the actions that will be taken by the university should the employee receive a confirmed positive alcohol or drug test.
- https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=POR_TAL&p_policy=HR0720

9.3 Golf Cart – Utility Vehicle Operating Information

- All members of the university community are governed by this policy (students, staff, faculty, and contractors/vendors). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of The University of Tennessee at Martin.

- Possess a valid Tennessee driver's license.
- Know and adhere to the State of Tennessee motor vehicle laws.
- Note: UT employees who will be operating carts are required to obtain a Tennessee driver's license within thirty (30) days after: commencement of such employment or notice that they will be operating a cart as part of their job duties. Full-time out-of-state students who have a valid driver's license from their state of residence are exempted from the requirement of obtaining a Tennessee driver's license for only that period of time allowed by Tennessee law.
- The safe operation of carts is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of Tennessee, could result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.
- Minimum safety features for carts acquired by departments prior to effective date of this policy are to include.
 - Carts must be four-wheeled vehicles – **No three-wheeled vehicles.**
 - All original equipment safety features must be kept in good working order.
- The following outlines procedures for the safe operation of carts:
 - Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts.
 - The speed limit for carts is **15 mph.**
 - All carts are prohibited from operating on the roadways of the campus **except** when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists. In most cases, sidewalks are to be used while **right-of-way is to be rendered to all pedestrians.**
 - The crosswalk with curb cuts between the Administration Building and the stadium parking lot, and the crosswalk connecting the sidewalk north of Brehm Hall and the Farm Road have been designated as the routes to be used for crossing University Street.
 - Note: Operators are to use due caution in crosswalks. Carts using pedestrian crosswalks **DO NOT** have the right-of-way.
 - The operator must report any accidents to the Department of Public Safety and to the operator's supervisor. The Department of Public Safety will forward a copy of the accident information to Environmental Health and Safety.
 - Modification or tampering with a cart's governor is prohibited.
 - Operators may not wear headsets while operating carts.
 - Operators are prohibited from operating carts on roadways outside the boundaries of the university.
 - Operators are prohibited from operating carts inside, under, or through the confines of university buildings.
 - Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
 - Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
 - Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
 - The name of the university department and university identification number (provided by Physical Plant at the department's expense) must be displayed prominently on university owned carts. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) on their carts at the owner's expense.
 - Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.

- Operators must park carts away from heavily traveled pedestrian areas or in designated cart parking areas.
- Cart operators are not to block the path or limit pedestrian access on walkways.
- University-owned carts are to be used for university business only.
- Any cart operated after dark must have operable head lights.
- To assist in maintaining the beauty of the campus, cart operators must drive on the sidewalks or other paved surfaces and use extreme caution to keep all wheels on the pavement when turning corners.
- University-owned carts are to be maintained in accordance with manufacturer and Physical Plant's recommended service schedule.
 - Repairs and regular maintenance are the responsibility of the department/program owning the cart. The departments/programs are financially responsible for all repair and maintenance costs (labor, parts, and supplies). The department/programs is required to keep all preventative maintenance and repair records related to the cart; however, for those services provided by Transportation Services, Transportation Services will keep such records.
- Personally owned carts are prohibited from operating on university property. However, special consideration will be given to ADA accommodations.
- All Campus Recreation employees that drive either the gator or cub cadet must sign a form stating they have read the policies and understand the responsibilities of operating these vehicles.

9.4 Non-discrimination Policy

The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax, equityanddiversity@utm.edu, <http://www.utm.edu/departments/equalopp/>.

9.5 Sexual Harassment Policy

- The University of Tennessee unequivocally opposes the sexual harassment of its employees. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with federal regulations, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- The university prohibits any retaliatory action against an employee for opposing an action that he or she believes to be sexual harassment, including the filing of an internal complaint or grievance or a charge with a state or federal civil rights enforcement agency.
- Campus Recreation takes sexual harassment among employees very seriously. Refrain from any and all actions which may be construed as harassment. This includes but is not limited to sexual comments, innuendoes, use of position or job to obtain personal information or to make sexual advances, physical contact or interaction (even between consenting adults).
 1. NO MEANS NO!

2. If you think you have offended someone, try to discuss the matter directly and apologize, and don't engage in the behavior again.
3. Refrain from telling jokes that demean men or women.
4. Speak up when you see someone harassing another individual. IF you are feeling uncomfortable, there is a chance that other people are feeling uncomfortable too.
5. If you feel as if you have been the victim of sexual harassment, please report it to the professional staff immediately.

9.6 Truck and Van Policies

- University vehicles may be used only for transportation activities associated with conducting official university business.
- University vehicles may not be used for private business, personal, or recreational purposes. Personal use, however, is allowed for certain employees (go to UT Travel policies for more information for personal use).
- University vehicles may not be driven to or from an employee's home except as authorized in this policy.
- Only authorized drivers may operate university motor vehicles. Authorized drivers are limited to university employees (including student employees), members of the Board of Trustees, and registered volunteers who perform services for the university. (Student employees are authorized provided they are in work status at the time of operation, have departmental approval, and their duties include vehicle operation.
- Drivers of university vehicles must have a valid driver's license from a U.S. state or territory or an international driver's license. Drivers of university commercial vehicles must have the appropriate license for the class of vehicle as required by the Tennessee Department of Safety.
- Drivers must sign an **ACKNOWLEDGMENT OF POLICIES GOVERNING THE OPERATION OF UNIVERSITY VEHICLES FORM (See Appendix 15.48, p.171)** and a **VEHICLE USE ACKNOWLEDGMENT FORM (See Appendix 15.49, p. 172)** before operating a university vehicle.
- Drivers are responsible for practicing safe driving, protecting university vehicles, following all traffic laws, and for all penalties and fines for traffic and parking violations.
- Authorized passengers in university vehicles are limited to university employees, students and guests participating in university activities, and family members who are accompanying the employee on official travel. Non-employees are not permitted to drive university vehicles, except mechanics in the normal course of providing repair services. When family members accompany an employee on official travel, the driver must ensure that the vehicle is used only for transportation in connection with the trip and that no additional expense is incurred for personal use.
- Claims for worker's compensation, personal injury, or property damage arising out of an employee's operation of a university vehicle in the course and scope of employment are covered under the Tennessee Claims Commission Act. Incidents involving injury to a university employee should be reported immediately in accordance with the university's human resources policy and procedure on worker's compensation
- Additional information on the university's vehicle use policy may be found in the *Driver's Reference Manual* located in the glove compartment of UT vehicles.

Section 10.....POSITION POLICIES AND PROCEDURES

Smile! Be sure to represent the Office of Campus Recreation well. You are the first person patrons interact with and your actions dictate how our patrons view the program.

10.1 Basic Policy and Procedures

General Rules: pertinent to all positions

- Smile! Be sure to represent the Office of Campus Recreation well, you are the first person from the Office of Campus Recreation that people see
- Do not let friends stand in or around work area to chat. You are here to do a job, not socialize
- Do not use the phone for personal calls
- You may have food and beverage while you are at Elam Rec Check and beverage at SRC Control Desk or Rec Check, but keep it off the counter
- If you need to use the restroom, you must have someone “fill-in” for you. **NEVER** leave the cash register unattended. If money disappears, you will be responsible.

- Only colleagues trained in your shift area may substitute for you. Do not arrange a sub to fill in who has not been trained to work in that area. Report your sub in the SRC Control Desk Notebook (**See Appendix 15.16**).
- Do not provide change
- Radio use: **See Section 8.13**
- Cleaning: Student workers are required to keep workstations neat and free of trash at all times. This may also entail mopping/vacuuming, if necessary, as well as on-going straightening of the areas. Take the initiative to pick up in other areas.
- All student must abide by the specific dress code for the area being worked (**see Section 4.7**)

10.2 Control Desk: SRC

Opening

- Clock in/sign in.
- Have professional staff or student supervisor get cash bank out of safe.
- Get receipt book (only if register is not working), count money (\$300), sign daily bank log, and fill out daily reconciliation sheet (**See Section 6**)
- Radio.
 - Make sure it is turned on
 - Ensure channel location: channel one (1)
- Turn on lights.
 - Key control box located in Rec Check between the Intramural Closet Door and the Laundry Room Door.
 - Individual lights must be turned on throughout facility (restrooms, Group X Room, etc.)
- Turn on sound system if not already on.
 - Located at the control desk in large black metal cabinet.
 - All controls should be preset. Do not change settings!
 - To turn on press white (one on the left) button once and then once again to turn off
 - Do not touch any other buttons, dials, or switches.
- Turn on lobby TV's.
 - Remote located at Control Desk and Fitness Center Desk
 - TV's located by Main Office entry door and gym should be set on an appropriate channel
 - Main lobby TV should be located on ESPN
 - Fitness Center TVs should have one unit on channel 66 and the others on various ESPN/Sporting channels
- Turn on computers, and open up alarm monitor system, and video viewer system
 - Sign-in: crstudent
 - Password: Recstudent11
- Enter the Rec Check information by using the Control Desk computer AND the Rec Check Computer. There is a file saved on both computers on the desktop. Make sure you are saving and closing the excel documents when switching from Rec Check opening/closing. It is not possible to have the document open at the same time.

During Shift

- Smile! Greet each patron
- Review and become familiar with weekly facility schedule and meeting minute notes in control desk notebook
- Monitor door alarm system and notify supervisor on duty when alarm has been triggered
- Make any necessary announcements using the sound system microphone
- Write receipts for guests to use facility, if cash register is not operating correctly. (**See Section 6.4, p. 31**)
- Equipment Check Out: **See Section 7**

- Monitor patron access through turnstiles
- Document patrons with invalid badge on SRC Access Verification sheet (**See Appendix 15.1**). Do not let them access the facility. Inform them someone will check their access issue the next day. They are welcome to call the office the next day to see if they have been granted access. Inquire as to why their ID may not work (new ID card or taking online classes) and document response
- Document person or persons caught using someone else's ID to access facility (**See Section 15.25**)

Shift Change and Closing

- Relay any pertinent information to incoming staff.
- Conduct procedure for turning in cash bank.
- Shut down and turn off computers, lobby TV's, and sound system if working last shift of the night.
- Clean area before you leave.
- Clock out/sign out.

10.3 Fitness Center: SRC

Duties and Responsibilities

- Clock in/Sign in: **See Section 3**
- Smile! Greet patrons. Answer questions and give help where you can. If you are unsure about a question from a patron try to find someone who can help. Call the Fitness Coordinator, supervisors, or more experienced student staff to help. Do not leave patrons without answers.
- Complete all shift duties. See Fitness Center notebook.
- Must remain in the Fitness Center.
- Know the rules of the Fitness Center and enforce them in a firm but tactful manner.
- Provide a safe and secure environment for working out. Be available to assist patrons with spotting, demonstrations, explanation of equipment, or any other needs.
- Do not prescribe workouts, diet plans, etc.
- Only approved music can be played in the Fitness Center.
- Cell phones & laptop computers are prohibited.

10.4 Lifeguards

Lifeguard Training

Opening Duties

- Clock in/out and sign in/out
 - The Kronos clock is located on the wall by the AED and Key Box. The sign in sheets are located on a clipboard in Rec Check.
 - When clocking in push the blue button labeled Lifeguard, swipe the red Kronos strip on your Skyhawk ID and make sure your name pops up on the screen. When clocking out swipe the red Kronos strip on your Skyhawk ID.
 - What to do if you mess up clocking in/out
 1. Do not continue pressing buttons
 2. Fill out sign in/out sheet as usual; be sure to note time in/out
 3. Indicate the missed swipe by marking the column "Did not swipe badge"
 4. Contact Jenny or Jennifer
 5. Completely fill out bi-weekly timesheet with name, date, time, location, explanation sign/date and get professional staff to sign/date and return to Jenny
- Swipe ID using black strip to access key box to get keys located in slot # 33 out to unlock Rec Check to sign in/out and unlock Pool door
- Turn on the overhead and underwater pool lights

- If it is cold turn on the heaters
- If it is 80 degrees or hotter open the garage doors
- Turn on the pool radio
- Open the hallway door and turn on the lights in hallway and in both locker rooms, make sure to prop the women's locker room door and leave it opened
- Check for anything out of the ordinary in and around the pool
- Organize tables and chairs

Basic Things to Know:

1. Once opening duties are complete get your whistle, fanny pack, and rescue tube and take the stand(s)
2. During morning swim/noon swim sit in the lap lane stand
3. In the afternoon/weekends rotate every 15 minutes (male/female if possible) and on your break check your designated locker room and swim your 500 yards (10 laps)
4. During the semester once noon swim is finished turn pool operation over to Mrs. Donna McBeth for class.
5. During the summer once morning swim has finished turn the pool operation over to the swim instructor(s) if lessons are taking place.
6. Any lifeguard caught with their cell phone on the stand will be relieved of their duties and employment with Campus Recreation will be terminated.

Fitness and Recreational Swim:

1. Fitness swim is lap swim and shallow water exercise only. Children are only permitted during fitness swim if participating in lap swim.
2. Recreational swim includes free play in the shallow area, fitness swim in the lap lanes, and diving board activities in the deep end.

Pool Guidelines and Safety Rules:

- Proper swim attire is required. No street clothes, denim shorts, or thong bathing suits are permitted.
- Non potty trained children must wear a swim diaper.
- Gum and Band-Aids must be deposited in the trash cans before entering the water.
- Non Swimmers must be within arm's reach of a parent/adult at all times.
- Non Swimmers must remain in the shallow end at all times.
- **Absolutely NO DIVING** into shallow water.
- No running.
- No horseplay, excessive splashing, dunking, chicken fighting, or pushing allowed.
- Do not hang on lane ropes.
- Kickboards are for lap swim only.
- No glass containers allowed.
- No children under the age of 14 allowed unless accompanied by an adult (16 or older).
- Shower before entering the pool.
- No Smoking.
- The pool will be cleared for approximately 30 minutes in cases of bad weather (lightning strikes, tornadoes, etc.).
- Rental guests are restricted to the swimming pool and locker rooms. They are not allowed into other parts of the facility.
- Please keep chairs, tables, and personal belongings clear of exits and rescue equipment.
- Respect your lifeguards... they are here for your safety.

Diving Well Rules:

- One person allowed on ladder or board at a time.
- Only one bounce per dive.
- Forward dives only. No backward flips, dives, etc.
- No flotation devices allowed while jumping off of diving board (goggles, life jackets, or floaties).

- No running.
- No swimming in diving area.

