



**CAMPUS REC
& STUDENT PROGRAMMING**

**POLICIES AND
PROCEDURES
HANDBOOK**

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Campus Recreation and Student Programming POLICIES AND PROCEDURES HANDBOOK

Our Facilities

Andrews Student Recreation and Wellness Center

Strength and Conditioning Area – 12,000 sq. ft.

- More than 70 pieces of cardio equipment including treadmills, ellipticals, different types of cycles, steppers and rowers
- 24 selectorized weight-training pieces
- Combination of 40 plate-loaded and free-weight stations

Sports Forum – 18,500 sq. ft.

- Four multi-purpose courts, with the option of isolating each court
- Ability to play basketball, volleyball, badminton and a host of other activities

Aerobics Studios – 3,200 sq. ft.

- Designed as a group fitness instructional area that accommodates classes taught by certified instructors
- Capability to be divided in half to hold two different classes at the same time

Meditation Center

- A quiet space designed specifically to provide an area for students, faculty and staff to take time out of their hectic schedules to reflect, relax and contemplate

Wellness Resource Center

- Designed to promote healthy lifestyle choices through comprehensive programming in areas of fitness, nutrition, mental and spiritual health and personal safety
- Programming and services will include testing and assessments, workshops, classes and clinics designed for individual and group participation.

Climbing Wall

- One of the tallest in the state of Ohio