Pool Parties:

1. All parties are booked by the Aquatics Coordinator; no reservations can be made at Rec Check. Only two pool parties will be booked per two hour time slot.
 - Parties may be booked on weekends from 1:00-3:00 pm or 3:00-5:00 pm.
 - Parties during regular hours of operation will cost \$3.00 per person whether swimming or not.
 - Private Parties require a \$75 non-refundable deposit a week prior to the party and pay the remaining balance on the day of the party.
 - Private Party (less than 40 people) \$215 for two hours.
 - Private Party (40-65 people) \$255 for two hours.
 - Private Party (65-85 people) \$295 for two hours.
2. Each party section will be provided tables and chairs to be utilized during the booked party time.
 - Parties can only be booked for children 7 years old and older.
 - Children 2 and under gain free access when accompanied by a paying adult.
 - Non swimmers must be accompanied in the water by an adult at all times. (1 adult per every 2 non swimmers).
 - Non swimmers must remain in the shallow end at all times.
 - Parties may bring food, drinks, and presents, but no glass containers are allowed in the pool area. (Food and drinks are only permitted in the designated pool party area).
 - No flotation devices other than water wings or life jackets are permitted in the pool.
 - Proper swim attire is required. No street clothes, basketball shorts, or denim shorts.
 - Non-potty trained children must wear swim diapers.
4. Upon arrival please have party attendants sign in at Rec Check so we can keep track of the number of individuals attending. At the conclusion of the party please pay the Rec Check attendant.

In case of an emergency:

1. Respond to the incident/emergency at hand; blow the whistle appropriately to respond
 - 1 whistle blow to get the attention of a patron
 - 2 whistle blows to get the attention of another lifeguard
 - 3 whistle blows you are entering the water to make a rescue
 - 1 long whistle blow you suspect a head, neck or back injury
2. Have the down guard contact the Rec Check worker and have them call 911 and get the supervisor or professional staff on duty
3. Secondary guards clear the pool and assist with the primary guard.
4. Once public safety or EMS responds turn over the situation to them and remain there to assist if needed.
5. Assess the situation and determine if the pool should be closed or if you should resume operation as normal.
6. After the incident/emergency meet with the supervisor or professional staff to debrief and document all information about the situation.

In case of power outage, inclement weather or fire:

1. If there is a non-weather related power outage clear the pool and wait until all lights come back on prior to letting patrons re-enter water. Do not turn off lights and then turn them back on; lights will come back on automatically once power is restored.
2. If thunder or lightning is seen or heard the pool will be cleared for approximately 30 minutes and must be a consecutive 30 minutes prior to resuming pool activities.
3. If a tornado watch is in effect please communicate with patrons about the possibility of clearing the pool and moving to the designated safe zones.

4. If a tornado warning has been issued clear the pool and move all patrons to the designated safe zones.
5. In case of a fire clear the pool and move all patrons out of the building to the designated safe zones.

In case of fecal contamination:

1. In case of vomit or formed stool clear the pool for 30 minutes, remove contaminants and place a chlorine tab in the contaminated area. Once the 30 minutes has gone by remove chlorine tab and place it in the closed diving well area.
2. In case of diarrhea clear the pool, remove contaminants and place a chlorine tab in the contaminated area and shut down operation for the remainder of the day.

Closing Duties:

- Allow patrons time to change and exit locker rooms before closing
- Turn off the pool radio
- Make sure all chairs and tables are organized and clean
- Make sure locker rooms are clean, toilets flushed, no showers running, etc.
- Vacuum pool hallway and locker rooms
- Return all noodles, kick boards, etc. to their proper place
- Hang all wet lost and found items to dry
- Check all access doors to the pool and make sure they are locked once all patrons are gone
- Check with the supervisor/professional staff on duty before leaving
- Clock out/sign out

Conduct

While on duty, lifeguards must stay aware of the aquatic environment and ensure the safety of facility users. To assure the safety of our patrons, lifeguards will not:

- Carry on excessive conversations with anyone
- Leave the facility without proper permission
- Leave assigned position
- Ignore damaged equipment
- Engage in any other activity that may be detrimental to work performance

Dress Code

- A one-piece bathing suit, whistle, fanny pack, and rescue tube are mandatory for lifeguards while on duty.
- Lifeguards are not allowed to wear shoes while on the stand.

General Duties and Responsibilities

- Clock in: **See Section 3**
- Perform opening procedures
- Rotations will be every 15 minutes
 - Only five minutes of your break may be spent outside the pool area
 - Rec Check is considered outside of the pool area
 - Each lifeguard must check the locker rooms as soon as he/she goes on break
 - If you leave the pool area at any time, you must wear a shirt and your shoes
- Lifeguards must be in the stand when the pool opens until it closes, even if there is no one in the pool or your particular section
 - Do not get off the stand until there is someone there to immediately take your place
 - Do not leave your position at the end of the day until everyone is out of the pool and you are dismissed by the supervisor on duty
- Know the rules and enforce them in a firm but tactful manner
- Keep the pool area clean and neat. This includes the lifeguard room and pool party area
- Kick boards are for lap swimmers only
- Do not close the pool before the end of the shift. In the afternoons and on weekends the whistle can be blown no earlier than five to ten minutes prior to closing time
- Perform Closing Procedures

Evening/Weekends

Opening Responsibilities

- Clock in and sign in at Rec. Check (**See Section 3**)
- Turn on the overhead and underwater pool lights
- If it is cold turn on the heaters
- If it is 80 degrees or hotter open the garage doors.
- Turn on the pool radio
- Open the hallway door and turn lights on leading to locker rooms
- Turn on lights and check locker rooms
- Check gutters and the bottom of the pool
- Organize tables and chairs
- Get your whistle, fanny pack, and rescue tube and take the stands
- Rotate stands every 15 minutes and on your break check the locker rooms

Closing Responsibilities

- Clear pool 5-10 minutes prior to closing time
- Allow patrons time to change and exit locker rooms before closing
- Turn off the pool radio
- Make sure all chairs and tables are organized and clean
- Return all noodles and kick boards to proper place
- Hang all wet lost and found items to dry
- Check all access doors to the pool and make sure that they are locked once all patrons are gone
- Check with the supervisor on duty before you leave
- Clock out and sign out at Rec. Check

Mornings

Opening Responsibilities

- Report to work at 7:15 am for morning swim and 11:15 for noon swim
- Clock in and sign in at Rec. Check
- Unlock the pool
- Pick up a radio from the Life Guard Office
- Turn on the overhead and underwater pool lights
- If it is cold turn on the heaters
- If it is 80 degrees or higher open the garage doors
- Turn on the pool radio
- Open the hallway door and turn lights on leading to locker rooms
- Turn on lights and check locker rooms
- Check gutters and bottom of the pool
- Organize tables and chairs
- Get your whistle, fanny pack, and rescue tube and take the stand in the lap lanes

Closing Responsibilities (No hydro class or swimming class)

- Clear pool at 9:00 am for morning swim and 1:00 pm for noon swim
- Allow patrons time to change and exit locker rooms before closing
- Turn off the pool radio
- Return all noodles and kick boards to proper place
- Organize tables and chairs
- Check all access doors to the pool and make sure that they are locked once all patrons are gone
- Return the radio to the Life Guard Office
- Clock out and sign out at Rec. Check

- **Closing Duties** (Hydro class or swimming class)
- Once the pool is cleared turn over the operation to Instructor
- Turn off radio
- Return all noodles and kick boards to proper place
- Organize tables and chairs
- Return the radio to the office
- Clock out and sign out at Rec. Check

Pool Parties

See section 11.8

10.5 Rec Check Duties

Student Recreation Center

Opening Procedures

- Clock in/sign in
- Turn on walkie-talkie and computer
- Raise the sliding door

Work Shift Duties

- Equipment Checkout (**See Section 7.1**)
- Answering phone: **See Section 8.12**
- Fill out Lost and Found Form and Tag (**See Section 8.3**) for all equipment turned in and place in designated box
- At shift change relay any pertinent information to incoming staff.

Closing Duties

- The last shift of the day needs to turn off the computer/radio and close the sliding door.

Elam Center

Opening Procedures

- Clock in/sign in at SRC
- Get cash bank, Elam Rec. Check receipt book (if register is down), and daily reconciliation sheet (**See Appendix 15.9**)
- Verify with professional staff the correct amount of cash bank, \$300
- Fill out the beginning information on the daily reconciliation sheet (beginning receipt number (if necessary) and beginning money count)
- Once you arrive at the Elam Center Rec. Check
 - Turn on the walkie-talkie
 - Turn on surveillance monitor
 - Raise the sliding door
 - Put the black standards in place
 - Consult the Rec. Check notebook for the day's events, schedules, pool parties, etc.

Work Shift Duties

- Greet each patron
- Equipment Checkout (**See Section 7.1**)
- Swipe ID Cards. For complications and repairs, call the Skyhawk Card Office at 881-7825. Notify someone on the professional staff if it is not working properly
 - If "denied" shows up on the scanner, the patron is denied access to the Elam Center facility, but patron is allowed to keep their ID
 - We are not responsible for card activation. Tell Patron to take their card to the Skyhawk Card Office in the Administration building or call the Card Office at 881-7825 between the hours of 8:00 am - 5:00 pm
- Answer phone: **See Section 8.12**

- Place lost and found items in the designated box and attach Lost and Found Tag (**See Section 8.3**) to the item. Purses, wallets or a expensive items (phones, iPads, iPods, ect.) must be taken to Public Safety by the on duty Supervisor
- Know the prices of membership fees, intramural fees, etc. All forms are located in the Rec Check notebook
- Record the participation counts (**See Appendix 15.41**) on the spreadsheet located on the computer in Rec. Check as the supervisor gives them to you every hour on the half hour. Add participant totals at end of shift.
- Pool Parties (**See Section 11.8**)
- Inclement Weather
 - Outside events (i.e. soccer, football, softball, etc.) always have weather as a factor. Tell players this information. If game times are still undecided, refer players to the Campus Rec Hotline (881-7007).
 - Notify patrons when checking in to use the pool about the potential for bad weather and our policy in regards to clearing the pool. Also note on the receipt the time the patron enters the pool.
 - Rec. Check may only issue a refund to pool patrons if they have been in the pool less than one hour due to inclement weather. Patron must have their receipt for a valid refund.

Closing Duties

- Relay any pertinent information to incoming staff if not last shift of the day.
- Conduct procedures for turning in cash bank
- At the end of each night, Rec Check worker and supervisor must sign off that **ALL** equipment has been returned and is in good condition. If something is lost or broken, please note it on the inventory sheet (**See Section 7**)
- Throw away any trash, set the example
- Workers may not leave until the supervisor dismisses you, and only after the next worker has arrived. Closing workers may not leave until the supervisor has finished locking down the building for the night

10.6 Student Supervisor

General Policies & Procedures

- Stay alert at all times. As a Campus Recreation employee you must be courteous at all times to patrons and guests. Good public relations are a must. When confronted by someone with a complaint or problem, listen, and answer politely and calmly. If the situation requires further assistance, get their contact information to a professional staff member
- Supervisors are required to attend weekly meetings and periodic staff in-service training. These meetings cover upcoming events, problems, scheduling, etc.
- When coming to work, clock in, sign in, pick up keys, radio and put on nametag.
- Communicate with appropriate supervisor(s) as to any changes to the schedule.

Elam Center

- Make sure black standards are set at Rec Check.
- Make sure appropriate doors are locked and unlocked
 - Lock all classrooms not in use
 - Lock Athletic hallway back door and arena back door entrance
 - Lock HHP office suite and computer lab
 - Check doors to outside mechanical rooms and volleyball locker room. Make sure they are locked
- Make participation counts every hour on the half hour. Take head counts in all areas of the building and report to Rec Check Participation Count Sheet (**See Appendix 15.41**).
 - Please note any problems, etc. at the bottom of the Participation Count Sheet.
- Close out 1st shift Rec Check worker and check in 2nd shift worker (**See section 6**)

- Count and confirm proper money amounts after Rec Check worker.
- Make sure proper amount of money is in deposit envelope
- Sign off on deposit
- Pool Opening Procedures:
 - Turn overhead lights, lifeguard room lights and underwater lights on. If it is cold you can turn on the heaters. If the temperature outside is 80 degrees or above open the garage doors. Dial 731-587-6000 for time and temperature.
 - Turn the lights on in the pool hallway and locker rooms. Check locker rooms to make sure they are clean and ready.
 - Once a lifeguard is present in the pool, open the main pool door and hallway door.
 - Make sure all tables and chairs are ready for use.
 - Put out pool party signs.
 - Delegate other responsibilities to on duty lifeguards as needed
- Pool Closing Procedures:
 - Verify that lifeguards have vacuumed locker rooms and hallway.
 - Verify that lifeguards have cleaned all tables and organized party sections.
 - Turn off lights in locker rooms, hallway, underwater and overhead pool lights – only if class is not taking place (always leave middle two sections of pool lights on).
 - Turn off wall heaters, if on
 - Supervisors take out pool trash on Saturday & Sunday.
 - All boxes (especially pizza boxes) should be taken to the recycle corner in the alley, not placed in trashcans.
 - Lock all 6 doors (pool hallway front and backdoor, pool front and back door, upstairs front and backdoor).
 - Supervisor must check and sign off on lifeguard closing duties. Once done you may dismiss the guards.
- Begin letting patrons know the building will be closing 30 minutes prior to close.
- Begin locking down
- Close out Rec. Check, deposit money, complete Closing Check List on Perfect Form (**See Section 4.12**) put radio and keys away, and clock out and sign out.
- Other information to know:
 - If there is a basketball game:
 - Clear the walk/jog balcony 30 minutes prior to the event, and ask patrons to go to the Fieldhouse if available.
 - Make sure all concourse doors are open with lights on leading into the arena.
 - Check with ticket manager and Skyhawk Club manager to ensure they have necessary equipment. This contact allows them to know who is working for the night.
 - Game officials use the men and women's faculty/staff restrooms across from Rec. Check. While officials are present in the facility these restrooms are closed to all other individuals
 - Men's visiting teams use the men's faculty/staff locker room in the Fieldhouse. The combination to the locker room is located on the cork board in Rec. Check.
 - Do not lock facility until all spectators and teams are gone. Note in Closing Check List if any authorized personnel are still in building when you leave (Example: maintenance, coaches, sports info. Etc.).
 - Leave note on facility manager's desk saying what time you clocked out.
 - If there is a speaker, special event or other:
 - Clear the walk/jog balcony 30 minutes prior to the event, and ask patrons to go to the Fieldhouse if available.
 - Make sure all concourse doors are open with lights on leading into the arena.

- Make contact with sound and tech or someone with the organization sponsoring the event to ensure they have all necessary equipment. Tell them how to contact you in case assistance is needed later (supervisor office, Rec. Check, or give them your cell phone number).
- Make sure that it is quiet around the Campus Recreation area so noise will not interrupt the speaker or event. You may close the arena door if necessary.
- The facility cannot be locked until all individuals are gone. Note in Closing Check List if any authorized personnel are still in building when you leave. (Example: maintenance, sound and tech crew).
- If there is a pool party:
 - Check the Rec Check folder to see how many parties are scheduled so you will know what information to share with each party and inform guards as to what to expect.
 - Put out pool party signs.
 - Greet each party and assist with moving each party in.
 - Introduce yourself and let them know if they need anything during their party to contact Rec. Check and someone will assist them. Also, use this time to go over any necessary information; when to pay, if they must move their belongings because another party is coming, and etc.
 - At the end of each party, clean the tables, arrange the tables and chairs, and remove any trash from the party area.
 - All boxes (especially pizza boxes) should be placed in the alley corner and not placed in the trash cans.
 - Take the trash to the dumpster on Saturday and Sunday. Replace cans with clean bag liners.
 - Make yourself available to assist the lifeguards at the beginning of each pool party. Help analyze who can and cannot swim, help establish the rules, and provide monitoring assistance if parties are large or if several small children are swimming.

Intramural

- Go to intramural closet and retrieve game notebooks, equipment, and first aid kits
- Get water coolers, ice, and ice bags for outdoor intramurals
- Set-up game equipment and check playing fields for safety
- Check officials in and make any necessary changes (player eligibility conflicts, skill level of official, etc.)
- Have team captain sign his/her team in and verify eligibility
- Assist with captain's meeting, if needed
- Monitor designated field and be aware of environment (participants, officials, and fans)
- Properly assess and handle any conflicts or issues that may arise
- At the end of each game, ensure score is documented correctly, have officials/scorekeepers sign the score sheet, and retrieve all equipment
- After the last game of the night collect and properly store all equipment

Student Recreation Center

Opening Duties

- Clock in/sign in
- Get keys from lock box
- Turn on lights (gym, locker rooms, control desk, aerobics room, multipurpose room, walk/jog balcony top and bottom) and all other light switches located in Rec Check
- Turn on sound system (white button only)
- Turn on all TV's (channel 66 – outer lobby, inner lobby and Fitness Center)
- Unlock front doors and both sides of classroom
- Make sure all exterior doors are armed
- Get money bag and receipt book (if necessary) from safe

- Make sure control desk, rec check, and fitness center workers have radios turned on
- Informing staff about items covered in Monday staff meeting
- Wash laundry

Shift Change

- Clock out/sign out
- Give building keys to incoming supervisor on duty or put keys in lock box
- Relay any pertinent information to incoming staff

Closing Duties

- Make announcement 15 minutes prior to closing
- Make sure all areas are clear of patrons (be sure to check locker rooms)
- Make sure all doors are closed and armed
- Lock front doors, fitness center doors, cardio doors, both sides of classroom, aerobics room and multipurpose room
- Check all areas for trash and lost items
- Double check and sign off on Control Desk reconciliation sheet (**See Section 6.3**)
- Verify all Rec Check items have been returned
- Drop any Student IDs in the safe and document on the Dropped ID Card Information Sheet
- Sweep all basketball courts, if necessary
- Turn off lights (gym, locker rooms, control desk, aerobics room, multipurpose room, walk/jog balcony top and bottom)
- Leave lights on in the first floor corridor and second floor cardio mezzanine
- Turn off sound system (white button only)
- Turn off all TV's
- Put money bag and receipt book (if retrieved) back in safe
- Make sure all radios are turned off and returned to the chargers
- Return keys to lock box
- Clock out/sign out

10.7 Improper ID Usage

If an individual attempts to use an ID other than his/her own to access the facility, the card owner and the person using the card will be required to leave the facility. The offenders will be disciplined as follows:

- First offense: Individual(s) will have SRC access and Intramural privileges suspended for two weeks and incident referred to the Office of Student Conduct.
- Second offense: Individual(s) will have SRC access and Intramural privileges suspended for twelve weeks and incident referred to the Office of Student Conduct. Suspension can carry over into next semester.
- A non-UT Martin student caught trying to illegally access the facility will be referred to the Office of Student Conduct and be banned from campus.

Procedures for catching someone using an Invalid ID:

- Confiscate ID card to gather information to fill out report.
 - Make copy of ID and attach to form and place report in front office tray on the receptionist desk.
 - If patron will not allow you to make a copy or see the ID card, gather as much information off of the monitor to fill out the report.
- Return ID to card owner.
- Confiscate ID if owner is not in possession.
 - Request to see Driver's license of person trying to use ID card if not UTM student
 - Owner can come to the facility at any time during that day to pick up their ID.

- Fill out Improper ID Usage Form – please fill out completely and provide details regarding misuse.
- Contact professional staff or supervisor on duty to assist.
- Inform patron:
 - Access to SRC and Intramural privileges are being suspended for two weeks.
 - If a second offense occurs, SRC access and Intramural privileges will be suspended for 12 weeks.
 - A report of incident will be filed with Student Conduct
- All ID's not claimed by the end of close will be placed in brown envelope and deposited in the office safe. ID's collected will be turned into the card office first thing the following morning.

Notes:

- SRC staff has the right to request a patron to provide them with ID (Skyhawk Card or Driver's License), however you cannot force anyone. If patron does not provide ID then require them to leave...ID verification is required to access this facility. If necessary, make a call to Public Safety notifying of incident.
- A record of those who have been denied access to the facility will be kept in a file (SRC Policy Violation) on computer at the control desk. Staff needs to refer to this list if a person has trouble accessing the facility.

Section 11.....AQUATICS

The Aquatics Program offers a wide variety of recreational and instructional programs; including handicap access, fitness swim, recreational swim, swim lessons, lifeguard classes, pool parties, and fitness incentive programs. These programs are offered to all of our patrons. Our Olympic size swimming pool (25 yards by 50 meters) has a water depth of three and a half (3.5') to five (5.0') feet in the shallow area, six (6') feet in the mid-section (lap swim area), and 12 feet in the diving well, which has a one-meter diving board. The water temperature is kept between 82-84 degrees Fahrenheit throughout the year.

11.1 Aquatic Classes

- Hydrobics is a non-academic exercise program
- Anyone can participate no matter what his/her fitness level may be
- Individuals must be 18 years or older to participate in a hydrobics class
- Hydrobics Sign-up Form (**See Appendix 15.22**)

11.2 Emergencies

- Respond to the accident/incident at hand; blow the whistle appropriately to respond.
- Have the down guard contact the Rec. Check worker and have them call 911 and get the supervisor on duty
- Secondary guards clear the pool and then assist with the primary guard
- Once public safety or EMS responds turn over the situation to them and remain there to assist
- Assess the situation and determine if the pool should be closed or if you should resume operation as normal
- After the accident/incident meet with the professional staff to debrief and document all information about the situation
- Depending on the severity of the incident/emergency the professional staff will contact the Vice Chancellor and Assistant Vice Chancellor of Student Affairs

11.3 Evening/Weekend Swim

Recreational swim includes free play in the shallow area, fitness swim in the lanes, and diving board activities in the deep end. Evening swim is Monday - Thursday from 4:00 – 7:00 pm during the fall/spring semester (2:00 – 6:00 pm in the summer Tuesday - Friday) and weekend swim is Saturday and Sunday from 1:00 – 5:00 pm.

11.4 Fitness and Recreational (Morning/Noon) Swim

- Fitness swim is lap swim and shallow water exercise only.
- Children are only permitted during fitness swim if participating in lap swim.
- Recreational swim includes free play in the shallow area, fitness swim in the lanes, and diving board activities in the deep end.
- Morning swim is Monday, Wednesday, and Friday from 7:30 am – 9:00 am.
- Noon swim is Monday – Friday from 11:30 am – 1:00 pm.

11.5 Lifeguard Policies and Procedures

See Section 10.4

11.6 Lifeguard Training and Re-Certification

- American Red Cross lifeguard training and re-certifications are available through The Office of Campus Recreation.
- All participants must be 15 years of age.
- All participants must pass a pre-test, which includes a 300 yard swim, a 10 pound timed weight test, and a 2 minute water tread
- **See Appendix 15.44**

11.7 Pool Parties

Pool Parties

- Scheduled pool parties will be in the pool party section of the Elam Center Rec. Check notebook.
- All pool party information should be placed on the Pool Party Reservation Form (**See Appendix 15.42**).
- Upon arrival, party attendants must sign in at Rec. Check.
- Reiterate the policies of the pool: non-swimmers, proper swim attire, no glass, no large floats, where the restrooms are located, etc.
- Contact the supervisor on duty when a pool party arrives. Supervisor will assist party in getting set-up.
- Be sure to collect the money (\$3 per person whether swimming or not, if during regular recreation hours) before the party ends. Sometimes you may need to contact the supervisor to go and remind the party to pay.
- Once the party has finished and paid, fill out the office information on the right hand side of the reservation sheet and place it back in the notebook
- For pool party reservations, call the Office of Campus Recreation during normal business hours: Monday-Friday, 8:00 am – 5:00 pm. Parties during regular hours are \$3 per person, and private parties are arranged through the office.
- All parties are booked by a Professional Staff member in the office. No reservations are made at Rec. Check.
- Parties can only be booked for children 7 years of age and older.
- Parties may bring food, drinks, and presents, but no glass containers are allowed in the pool area.
- No flotation devices other than water wings or life jackets will be allowed in the pool area.
- See Elam Center Pool guidelines and safety rules in appendix (**See Appendix 15.43**)
- Pool Party Reservation Form: **See Appendix 15.42**

Pool Party Check-In Procedures

- Each pool party has its own reservation sheet located in the Rec. Check notebook.
- Prior to party guests arriving ask the individual who booked the party if they plan to pay for everyone or just the children.
- Upon arrival all guests must check in and sign their names on the designated reservation sheet.
- Make sure any faculty, staff or students scans their ID's making sure their names do not get placed on the reservation sheet.
- At the conclusion of the party payment must be made in full at Rec. Check and the Rec. Check attendant must fill out the pool party reservation form in Perfect Forms.

11.8 Risk Management

Equipment

All lifeguards must be familiar with the location of all emergency equipment and how to properly use them.

Proper Whistle Use

- One blow: To gain the attention of a patron
- Two blows: To gain the attention of another lifeguard
- Three blows: To immediately inform the other lifeguards that you are entering the water for a rescue
- One long blow: Suspected head, neck, or back injury

Rescues

When a water rescue is inevitable the following steps should be taken:

- Blow the whistle 3 times to inform the other lifeguards

- Primary rescuer rescues the victim
- Other lifeguard(s) clear the pool
- Other lifeguard(s) assist primary rescuer, obtain equipment, call Safety and Security (if necessary), and notify the building supervisor

Staff Training

- All lifeguards must attend mandatory lifeguard in-services and meetings scheduled throughout the semester.
- In-services are designed to educate lifeguards on new aquatic information and to practice and refine skills.
- The only excuse for missing a mandatory in-service is a class or work shift and arrangements must be made with the Aquatics Coordinator to make up the session

11.9 Swim Lessons

- Lessons can be 30 minutes, 45 minutes, or 1 hour in duration.
- All lessons in the Learn to Swim Program are private and taught by a certified Water Safety Instructor
- Swim Lesson Sign-up Form: **See Appendix 15.46**

Section 12.....EMERGENCY ACTION PLAN

If an accident should occur, it is very important that student employees know the proper procedure for care. It is the responsibility of each employee to insure that all activities are conducted in a safe environment and proper manner. There will be times when the unexpected will happen and it will happen. Someone will break their leg on the intramural football field, someone will get hit in the eye in the racquetball courts, patrons will complain, fights will occur, etc. The main thing to remember is to stay calm, do your job, and be ready.

In case of an emergency, the Elam Rec Check, and SRC Control Desk becomes the "Emergency Operator." These areas are in charge of communication between the 911 operator, Department of Public Safety, and recreational supervisors. It is vital that the Elam Rec Check and SRC Control Desk relay information concerning the emergency at hand.

This Emergency Action Plan (EAP) is intended to be used to protect all building occupants from serious injury, property loss, or loss of life in the event of an actual or a potential danger.

12.1 Bomb Threat

Bomb Threat Call Sheet (See Appendix 15.7)

In the event that you receive a Bomb Threat, remain calm and get as much information in regard to the following.

- Document exact words of caller
- Ask questions of the caller concerning the bomb.
 - Who are you?
 - What type of device is it?
 - When is it set to explode?
 - Where is it placed?
- Get description of caller.
 - Male or Female
 - Young, old, middle aged, or accent
 - Tone of voice, speech impediment
 - Is voice familiar?
 - Who did it sound like?
 - Time caller hung up
 - Background noises
 - Remarks
- Contact the Department of Public Safety immediately and give them any information you were able to obtain from the caller, as well as what time you received the call and where you are calling from.
- Inform your supervisor or department head
- Assist patrons in evacuating to the outside meeting point.
- Occupants should remain at outside meeting points until given authorization by the Department of Public Safety or the facility management staff to re-enter the building.
- If you should see a suspicious object or package, report it to the Department of Public Safety. **DO NOT TOUCH** it or move it in any way.

Elam

- Supervisor will await further instructions from Public Safety in regard to how to proceed.
 - If Lifeguard or Rec Check Attendant receives threat immediately request the assistance of the supervisor or professional staff member
- If given the notice to evacuate, Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words "Bomb Threat" on the radio or state there is a CODE RED.

- Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.

If given the prompt to evacuate ELAM:

- **Elam Rec Check**
 - Acts as communication Emergency Operator.
 - Once emergency services have been contacted close Rec. Check, and begin assisting in the evacuation.
- **Elam Supervisor**
 - Distribute radios and emergency vests to all staff members.
 - Use all available staff to begin the evacuation process area by area
 - Pool: notify lifeguards to evacuate pool and clear locker rooms. Then help evacuate other areas of facility via communication with supervisor
 - Athletic Suite: Instruct Athletics to notify all coaches and athletes to evacuate the facility
 - Racquetball Courts
 - Arena
 - HHP Office Suites: Instruct HHP administrative staff to notify all faculty to evacuate the facility
 - Mall and Walk/Jog Track
 - Field House Class Room
 - Field House Gym
 - Instruct staff to usher patrons out the nearest exit
 - All staff members are to notify the supervisor when an area is clear
- **Event Attendant**
 - Notify the function leaders of the need for evacuation and obtain their assistance
 - If sound system is available, make a calm and concise announcement that the patrons need to exit the facility as well as direct them to their proper exit based on location
 - Be sure to check all restrooms, concession areas, and locker rooms
- **Lifeguard**
 - Lifeguard(s) is responsible for clearing the pool in the event that the fire alarm goes off.
 - Lifeguard(s) is responsible for assisting pool patrons out of the pool area through the garage doors and checking to make sure that all pool patrons have evacuated the pool locker rooms.

If given the prompt to evacuate Student Recreation Center:

- **Supervisor**
 - Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words "Bomb Threat" on the radio instead state there is a CODE RED.
 - Distribute radios and emergency vests to all staff members.
 - Use all available staff to begin the evacuation process by area.
 - Instruct staff to usher patrons out the nearest exit.
 - Supervisor is responsible for clearing the gyms and storage room.
 - Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.
 - Front of building
 - Garage door parking lot
 - Supervisor shall communicate with all staff to ensure the building has been cleared.

- Once areas have been cleared exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
 - Responsible for communicating with Public Safety.
- **Control Desk Attendant**
 - Act as communication Emergency Operator.
 - Notify Public Safety of the emergency.
 - Once prompted by Public Safety, make the following announcement; “Due to an unforeseen complication, we request you evacuate the building using the closest fire escape.
 - Once Public Safety has been contacted and the announcement has been made begin assisting in the evacuation.
 - Put on emergency vest and grab your radio.
 - Evacuate lobby, notify fitness attendant, evacuate locker rooms, and front lobby restrooms.
 - If Rec. Check attendant is on duty communicate who will cover what areas of evacuation.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Rec Check Attendant**
 - Put on emergency vest and grab your radio.
 - Communicate with control desk work as to which areas you need to evacuate (lobby, locker rooms, and restrooms) and then communicate with supervisor to see if further assistance is needed.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Intramural Supervisor**
 - Communicate with building supervisor as to what assistance is needed.
- **Event Attendant**
 - Put on emergency vest
 - Notify the function leaders of the need for evacuation and obtain their assistance.
 - If sound system is available, make a calm and concise announcement that the patrons need to exit the facility as well as direct them to their proper exit based on location
 - Be sure to clear the area where the function is taking place...remember to check restrooms.
 - Once areas have been cleared exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Fitness Attendant**
 - Put on emergency vest and grab your radio.
 - Evacuate weight room, cardio mezzanine, track, upstairs restrooms, classroom, and fitness classrooms.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Fitness Instructor**
 - Evacuate the area in which you are conducting class

- Once area or areas have been cleared notify supervisor, exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet)
- **Intramurals: Outside**
 - Notify the Department of Public Safety (7777).
 - Supervisor will await further instructions from Public Safety in regard to how to proceed.
 - If given the notice to evacuate, Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words “Bomb Threat” on the radio...state there is a CODE RED.
 - Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.

12.2 Earthquake

During an earthquake the following is recommended:

- First and foremost, stay calm. Think through the consequences of any action you take.
- If you are outdoors, stay outdoors: if you are indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
- If you are indoors, take cover under a heavy desk or table, in doorways, halls or against inside walls. Stay away from glass.
- If you are outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until shaking stops.

After an Earthquake:

- Be prepared for additional earthquake shocks called “after shocks”. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- Stay out of severely damaged buildings. After shocks can shake them down.
- Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Don’t smoke. A cigarette could ignite gas leaks and cause an explosion. Don’t use candles, matches, or other open flames because of possible gas leaks. Don’t turn on the lights.
- Occupants should evacuate the building to designated exterior meeting points.
 - The Elam Center management staff will meet at James C. Henson Drive.
 - Outside meeting points
 - Primary-Front of the Elam Center
 - Secondary- Intramural Fields
 - Third-James C. Henson Drive
 - The Student Recreation Center management staff will meet Primary Front Entrance
 - North Parking Lot
 - Primary- Front Entrance
 - Emergency Exits on south side of facility

If given the prompt to evacuate ELAM:

- **Elam Rec Check**
 - Acts as communication Emergency Operator.
 - Once emergency services have been contacted close Rec. Check, and begin assisting in the evacuation.
- **Elam Supervisor**
 - Distribute radios and emergency vests to all staff members.

- Use all available staff to begin the evacuation process area by area
 - Pool: notify lifeguards to evacuate pool and clear locker rooms. Then help evacuate other areas of facility via communication with supervisor
 - Athletic Suite: Instruct Athletics to notify all coaches and athletes to evacuate the facility
 - Racquetball Courts
 - Arena
 - HHP Office Suites: Instruct HHP administrative staff to notify all faculty to evacuate the facility
 - Mall and Walk/Jog Track
 - Field House Class Room
 - Field House Gym
 - Instruct staff to usher patrons out the nearest exit
 - All staff members are to notify the supervisor when an area is clear
 - **Event Attendant**
 - Notify the function leaders of the need for evacuation and obtain their assistance
 - If sound system is available, make a calm and concise announcement that the patrons need to exit the facility as well as direct them to their proper exit based on location
 - Be sure to check all restrooms, concession areas, and locker rooms
 - **Lifeguard**
 - Lifeguard(s) is responsible for assisting pool patrons out of the pool area through the garage doors and checking to make sure that all pool patrons have evacuated the pool locker rooms.

If given the prompt to evacuate Student Recreation Center:

- **Supervisor**
 - Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words “Bomb Threat” on the radio instead state there is a CODE RED.
 - Distribute radios and emergency vests to all staff members.
 - Use all available staff to begin the evacuation process by area.
 - Instruct staff to usher patrons out the nearest exit.
 - Supervisor is responsible for clearing the gyms and storage room.
 - Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.
 - Front of building
 - Garage door parking lot
 - Supervisor shall communicate with all staff to ensure the building has been cleared.
 - Once areas have been cleared exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
 - Responsible for communicating with Public Safety.
- **Control Desk Attendant**
 - Act as communication Emergency Operator.
 - Notify Public Safety of the emergency.
 - Once prompted by Public Safety, make the following announcement; “Due to an unforeseen complication, we request you evacuate the building using the closest fire escape.
 - Once Public Safety has been contacted and the announcement has been made begin assisting in the evacuation.

- Put on emergency vest and grab your radio.
 - Evacuate lobby, notify fitness attendant, evacuate locker rooms, and front lobby restrooms.
 - If Rec. Check attendant is on duty communicate who will cover what areas of evacuation.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Rec Check Attendant**
 - Put on emergency vest and grab your radio.
 - Communicate with control desk work as to which areas you need to evacuate (lobby, locker rooms, and restrooms) and then communicate with supervisor to see if further assistance is needed.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Intramural Supervisor**
 - Communicate with building supervisor as to what assistance is needed.
- **Event Attendant**
 - Put on emergency vest
 - Notify the function leaders of the need for evacuation and obtain their assistance.
 - If sound system is available, make a calm and concise announcement that the patrons need to exit the facility as well as direct them to their proper exit based on location
 - Be sure to clear the area where the function is taking place...remember to check restrooms.
 - Once areas have been cleared exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Fitness Attendant**
 - Put on emergency vest and grab your radio.
 - Evacuate weight room, cardio mezzanine, track, upstairs restrooms, classroom, and fitness classrooms.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Fitness Instructor**
 - Evacuate the area in which you are conducting class
 - Once area or areas have been cleared notify supervisor, exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet)
- **Intramurals: Outside**
 - Notify the Department of Public Safety (7777).
 - Supervisor will await further instructions from Public Safety in regard to how to proceed.
 - If given the notice to evacuate, Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words "Bomb Threat" on the radio...state there is a CODE RED.

- Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.

12.3 Emergency Call Boxes

There are also emergency phones that automatically dial the Department of Public Safety. They are located in the following locations around campus:

Locations

1. North of University Village south of covered pavilion.
2. South of the Sociology Building
3. South of Gooch Hall
4. Northeast Corner of the EPS Building
5. North Main Entrance of the Administration Building
6. Southwest Corner of Lot 20 (East of Child Care Center)
7. Southwest of Student Life Building
8. East of the Farm Teaching Facility (Graves Stable)
9. West Side of the Running Track (440 track) by the main soccer field.
10. Center of Lot 13 (east of Cooper Hall)
11. South end of Lot 22 (North of Elam Center)
12. Southeast corner of "G" Unit University Courts
13. Northwest corner of "C" Unit Grove Apts.
14. Between Lots 7 and 19 (South of Ellington Hall)
15. South of the Running Track starting point by Lot 2 (near the pond)
16. North end of Lot 2 (by the tennis courts)
17. Center of Lot 15 (Business Admin Building)
18. Between Lots 9 and 10 (south of University Village Phase I and II)
19. University Courts Apartments North Parking Lot (outside the laundry).
20. Southwest corner of Lot 14 (Steam Plant).
21. Northwest corner of Lot 4 (Library)
22. Southwest Corner of the Fitness Trail (by Pathways)
23. Northwest Corner of the Fitness Trail (by the softball field fence)
24. Southwest corner of the Pond

There are also phones located in the lobbies, elevators, and/or hallways of the Academic Buildings that can be used for emergency notifications by dialing 911.

12.4 Emergency Text Messaging

The text messaging system will be utilized only during extreme emergencies that represent an imminent danger to the campus. The messages will be extremely brief in explanation and will include suggested actions to take. Those individuals that are registered for text messaging are encouraged to monitor other media/information sources for additional emergency information. Those individuals are also encouraged to contact others by word of mouth without placing themselves or others in danger.

Text messaging system will be in addition to (not to replace) other emergency notifications procedures already in place. The system will be tested periodically and utilized as dictated. Questions should be directed to Public Safety at 731-881-7777. To sign up, the procedure is as follows;

- From the "UTM Home Page," enter your ID and Password in the "MY UT Martin Portal."
- Click on "Banner Self-Service" then, click on "Personal Information."
- Select "Text Messaging Opt-In."
- Click on the link (<https://www.getrave.com/login/utm>) to access the Rave Alert System.
- Validate user by entering your UTM User Name and Password

- Create an account by entering
 - UTM e-mail
 - First name
 - Last name
 - Cell phone number
 - Re-enter cell phone number
 - Preferred e-mail and agree to the Terms of Service
- Confirm mobile carrier
- Confirm mobile number: enter 4-digit code that was texted to the phone
- “Official Groups:” Select “My Groups” and choose text/e-mail options
- Log out

12.5 Fights

Staff members are to use the below as steps to take in the instance of a physical confrontation.

- Staff member first witnessing a confrontation will notify a supervisor or Professional Staff Member.
- Elam Rec. Check and SRC Control Desk will be notified to call for assistance from Public Safety (7777).
- Never become personally involved in a fight, however do what you can to prevent the altercation.
- If those in the conflict refuse to settle it, ask them to leave the facility and send them in separate directions.
- If Public Safety is called in, do your best to control the situation until they arrive.
- Always get the assistance from another staff member on duty to handle these situations.
- Supervisor is to write a detailed Incident Report (**See Appendix 15.2**).

Intramural

- Supervisor will notify Official(s) and/or Scorekeeper that “assistance is needed”
 - If Official and/or Scorekeeper are confronted with a fight situation, notify the supervisor right away then follow the procedures listed below.
- The Supervisor will direct an Official to call Public Safety (7777) and inform the operator the supervisor needs security assistance in their area. Be sure to let the operator know the exact location of the situation.
- Be sure to notify the Building Supervisor in the Student Recreation Center or Elam Center.

12.6 Fire

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the Department of Public Safety at 7777 and notify the Office of Campus Recreation at 3754 for the Elam Center and 7745 for the Student Recreation Center.

Communicate the following:

- Where you are calling from
- The situation
- Location of smoke/fire
- Location of patrons

If you discover an actual fire situation, you should:

- Alert other building occupants by immediately sounding the building fire alarm. To do this, pull a wall-mounted fire alarm pull station.
- Dial 911 and provide the location of the fire.
- Evacuate the building through the nearest exit. **DO NOT USE THE ELEVATOR.** Most stairways are protected from smoke and are the safest way out of the building.

Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately. Do not re-enter the building until told it is safe to do so by either the police or the fire department.

If given the prompt to evacuate ELAM:

- **Elam Rec Check**
 - Acts as communication Emergency Operator.
 - Once emergency services have been contacted close Rec. Check, and begin assisting in the evacuation.
- **Elam Supervisor**
 - Distribute radios and emergency vests to all staff members.
 - Use all available staff to begin the evacuation process area by area
 - Pool: notify lifeguards to evacuate pool and clear locker rooms. Then help evacuate other areas of facility via communication with supervisor
 - Athletic Suite: Instruct Athletics to notify all coaches and athletes to evacuate the facility
 - Racquetball Courts
 - Arena
 - HHP Office Suites: Instruct HHP administrative staff to notify all faculty to evacuate the facility
 - Mall and Walk/Jog Track
 - Field House Class Room
 - Field House Gym
 - Instruct staff to usher patrons out the nearest exit
 - All staff members are to notify the supervisor when an area is clear
- **Event Attendant**
 - Notify the function leaders of the need for evacuation and obtain their assistance
 - If sound system is available, make a calm and concise announcement that the patrons need to exit the facility as well as direct them to their proper exit based on location
 - Be sure to check all restrooms, concession areas, and locker rooms
- **Lifeguard**
 - Lifeguard(s) is responsible for clearing the pool in the event that the fire alarm goes off.
 - Lifeguard(s) is responsible for assisting pool patrons out of the pool area through the garage doors and checking to make sure that all pool patrons have evacuated the pool locker rooms.

If given the prompt to evacuate Student Recreation Center:

- **Supervisor**
 - Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words "Bomb Threat" on the radio instead state there is a CODE RED.
 - Distribute radios and emergency vests to all staff members.
 - Use all available staff to begin the evacuation process by area.
 - Instruct staff to usher patrons out the nearest exit.
 - Supervisor is responsible for clearing the gyms and storage room.
 - Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.
 - Front of building
 - Garage door parking lot

- Supervisor shall communicate with all staff to ensure the building has been cleared.
 - Once areas have been cleared exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
 - Responsible for communicating with Public Safety.
- **Control Desk Attendant**
 - Act as communication Emergency Operator.
 - Notify Public Safety of the emergency.
 - Once prompted by Public Safety, make the following announcement; “Due to an unforeseen complication, we request you evacuate the building using the closest fire escape.
 - Once Public Safety has been contacted and the announcement has been made begin assisting in the evacuation.
 - Put on emergency vest and grab your radio.
 - Evacuate lobby, notify fitness attendant, evacuate locker rooms, and front lobby restrooms.
 - If Rec. Check attendant is on duty communicate who will cover what areas of evacuation.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Rec Check Attendant**
 - Put on emergency vest and grab your radio.
 - Communicate with control desk work as to which areas you need to evacuate (lobby, locker rooms, and restrooms) and then communicate with supervisor to see if further assistance is needed.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Intramural Supervisor**
 - Communicate with building supervisor as to what assistance is needed.
- **Event Attendant**
 - Put on emergency vest
 - Notify the function leaders of the need for evacuation and obtain their assistance.
 - If sound system is available, make a calm and concise announcement that the patrons need to exit the facility as well as direct them to their proper exit based on location
 - Be sure to clear the area where the function is taking place...remember to check restrooms.
 - Once areas have been cleared exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Fitness Attendant**
 - Put on emergency vest and grab your radio.
 - Evacuate weight room, cardio mezzanine, track, upstairs restrooms, classroom, and fitness classrooms.
 - Once areas have been cleared, notify supervisor by radio, then exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet).
- **Fitness Instructor**
 - Evacuate the area in which you are conducting class

- Once area or areas have been cleared notify supervisor, exit the facility and remain outside with patrons and keep them a safe distance from the facility (100 feet)
- **Intramurals: Outside**
 - Notify the Department of Public Safety (7777).
 - Supervisor will await further instructions from Public Safety in regard to how to proceed.
 - If given the notice to evacuate, Supervisor will notify all employees and have them assist in the evacuation of the facility. Use the radio to communicate with other employees on duty as to which areas need to be cleared next. Never transmit the words “Bomb Threat” on the radio...state there is a CODE RED.
 - Instruct patrons to remain at outside meeting points until given authorization by Campus Recreation or the Department of Public Safety to re-enter the building.

12.7 First Aid Kits

First Aid kits are located

- SRC Rec. Check under cabinet
- SRC Rec. Check on wall by cage
- Elam Rec. Check
- Elam Rec. Check for outside use
- All Elam Center Classrooms
- Lifeguard room
- On lifeguard stands
- Intramural Closet

Notify a Professional Staff member or Supervisor when additional supplies are needed. Back up first aid supplies are located in SRC Rec Check.

12.8 Inclement Weather Action Plan

In the event inclement weather occurs, such as snow and/or ice, all student staff members will be notified of the closure via text message, phone call, and/or email. The Professional Staff will arrange for an Inclement Weather Staff List (staff volunteering to work). The scheduled staff will receive the initial opportunity to work then the Inclement Weather Staff List will be sent requests to work.

- If conditions allow the SRC Facility hours will be 1:00 – 6:00 pm on a day the university is closed. Elam Center will be closed unless there is a special reason it must be open. Also, all intramural activities and recreational classes will be canceled.
- If university opens at 10:00 am then the Rec. Center will open at 10:00 am and Elam morning swim will be canceled. Closing time will depend on the weather situation.
- If university opens at 1:00 pm then the Rec. Center will open at 1:00 pm and Elam morning swim will be canceled. Closing time will depend on the weather situation.
- If the university closed early at 1:00pm or 5:00pm then the Rec. Center will be closed at the same time as well. Also, all intramural activities and recreational classes will be canceled.

12.9 Injury or Illness

In the event that you respond to an injury or illness during your employment with the Office of Campus Recreations, the following protocol should be followed:

For minor injuries, you should:

- Administer first aid and fill out an Accident Report. (**See Appendix 15.2**)
- Do not provide any type of medication such as anti-bacterial ointment, Tylenol, etc.
- You can help stop bleeding; give a band-aid or a bag of ice.

- Ice
 - SRC: located in storage room
 - Elam: located in Field House training room

For a seriously ill or injured person, you should:

- Follow the American Red Cross Emergency Action Steps: CHECK, CALL, CARE to assess the injured participant and care for the conditions that you find.
- Call 911 or instruct another employee or bystander to call. Notify the appropriate professional staff member of the situation. Make sure that the employee/bystander waits to verify the 911 call has been completed and comes back to notify you when all calls have been completed.
- Give the 911 operator as much information as possible about the injury or illness and the location of the victim.
- Instruct another employee or bystander to get the AED and bring it back to your location, if needed. (AED's are located next to pool entrance and on Fieldhouse walk/jog balcony)
 - SRC locations
 - Outside 1st floor fitness center
 - Outside south side of track 2nd floor
 - Elam
 - At pool entrance
 - In Fieldhouse arena walk/jog balcony east side
- Move an injured person only if:
 - The scene is unsafe or becoming unsafe.
 - Another victim must be reached who may have a more serious injury or illness.
 - To provide proper care (i.e. someone has collapsed on a stairway and needs CPR, which must be performed on a flat surface).
- Restrict participant use of the affected area(s).
- Remain with the person until the police or emergency medical personnel arrive.
- If the injured person is an employee, contact their supervisor as soon as possible.
- Ensure that all witnesses remain at the scene of the accident. Get detailed witness statements from anyone who saw what happened.
- Ensure that all documentation is completed and all paper documentation is given to professional staff.
 - Report of Occurrence (**See Appendix 15.2**)
 - Each staff member is to write up individual accounts of incident

Pool

Lifeguards are to notify Rec. Check and/or Building Supervisor as soon as possible.

12.10 Medical Emergency

Elam

- The first responder is responsible for calling an ambulance (911) first and then Public Safety (7777) (the first responder is to notify Rec. Check as soon as possible). First responder can notify another staff member or patron to call 911. Direct ambulance to nearest entry to injured person(s). Utilize another employee or bystander to help direct ambulance.
 - Elam entry points
 - North doors on the basement level for issues in Arena area
 - West tunnel doors for issues in Rec. Check or Athletic Suite
 - North west door in pool area for issues in pool or pool locker room
 - South Tunnel doors for issues in Field House
 - Field House lobby doors for issues in Fieldhouse or class rooms
 - Student Recreation Center entry points
 - Main entrance
 - Basketball court garage door
- The first responder(s) shall provide basic first aid until medical personnel arrive.

- Upon medical personnel and public safety arrival, assist as needed.
- The first responder needs to notify a professional staff member of emergency.
- Ensure the Report of Occurrence with witness statements is clearly, accurately, and thoroughly completed. **(See Appendix 15.2)**
- Place form on the Elam facility manager desk or SRC Student Service Specialist desk.
- Call direct supervisor to report injury.

Pool

- The lifeguard is responsible for calling an ambulance (911) first and then Public Safety (7777) (a lifeguard is to notify Rec. Check as soon as possible). Lifeguard can notify another staff member or patron to call 911.
- Direct ambulance to enter the Elam Center Pool thru the alley doors that can be accessed by turning onto James C. Henson drive and pulling down the tunnel.
- Lifeguard(s) must notify a professional staff member of emergency.
- Lifeguard(s) shall provide basic first aid until medical personnel arrives.
- Upon medical personnel and public safety arrival, assist as needed.
- Ensure that the accident report with witness statements is clearly, accurately, and thoroughly completed.

Intramural

- The first responder is responsible for calling an ambulance (911) first and then Public Safety (7777). (The first responder must notify an official, scorekeeper, or supervisor to make call or call using their cell phone). Direct ambulance to nearest entry to injured person(s). Utilize another employee or bystander to help direct ambulance.
 - Elam Field entry points
 - North parking lot to softball fields off of University Street
 - South gate entry off of Pat Head Summit Drive to intramural fields
- The first responder(s) shall provide basic first aid until medical personnel arrives.
- Upon medical personnel and public safety arrival, assist as needed.
- Ensure the accident report with witness statements is clearly, accurately, and thoroughly completed.
- Place form on the Elam facility manager desk or SRC Student Service Specialist desk.
- Call direct supervisor to report injury.

12.11 Missing/Lost Child

- If someone reports a child is missing, immediately contact the nearest professional staff member or supervisor on duty.
- Get a detailed description of the child from the reporting person: child's age, hair color, what he or she is wearing, who is responsible for the child, and the child's, parent/guardian's name if different from that of the child or reporting person.
- Professional staff and/or supervisor will begin looking in the facility for the child.
- As designated by a professional staff member, all available employees will monitor main entrances to the facility.
 - If Outside: as designated by a professional staff member, all available employees will monitor parking lots and event perimeter.
- If the child is not found within 3 to 5 minutes or if there is immediate indication that the child may have been abducted, contact the Department of Public Safety at 7777.
- The person reporting the missing child must remain on site to assist staff and speak with the Public Safety Officer responding to the emergency.
- If the child is found and appears to have been lost and unharmed, the child is reunited with the searching family member or guardian. Document who the child was turned over to.
- If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk. If possible, follow the person at a safe distance and record the direction of

travel and any vehicle information if applicable. Public Safety will be notified and given details about the person accompanying the child.

12.12 Power Failure

Supervisor is to locate flashlights and distribute to staff immediately along with radios. All staff members must be in communication with the supervisor and report when areas are cleared of patrons. Follow the below steps based on location.

Elam

- Notify Maintenance at 7640 and Public Safety at 7777 of power outage if power does not immediately come back on.
- Supervisor(s) will instruct patrons to stop all activities until power returns. Example: pool & basketball courts.
- Stop ALL transactions, secure cash, and close counter/window to begin assisting patrons exit the facility.
- Supervisor(s) need to direct all staff members to take flashlight and radio to check all areas for patron safety.
- Supervisor will direct staff as to which areas to check and staff must notify supervisor when each section is check and evacuated.

Pool

- Lifeguard(s) is responsible for clearing the pool in the event that there is a power outage in the pool.
- Lifeguard(s) is responsible for informing pool patrons that they must wait until all lights come back on before they can resume pool activities.
- If lights remain off: escort all patrons out of facility. Ensure pool and locker room areas are clear then assist facility evacuation.

Student Recreation Center

- Notify Maintenance at 7640 and Public Safety at 7777 of power outage if power does not immediately come back on.
- Supervisor(s) will instruct patrons to stop all activities until power returns. Example: racquetball and basketball courts.
- Stop ALL transactions.
- Supervisor(s) need to direct all staff members to take flashlight and radio to check all areas for patron safety.
- Supervisor will direct staff as to which areas to check and staff must notify supervisor when each section is check and evacuated.

12.13 Tornado

Tornadoes can happen at any time. However, tornadoes are most likely to occur in the late afternoon on a hot spring day. The Department of Public Safety assists us by monitoring weather conditions and will call to alert the Office of Campus Recreation from 8:00 am – 5:00 pm and Rec. Check from 5:00 – 10:00 pm to notify of watch or warning being issued.

Tornado Watch – Conditions are favorable for tornadoes to develop. Listen for further instruction and/or the sounding of tornado sirens. Stay alert for sudden strong winds, rain, hail, or a funnel-shaped cloud. **BE PREPARED TO TAKE SHELTER.**

Tornado Warning – A tornado has actually been sighted or indicated on radar. **TAKE SHELTER IMMEDIATELY!** All employees should secure their offices (if time allows) and take the shortest route to designated safe zones. Supervisors shall see that work areas are evacuated and all staff have vacated offices.

In the event of a Tornado, the following safety procedures are recommended:

- Avoid upper floors and especially the top floor of a multi-story building whenever possible. The upper floors receive the full force of the winds.
- Spaces in basement areas are better than locations on any other floor.
- Interior spaces – seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against flying debris.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as the gym or pool area.
- If you are outside and you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area then cover your head and neck with your arms or a piece of clothing.

Elam Center

- When notified of tornado watch by Public Safety, notify all employees in the facility of the watch.
- When notified of **TORNADO WARNING** by community siren, radio, Public Safety, or fellow employee, supervisor(s) shall evacuate all areas to safe zones. Supervisor(s) will use the radio to communicate with other employees on duty as to which areas should be cleared next. Assist persons with disabilities.
- Staff is instructed to keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building. Stay in safe zones until given the all clear from Public Safety to return to normal activities.
 - Elam Center Safe Zones
 - Racquetball hallway
 - Athletic hallway
 - Pool hallway
 - Fieldhouse Safe Zones
 - Multi-purpose room and hallway
 - Classroom hallway
- In the event a tornado damages the facility, the Office of Campus Recreation will assist the Department of Public Safety in evacuating the building by moving patrons and staff to one of the three outside meeting points:
 - Primary – James C. Hinson Drive Parking Lot
 - Secondary – Tennis courts in front of Elam Center
 - Third – Intramural Softball Fields

Elam Pool

- Professional staff, supervisor, or Rec. Check is responsible for letting the lifeguard(s) know if there is a Tornado WATCH or WARNING.
- Lifeguard(s) will inform pool patrons that a Tornado WATCH or WARNING has been issued.
- Lifeguards are responsible for clearing the pool and getting all pool patrons to the designated safe zones (pool locker room hallway) if there is a Tornado WARNING.
- Lifeguard(s) is instructed to keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building. Stay in safe zones until given the all clear from Public Safety to return to normal activities.
- In the event a tornado damages the facility, the lifeguards will assist the Department of Public Safety in evacuating the pool area by moving patrons and staff to one of the three outside meeting points:
 - Primary – James C. Hinson Drive Parking Lot
 - Secondary – Tennis courts in front of Elam Center

- Third – Intramural Softball Fields

Elam Rec Check

- Notify the building supervisor and intramural supervisors on duty of watch or warning.
- When a warning is issued take radio, keys and flashlight with you and lock rec check.
- Notify lifeguards of the situation to evacuate to designated safe zones: pool hallway, pool locker rooms, racquetball or athletics hallway.
- Go to top of arena steps next to the Campus Recreation office and direct patrons to safe zones.
- Once arena floor is clear, use the radio to communicate with the building supervisor on duty as to which area you should assist with next.
- Keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building. Stay in safe zones until given the all clear from Public Safety to return to normal activities. Assist persons with disabilities.
 - Elam Center Safe Zones
 - Racquetball hallway
 - Athletic hallway
 - Pool hallway
 - Fieldhouse Safe Zones
 - Multi-purpose room hallway
 - Classroom hallway
- Remain in the safe zone with occupants until the warning is over or authorization is given by the Department of Public Safety to disperse.
- In the event a tornado damages the facility, the Office of Campus Recreation will assist the Department of Public Safety in evacuating the building by moving patrons and staff to one of the three outside meeting points:
 - Primary- front of the Elam Center
 - Secondary-Intramural fields
 - Third- James C. Henson Drive Parking Lot

SRC Supervisor

- If a watch is issued the supervisor will notify all staff of current weather condition.
- If a warning is issued the supervisor will notify all employees and have them assist in the evacuation of patrons to safe zones.
- Distribute radios, flashlights and emergency vests to all staff members.
- Use the radio to communicate with other employees on duty as to which areas need to be cleared next.
- Use all available staff to begin the evacuation process by area.
- Supervisor is responsible for clearing the gyms and storage room
- Instruct staff to usher patrons to the designated safe zones (locker rooms, rec check, or conference room).
- Instruct patrons to remain in the safe zones until given authorization by Campus Recreation or the Department of Public Safety to come out.
- Supervisor shall communicate with all staff to ensure the building has been cleared and all patrons have been move to the safe zones.
- Keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building.
- Stay in safe zones until given the clear from Public Safety to return to normal activities. Assist persons with disabilities.

SRC Control Desk Attendant

- Notify the building supervisor and intramural supervisors on duty of watch or warning.
- When a warning is issued put on emergency vest and grab radio and flashlight.

- Notify Rec Check worker(s) of the situation to evacuate to designated safe zones: dressing rooms, rec check or conference room.
- Evacuate lobby, notify fitness attendant, evacuate locker rooms, and front lobby restrooms.
- If rec check attendant is on duty communicate who will cover what areas of evacuation.
- Once areas are clear, use the radio to communicate with the building supervisor on duty as to which area you should assist with next or if you need to remain close to the control desk phone.
- Keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building.
- Stay in safe zones until given the all clear from Public Safety to return to normal activities. Assist persons with disabilities.

SRC Rec Check Attendant

- When a warning is issued put on vest, take radio and flashlight with you.
- Communicate with control desk work as to which areas you need to evacuate (lobby, locker rooms, and restrooms) and then communicate with supervisor to see if further assistance is needed.
- Keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building.
- Stay in safe zones until given the all clear from Public Safety to return to normal activities. Assist persons with disabilities.

SRC Fitness Attendant

- Put on emergency vest and grab your radio.
- Notify patrons of situation and to evacuate to designated safe zones: dressing rooms, Rec check or conference room.
- Evacuate weight room, cardio mezzanine, track, upstairs restrooms, classroom, and fitness classrooms.
- Once cleared, use the radio to communicate with the building supervisor on duty as to which area you should assist with next.
- Keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building.
- Stay in safe zones until given the all clear from Public Safety to return to normal activities. Assist persons with disabilities.

SRC Group Fitness Instructor

- When a warning is issued end all classes and notify patrons to evacuate to designated safe zones: dressing rooms and Rec check and conference room.
- Once cleared, use the radio to communicate with the building supervisor on duty as to which area you should assist with next.
- Keep participants calm and as informed as possible. If participants insist on leaving, staff should not put themselves in jeopardy but should advise participants of the dangers of leaving the building.
- Stay in safe zones until given the all clear from Public Safety to return to normal activities. Assist persons with disabilities.

Intramural Supervisor

- Stop all activities and instruct patrons to designated safe zones.
- Communicate with building supervisor as to what additional assistance is needed.

Intramural: Outside

- Elam Rec Check or the SRC Supervisor will notify Intramurals of a Tornado WATCH or WARNING.
- Supervisor and officials inform all patrons that a Tornado WATCH or WARNING has been issued.
- Supervisor and officials will evacuate outside playing area to their designated safe zone: Racquetball Hallway.

Note: In the event a tornado damages the facility, the Office of Campus Recreation will assist the Department of Public Safety in evacuating the building by moving patrons and staff to one of the two outside meeting points

12.14 Thunder and Lightning

Elam Pool

- Professional staff, supervisor, and lifeguard(s) are responsible for monitoring weather conditions (thunder and lightning) during inclement weather.
- Lifeguard(s) are responsible for clearing the pool and informing pool patrons that due to thunder or lightning, the pool will be cleared for approximately 30 minutes.
- Pool activities will be suspended until 30 minutes from the last sound of thunder or sight of lightning.

Intramural

- Professional staff, supervisor, official, and scorekeeper are responsible for monitoring weather conditions (thunder and lightning) during inclement weather.
- Supervisors are responsible for the playing fields and informing patrons because of thunder or lightning, the area will be cleared for approximately 30 minutes.
- Intramural activities will be suspended until 30 minutes from the last sound of thunder or sight of lightning.
- Safety Locations
 - Elam racquetball hallway

12.15 Unsafe Condition (Maintenance Repairs)

- Supervisor will contact Maintenance 7640 or Public Safety 7777 to notify of condition.
- Post a closed sign or mark off area that is damaged.
- Supervisor will complete and turn in a Report of Occurrence Form (**See Appendix 15.2**) detailing the condition and what was done.
 - For the Elam Center send notification via email to the Facility Supervisor
 - For the Student Recreation Center send notification via email to the Assistant Director

12.16 Universal Engineering And Work Practice Controls

Biohazard Bags

Once an item is placed inside a biohazard bag, it must be incinerated. **DO NOT** put playing jerseys inside these bags. Washing them in a water/bleach solution can salvage the jerseys. Put only the rubber gloves, gauze, towels, etc. inside the biohazard bags. Put bloody jerseys inside 1 garbage bags; this will indicate to us that the jerseys need to be washed. Place garbage bag by the Intramural Coordinator's office door and the biohazard bag in SRC storage room in the biohazard container.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms that are present in human blood and can infect and cause disease in people who are exposed to blood containing the pathogen. These microorganisms can be transmitted through contact with contaminated blood and body fluids. Bloodborne pathogens include, but are not limited to the following: Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), and Hepatitis C (HCV).

In the recreational work environment, student employees have the potential to encounter hazardous body fluids. Therefore, when encountering body fluids employees should take all necessary measures to protect themselves. Personal protective equipment includes but is not limited to breathing barriers, non-latex disposal (single-use) gloves, masks, shields, and/or protective eye wear.

Cleaning and Decontaminating Blood Spills and Body Fluids

When cleaning up blood spills and body fluids take the necessary precautions to protect yourself. Wear disposal gloves when cleaning up spills. Soak area with bleach (located in Rec. Check and lifeguard room) then clean up spill using towels. Place towels and gloves in biohazard bag and dispose in SRC storage room in the biohazard container. Make sure area is dry. Immediately wash hands thoroughly with soap and warm water after cleaning up spills.

Engineering Controls

Engineering controls are control measures that isolate or remove a hazard from the workplace and help reduce the risk of an exposure incident. Personal protective equipment and biohazard bags are examples of engineering controls.

First Aid Kits

First Aid kits are located in SRC Rec. Check, Elam Rec. Check, lifeguard room, on lifeguard stands, and Elam supervisor office. Back up first aid supplies are located in SRC Rec Check.

INJURY OR ILLNESS

In the event that you respond to an injury during your employment with the university, the following protocol should be followed:

For minor injuries, you should:

- Administer first aid and fill out an Accident Report.
- **DO NOT** give out any type of medication such as anti-bacterial ointment, Tylenol, etc.
- You can help stop bleeding, give a band-aid, or give the victim a bag of ice.

For a seriously ill or injured person, you should:

- Follow the American Red Cross Emergency Action Steps: CHECK, CALL, CARE to assess the injured participant and care for the conditions that you find.
- Call 911 or instruct another employee or bystander to call. Notify the appropriate professional staff member of the situation. Make sure that the employee/bystander waits to verify the 911 call has been completed and comes back to notify you when all calls have been completed.
- Give the 911 operator as much information as possible about the injury or illness and the location of the victim.
- Instruct another employee or bystander to get the AED and bring it back to your location, if needed. (AED's are located next to pool entrance and on Fieldhouse walk/jog balcony)
- Move an injured victim only if:
 - The scene is unsafe or becoming unsafe.
 - Another victim must be reached who may have a more serious injury or illness.
 - To provide proper care (i.e. someone has collapsed on a stairway and needs CPR, which must be performed, flat surface).
- Restrict participant use of the affected area(s).
- Remain with the person until the police or emergency medical personnel arrive.
- If the injured person is an employee, contact their supervisor as soon as possible.
- Ensure that all witnesses remain at the scene of the accident. Get detailed witness statements from anyone who saw what happened.
- Ensure that all documentation is completed and that all paper documentation is given to professional staff.

Work Practice Controls

Work practice controls reduce the likelihood of exposure by changing the way a task is carried out and help to reduce the risk of an exposure incident. Examples of work practice controls include but are not limited to, cleaning and disinfecting all equipment and work surfaces, washing hands thoroughly with soap and warm water immediately after providing care, and not eating, drinking, or touching the eyes, mouth or nose when in an area where exposure to infectious materials is possible.

12.17 CPR/AED Procedures for a Professional Rescuer

- **Survey the Scene**
 - Surveying the scene assures your safety as well as the injured victim(s) safety. Never treat an injured person in an unsafe situation. If the situation is unsafe and you cannot correct it, call **EMS** and wait from a safe distance.
 - While surveying the scene, you should begin to determine the condition of the injured victim(s) and determine your plan of action.
 - Before you come in contact with the victim be sure that you have the appropriate personal protective equipment on such as **gloves (single use non-latex)** and a **pocket mask** or **breathing barrier**.

- **Once you start to provide care you must continue to do so until:**
 - You see an obvious sign of life, such as breathing
 - An AED is available and ready to use
 - Another trained rescuer takes over
 - More advanced medical personnel takes over (EMS)
 - You are too physically exhausted to continue
 - The scene becomes unsafe
 - A verified Do Not Resuscitate (DNR) form is provided

- **Primary Assessment**
 - **Consciousness**
 - Shake and Shout. Hey are you o.k.?
 - If the injured person can respond, they are conscious, breathing, and show signs of circulation. Once you determine that there are no life threatening conditions you should perform a **Secondary Assessment**, which includes a quick head to toe examination.
 - If the injured person does not respond, they are unconscious. You need to tell someone to call **911** and get the **AED** (if one is available); once the **EAP** has been activated you need to check the victims' **ABC's**.

 - **Airway, Breathing and Circulation (ABC's)**
 - Open the victims' airway using the head tilt chin lift.
 - Look, listen, and feel for no more than **10** seconds. You are looking for the chest to rise and fall, listening and feeling for breath on your cheek and checking for a pulse. To check the pulse for an adult and child locate the carotid artery in the neck and press in gently with **2** fingers. To check the pulse for an infant locate the brachial artery in the arm and press gently with **2** fingers.
 - In case of a breathing emergency such as drowning or hypoxia in an adult and/or anytime for a child or infant give **2 ventilations**.
 - If the victim shows signs of circulation, but is **NOT** breathing, perform **Rescue Breathing**.
 - If the victim shows **NO** signs of circulation and is **NOT** breathing, perform **CPR**.

- If the victim shows signs of circulation and is breathing, perform a **Secondary Assessment**.
- **Rescue Breathing**
 - For an adult, give **1** rescue breath every **5** seconds for about **2** minutes. For a child or an infant give **1** rescue breath every **3** seconds for about **2** minutes.
 - After **2** minutes, re-check **ABC's**. If the victim shows signs of circulation, but is still not breathing, continue rescue breathing, repeating steps **a and b**.
 - If the first few rescue breaths **DO NOT** go in and make the chest clearly rise, re-tilt the head and try a few more. If the breaths still do not go in the airway is obstructed, perform steps for an **Unconscious Choking** victim.
 - If the victim is **NOT** breathing and **DOES NOT** show signs of circulation perform **CPR**.
 - If the victim is breathing and shows signs of circulation, perform a **Secondary Assessment**.
- **Unconscious Choking**
 - If rescue breaths still **DO NOT** go in after you re-tilt give **30** chest compressions with **both hands** in the center of the chest just below the nipple line (**adult and child**) or **2 to 3** fingers just below the nipple line (**infant**). Compress **2** inches and let the chest return to its normal position after each compression. Compress at a rate of about **100** compressions per minute but no more than **120**.
 - Open the airway and do a foreign object check, only sweep it if you see it using your pinky.
 - Once you see an object and it is removed give **2** rescue breaths, if the breaths still **DO NOT** go in repeat steps **a and b**. If the breaths go in look listen and feel for no more than **10** seconds and do what you find.
 - If the victim is breathing and shows signs of circulation, perform a **Secondary Assessment**.
- **CPR**
 - Making sure the victim is on a firm, flat surface:
 - Give **30** chest compressions with **both hands** in the center of the chest just below the nipple line (**adult and child**) or **2 to 3** fingers just below the nipple line (**infant**). Compress **2** inches and let the chest return to its normal position after each compression. Compress at a rate of about **100** compressions per minute.
 - Give **2** rescue breaths.
 - Repeat the process of **30** compressions and **2** breaths until one of the above scenarios listed in section 2 occurs.

- **2 Rescuer CPR**
 - When **2** rescuers are present rescuer **#1** checks the victim's **ABC's** and finds the victim is **NOT** breathing and shows **NO** signs of circulation.
 - Rescuer **#1** tells rescuer **#2** to call **911** and get an **AED**, while rescuer **#1** finds the correct hand placement and begins **30** compressions (**adult**) or **15** compressions (**child and infant**).
 - Rescuer **#2** gives **2** rescue breaths.
 - Continue for **5** cycles or **2** minutes and switch positions where rescuer **#2** is now giving compressions and rescuer **#1** is giving rescue breaths.
 - Repeat the process of **30** compressions and **2** breaths until one of the above scenarios listed in section 2 occurs.

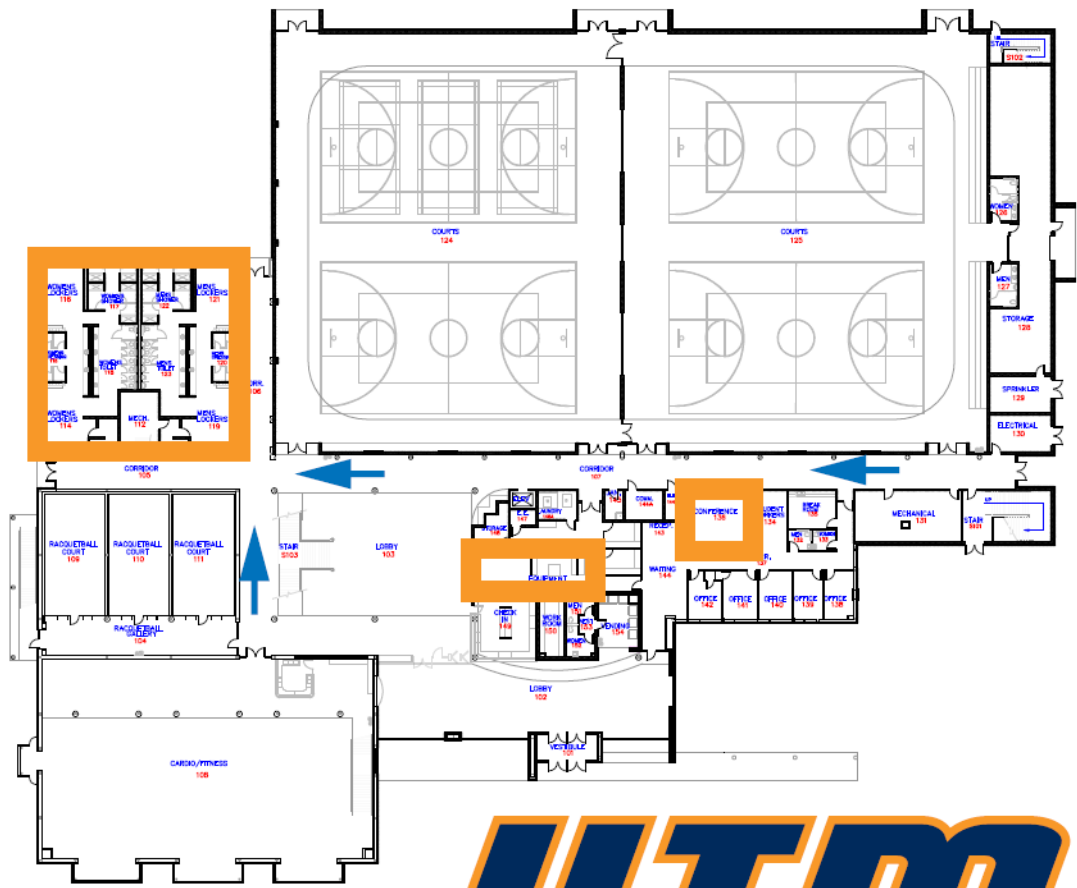
- **Conscious Choking Adult and Child** (a victim who is clutching their throat is the universal sign for choking)
 - Approach the victim, tell them you are a trained rescuer and get consent before you place your hands on them. If the victim is coughing, encourage them to keep coughing. If they are coughing you know they are breathing and hopefully they will cough the object up in their own.
 - Once the victim stops coughing, position one foot in front of the victim and lean the victim over making sure to support them and give them **5** back blows in between the shoulder blades. If the object doesn't come out give them **5** abdominal thrusts just above the navel with an inward and upward motion.
 - Continue the cycle of **5** back blows and **5** abdominal thrust until the object comes out or until the victim goes unconscious.

- **Conscious Choking Infant**
 - Place the infant face down on your forearm being sure to support their head, with it being the lowest part of their body and give them **5** back blows in between the shoulder blades. If the object doesn't come out roll them over to your other forearm so they are now face up and give them **5** abdominal thrusts just below the nipple line with **2 or 3** fingers.
 - Continue the cycle of **5** back blows and **5** abdominal thrust until the object comes out or until the victim goes unconscious.

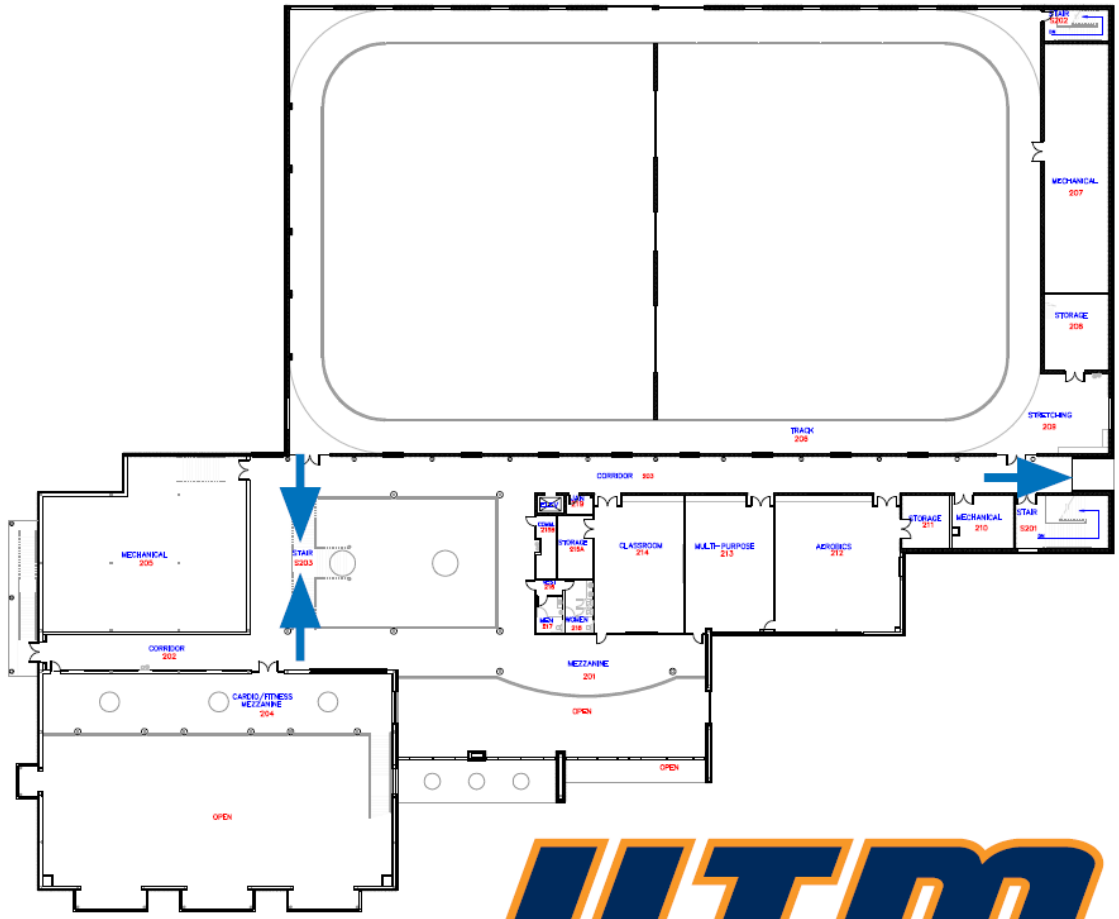
- **Secondary Assessment**
 - Check the victim from head to toe. Look for severe bleeding or limb threatening injuries. Take the necessary steps to treat what you find.
 - If during the secondary assessment any life threatening conditions develop, provide the appropriate care immediately.
 - If you find that the victim is breathing and shows signs of circulation, position the victim in a comfortable position and monitor their **ABC's** until **EMS** arrives.

- **Using an AED**
 - If you find that a victim is **NOT** breathing and **DOES NOT** show signs of circulation, you should follow the steps outlined above. As soon as an **AED** becomes available, you should perform the following steps:
 - Turn on the **AED** and place the pads on the victims' bare chest on the **upper right** and **lower left** side.
 - Once the pads are in place wait for the **AED's** prompts.
 - Remember the general precautions when using an **AED** such as:
 - Make sure the victims' bare chest is as dry as possible
 - **DO NOT** use alcohol prep pads to dry the victim
 - **DO NOT** touch the victim once the **AED** is analyzing or defibrillating
 - **DO NOT** use when in contact with water
 - **DO NOT** use around open flames or oxygen
 - **DO NOT** use radios or cell phones within 6 feet of an **AED**
 - **DO NOT** use the Adult pads on a victim that is less than 55 pounds, use the pediatric pads
 - With a gloved hand remove any medical patches that you find on the victim
 - Be sure not to place pads directly over metallic jewelry or body piercings

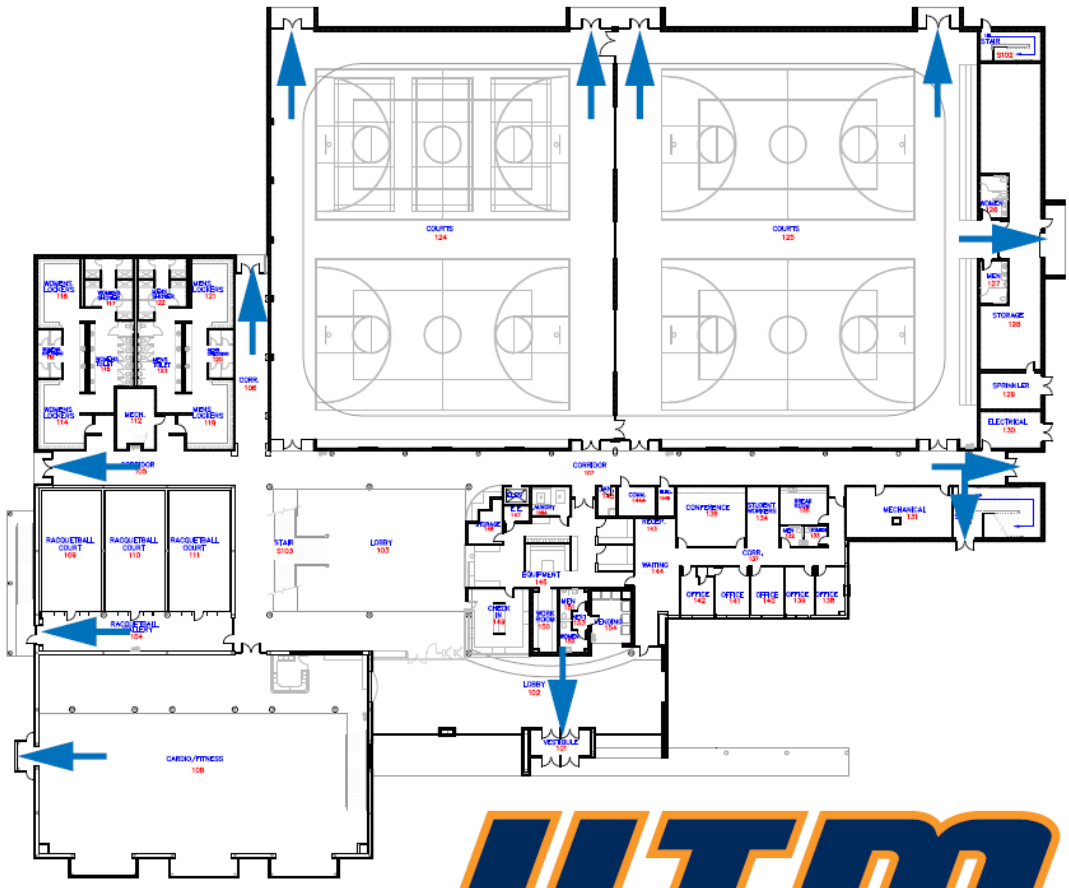
12.18 Map: SRC Tornado Safe Zones, 1st Floor



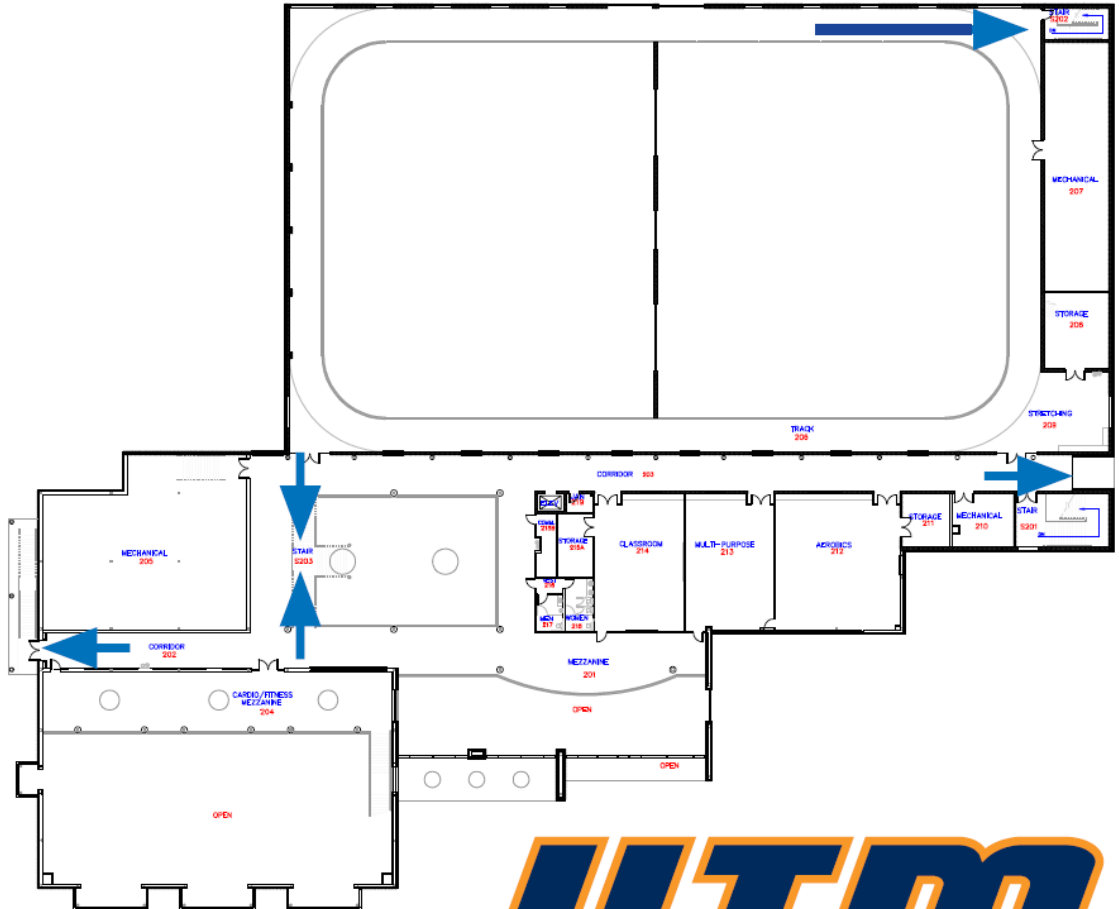
12.19 Map: SRC Tornado Safe Zones, 2nd Floor



12.20 Map: SRC Emergency Exits, 1st Floor



12.21 Map: SRC Emergency Exits, 2nd Floor



Section 13.....SRC FITNESS CENTER

The Student Recreation Center offers students, faculty, and staff the best opportunities for fitness in the area. UTM Fit Program is here to help you reach your goals of a healthy lifestyle. The anchor is the almost 10,000 sq. ft. state of the art Fitness Center with an expanded line of cardiovascular equipment, free weights and strength training machines. Group Exercise classes are free and offered in the Group Fitness and Multipurpose Rooms.

13.1 Cardio Fitness

Cardio Fitness provides over 50 pieces of cardiovascular equipment; everything you need to increase cardiorespiratory fitness, burn calories and improve overall health and wellness.

13.2 Group Fitness

SRC Group Fitness Program offers free classes in Cardio Boxing, Cycling, Strength Training, Yoga, Boot Camp, Dance and more. It has something for everyone and suited for individuals of all fitness levels. The program is set up so that anyone can attend at any point during the semester. Classes are held in the Group Fitness and Multipurpose Room. The Group Fitness room is stocked with a cardio barbell set, body bars, stability balls, hand weights, steps, mats, resistance tubing, yoga accessories, and 15 Star Trac Spinners. The 1,623 sq. ft. room has suspended flooring and a projector with screen for patrons to bring in DVD workouts. The Multipurpose Room is stocked with kettle-bells ranging from 10-30 pounds and has a projector with screen for DVD workouts.

13.3 Policy And Procedures

See Section 10.3

13.4 Rules

- All equipment must be used in the manner for which it was designed.
- Keep hands and feet clear of moving parts while machine is in use. Place hands and feet only on the handgrips and foot pads provided.
- Please wipe down equipment after use.
- No food, tobacco, chewing gum, glass bottles, or cans. Only water is allowed in a plastic container with a lid.
- Only athletic clothing is permitted. Shirts and athletic shoes are required at all times.
- No foul language or loud outbursts will be tolerated.
- No coats, bags, backpacks, etc. are allowed in fitness area.
- No outside personal training is permitted in the facility.
- Return all weights to their proper location after use.
- Campus Recreation recommends all free weight users have at least one spotter for their own safety.
- If patrons ignore safety and Campus Recreation policy and procedures, they will be asked to amend their behavior or leave
- Please do not occupy the equipment between sets.
- There is a 30-minute time limit on all cardio equipment during peak hours. If no one is waiting, you may reset your equipment.
- Always secure free weights on lifting bars with clamps.
- If unfamiliar with proper equipment use, please ask for assistance.
- Do not operate equipment if it has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Notify the fitness attendant of the problem.
- Participants exercise at their own risk, and they are responsible for their own health and safety.
- It is the user's responsibility to follow and obey all rules posted by Campus Recreation staff. Please direct all question, concerns, and maintenance needs to fitness attendant.

13.5 Weight Room

- The Weight Room offers 7,568 sq. ft. of strength equipment. Some of the highlights are 25+ selectorized strength training machines, 12,000 lbs. plus in dumbbells (5lbs. to 100lbs), 9 Olympic Benches (3 flat, 2 military, 2 incline, 2 decline) 2 Hammer Strength multi-racks with 8X8 platforms, and Smith Machine.

14.1 Policy and Procedures

- For all emergencies call 911
- The fitness trail is open for use from 5:00 a.m. to 10:30 p.m., Monday – Sunday except during university closures.
- LIGHTS TURN OFF AT 10:30 p.m.
- All individuals use the fitness trail at their own risk.
- 1 lap equals 1.45 miles
- You are responsible for all personal items. The university is not responsible for lost or stolen articles.
- Stay to the right. Slower walkers and runners should move to the right to allow faster runners to pass. Walk or jog no more than two abreast so others have room to pass.
- Littering is forbidden; no food or glass containers are allowed on the trail.
- No weapons, alcohol, smoking, or illegal substances.
- Children under 14 years of age must be accompanied by and supervised by an adult.
- Skateboards, inline skates, and bicycles are not permitted.
- THINK SAFETY. Do not wear a headset with the volume turned up so you cannot hear those trying to pass you. Be aware of your surroundings.
- Pets must be leashed at all times. Clean up after your pet and dispose of litter in waste receptacles.
- Please contact the Office of Campus Recreation to request use of the fitness trail for an event or function at 731-881-3754.
- To report suspicious behaviors or activities, contact UT Martin Police at 731-881-7777.

15.2 Accident Incident Form



THE UNIVERSITY OF TENNESSEE REPORT OF AN OCCURRENCE*

Not to be used for healthcare incidents, automobile accidents, or worker's compensation claim reporting

Entered	_____
PF	_____
CF	_____
Space Reserved for Risk Mgmt.	

List Comments to Factual Information	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Campus or Facility)</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">(Date of Occurrence)</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">(Time of Occurrence)</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Date of Report)</td> </tr> </table> <p style="text-align: center;">Type of Occurrence</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Injury</td> <td style="width: 33%;"><input type="checkbox"/> Property</td> <td style="width: 33%;"><input type="checkbox"/> Security</td> </tr> <tr> <td><input type="checkbox"/> Unsafe Condition</td> <td colspan="2"><input type="checkbox"/> Other (Explain) _____</td> </tr> </table> <p>Exact Location of Occurrence _____</p> <p>Description of Occurrence (Use Separate Page if Necessary)</p> <p>_____</p>	(Campus or Facility)	(Date of Occurrence)	(Time of Occurrence)	(Date of Report)	<input type="checkbox"/> Injury	<input type="checkbox"/> Property	<input type="checkbox"/> Security	<input type="checkbox"/> Unsafe Condition	<input type="checkbox"/> Other (Explain) _____									
(Campus or Facility)	(Date of Occurrence)	(Time of Occurrence)	(Date of Report)																
<input type="checkbox"/> Injury	<input type="checkbox"/> Property	<input type="checkbox"/> Security																	
<input type="checkbox"/> Unsafe Condition	<input type="checkbox"/> Other (Explain) _____																		
Complete if Injury and/or Property Damage	<p>Persons Injured:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">(Name)</td> <td style="width: 35%; border-bottom: 1px solid black; text-align: center;">(Street Address, City, State, Zip)</td> <td style="width: 15%; border-bottom: 1px solid black; text-align: center;">(Telephone)</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">(Relationship to UT)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">(Name)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Street Address, City, State, Zip)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Telephone)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Relationship to UT)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">(Name)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Street Address, City, State, Zip)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Telephone)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Relationship to UT)</td> </tr> </table> <p>Medical Treatment Required <input type="checkbox"/> No <input type="checkbox"/> Yes Where _____</p> <p>Other Medical Information:</p> <p>_____</p> <p>Property Damaged (Description – Damage):</p> <p>_____</p> <p>Witnesses:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">(Name)</td> <td style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Address)</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Telephone)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">(Name)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Address)</td> <td style="border-bottom: 1px solid black; text-align: center;">(Telephone)</td> </tr> </table>	(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)	(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)	(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)	(Name)	(Address)	(Telephone)	(Name)	(Address)	(Telephone)
(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)																
(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)																
(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)																
(Name)	(Address)	(Telephone)																	
(Name)	(Address)	(Telephone)																	
Other Information	<p>Occurrence Reported to: <input type="checkbox"/> UT Campus Police <input type="checkbox"/> Local Police <input type="checkbox"/> Other _____</p> <p>Other Comments:</p> <p>_____</p>																		

Person Making Report	Signature	Address	Telephone	Relationship to UT
----------------------	-----------	---------	-----------	--------------------

*Occurrence: The event or condition that could or did cause injury or property damage.

15.3 AED Report

**University of Tennessee at Martin
Automated External Defibrillator Use Report**

Date and time of Use: _____ Location: _____

Patient Information:

Name: _____ Age: _____ Sex: _____

Patient Condition upon your arrival: (circle)

Conscious	Breathing	Pulse	CPR
Unconscious	Not Breathing	No Pulse	No CPR

What action did you take? _____

Was shock needed?	Yes	No	Was shock delivered?	Yes	No	
Did pulse return?		Yes	No	Did breathing return?	Yes	No
Was CPR performed?	Yes	No	By whom?	_____		
Did patient become conscious?	Yes	No				
Condition on arrival of EMS?	_____					
Outcome (if known):	_____					

Names of all AED responders:

Your Name

Date

Please submit report to the Office of Environmental Health and Safety.

15.6 Bi-weekly Time Report: Did Not Clock In

Biweekly Time Report

Employee Name Smith, John
 Personnel Number _____
 Weekly Work Hours _____

Pay Period Ending _____
 Cost Center/WBS _____
 Position _____
 Rate / hour \$ _____

Example



Attend/Absence	Week # 1							Total	Special Pay Units Code	Special Pay Units Units
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun			
IN		6:00 AM								YCL2 Call Pay - 2
OUT		9:00 AM								YCLB Call Pay - B
Position		SRC-CD								YCLF Call Pay - F
										YCLJ Call Pay - J
IN		4:00 PM								YCLK Call Pay - K
OUT		6:00 PM								YCLL Call Pay - L
Position		Exam-Regard								YCLS Call Pay - S
										YCLT Call Pay - T
										ZOCM Change Pay - M
Total:										

Attend/Absence	Week # 2							Total	Special Pay Units Code	Special Pay Units Units
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun			
IN										
OUT										
Position										
Total:										

Notes:

- Report all time in hours and hundredths of hours.
- Use decimals rather than fractions.
- This report should include absence and attendance hours only for this position.
- Account for all hours in the employee's normal work day and work week.

The above is a true statement of hours for attendance/absence for the University of Tennessee for the weeks ending on the dates _____

Employee Signature: John Smith
 Department Approver: _____

3/6/13
 3/9/13

Explanation on Back why you did not clock in or out.

On back of Time Report; explain reason you did not clock-in.

Example

① Forgot my Skyhawk ID Card.



THE UNIVERSITY OF TENNESSEE AT MARTIN
Bomb Threat Report

INSTRUCTIONS:

- Be calm.
- Be courteous.
- Listen.
- Do not interrupt the caller.
- Notify your immediate supervisor.
- Talk to no one other than those instructed by your supervisor.

Name _____ Date _____

Time _____ am/pm

Phone # Displayed: _____
 campus line transferred in off campus

Location Displayed _____

Questions to ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does the bomb look like?

Why was the bomb placed?

Exact words of person placing call:

TRY TO DETERMINE THE FOLLOWING:

Caller's Identity

- male female adult juvenile

Years of age: _____

Voice

- loud soft high pitch deep
 raspy pleasant intoxicated or drugged

Accent

- local U.S. regional foreign _____

Speech

- fast slow distinct distorted
 nasal stutter slurred lisp

Language

- excellent good fair poor foul

Manner

- calm angry rational irrational
 coherent incoherent deliberate

Background Noises

- office machine factory machine traffic
 train or airplane music quiet
 animal party atmosphere

The University of Tennessee is an EEO/AA/Tde/Vt/Trk/Dx/Sevices/504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In compliance with the James O. Eastland Act (Disclosure of Campus Security Policy and Campus Crime Statistics Act) (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utmsi.edu/departments/investments/pol/leaders/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hunt House, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletic program participation rates and financial support may be found at http://www.utmsi.edu/webshare/communi/_face/09/10%20CCE-EADA%20report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Hunt Center, Martin, TN 38238 or by calling (731) 881-2665. 10/9/2015 8:00:00 AM

THE UNIVERSITY of TENNESSEE 
MARTIN



Campus Recreation

Complimentary Pass for Leisure Recreation

Name _____

Date For Use _____

Area _____

Issued By _____

Holder presents this pass to Rec. Check on level one.

15.9 Daily Reconciliation Sheet



The University of Tennessee at Martin
Campus Recreation Daily Reconciliation Sheet

Receipt Book # _____ Beginning Receipt # _____ Ending Receipt # _____
 Beginning Money Count \$ _____ Ending Money Count \$ _____ Receipt Money Total \$ _____
 Bank # _____ Work Location _____

Start Shift	<table border="1"> <tr> <td>Cash Collected</td> <td></td> </tr> <tr> <td>Checks Collected</td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Total Collected</td> <td></td> </tr> <tr> <td>\$ _____ Shortage \$ _____ Overage</td> <td></td> </tr> </table>	Cash Collected		Checks Collected		Miscellaneous		Total Collected		\$ _____ Shortage \$ _____ Overage	
Cash Collected											
Checks Collected											
Miscellaneous											
Total Collected											
\$ _____ Shortage \$ _____ Overage											
Cashier name _____											
Supervisor signature _____											
Date _____ Start Time: _____ am/pm											
End Shift											
Cashier Name _____											
Supervisor signature _____											
Date _____ End Time: _____ am/pm											

The University of Tennessee is an EO/AAE/Title IX Section 504/ADA/NDAA institution in the provision of its education and employee programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-2515 Office, (731) 881-4889 TTY. Hearing impaired, (731) 881-2581 Fax, equityadviser@utms.edu, <http://www.utms.edu/departments/equalopp/>. In compliance with the Accessible Campus Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utms.edu/departments/investigation-publicaffairs/cleryreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hart Tower, Martin, TN 38238 or calling (731) 885-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utms.edu/athletics/varsoccer_06c29f-99f26b05-6a06b206report.pdf and printed copies may be obtained through the Office of Investigative Athletics, 1822 Stan Center, Martin, TN 38238 or by calling (731) 881-2466. 055-8235-08-812-12

Log Voids: _____

Error Correct: _____

Log Cancel: _____

No Sale: _____

Complimentary Passes
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

15.10 Daily Sign-in/out Sheet



Student Recreation Center Daily Sign-in Sheet

Name	Date	Time In	Time Out	Did not swipe badge	Notes

- 1. Supervisor
- 2. Control Desk
- 3. Rec Check
- 4. intramurals
- 5. Fitness Center

- 6. Special Events
- 7. Fields/Maintenance
- 8. Office
- 9. Other
- 10. Lifeguard Inservice

15.11 Damaged Equipment Form



THE UNIVERSITY OF TENNESSEE AT MARTIN
Campus Recreation
Lost & Damaged Equipment Form

Name: _____ ID Number: _____

Phone Number: _____ Item Lost or Damaged _____

Reporting Staff _____

Comments _____

Person Handling Incident & Comments

THE UNIVERSITY OF TENNESSEE **UT**
MARTIN
Office of Campus Recreation
Student Recreation Center
95 Mt. Pelia Rd.
Martin, TN 38238
731-881-7745 Phone
731-881-7725 Fax
www.utm.edu/departments/campusrec

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hart Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utm.edu/webshare/consumer_docs/0910%20DOE-EADA%20Report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elm Center, Martin, TN 38238 or by calling (731) 881-7660. E05023540-006-12



THE UNIVERSITY OF TENNESSEE AT MARTIN
Campus Recreation
Lost & Damaged Equipment Form

Name: _____ ID Number: _____

Phone Number: _____ Item Lost or Damaged _____

Reporting Staff _____

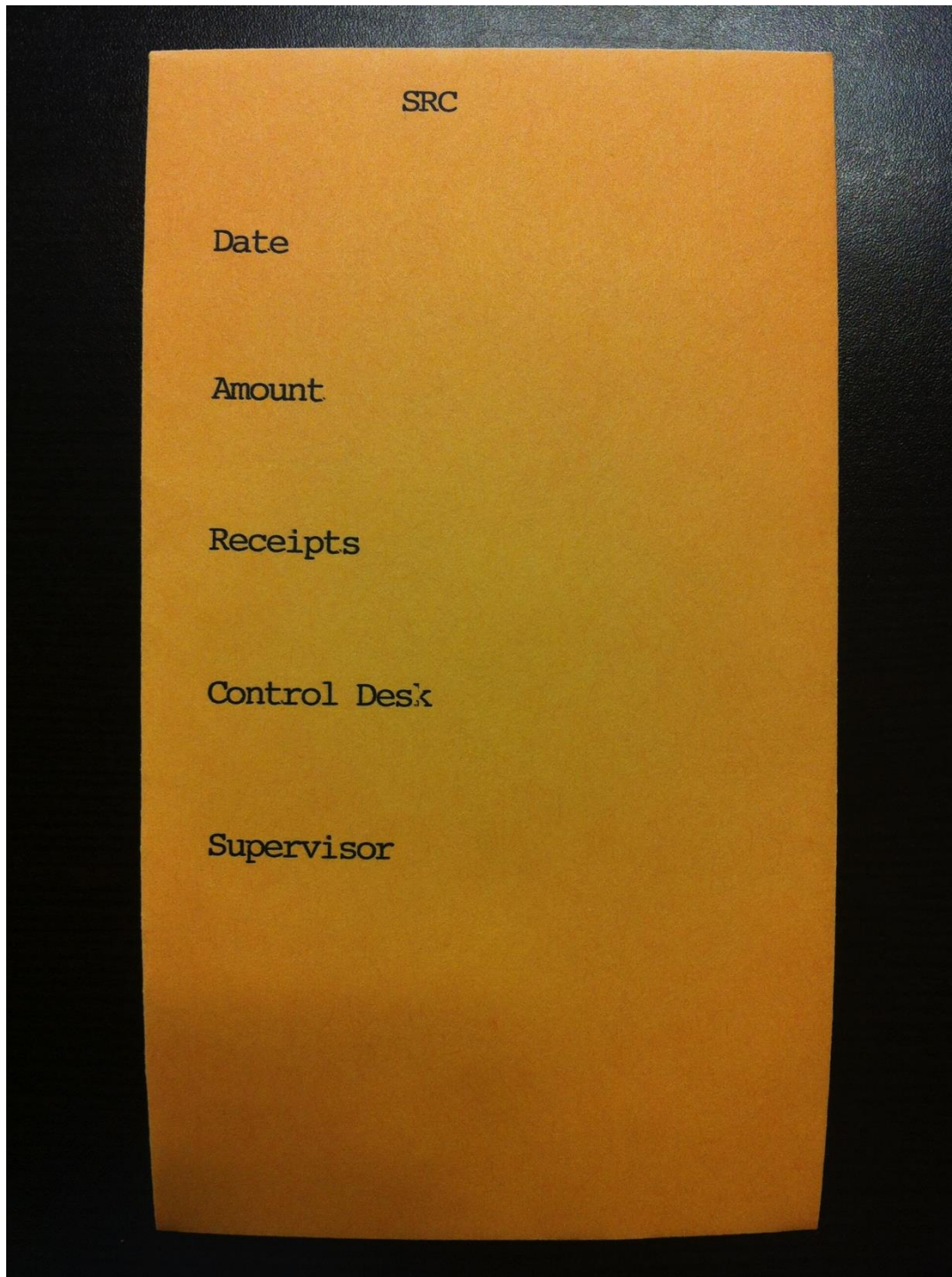
Comments _____

Person Handling Incident & Comments

THE UNIVERSITY OF TENNESSEE **UT**
MARTIN
Office of Campus Recreation
Student Recreation Center
95 Mt. Pelia Rd.
Martin, TN 38238
731-881-7745 Phone
731-881-7725 Fax
www.utm.edu/departments/campusrec

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hart Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utm.edu/webshare/consumer_docs/0910%20DOE-EADA%20Report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elm Center, Martin, TN 38238 or by calling (731) 881-7660. E05023540-006-12

15.12 Deposit Envelope



15.14 Employee Incident Report



The University of Tennessee at Martin
Office of Campus Recreation
Employee Incident Report

Please Print

Date of Incident _____ Time of Incident _____ am/pm

Location of Incident _____

Name of Employee _____

His/Her Position _____

Detailed description of incident (use back if necessary):

Description of action taken: _____

Name of Person Filling Report _____

Signature _____

Date _____

Employee Signature _____

Date _____

Office Use Only
Date Report Filed

Person(s) handling report



The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicsafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utm.edu/webshare/consumer_docs/09-10%20DOE-EADA%20Report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-0235-00-008-12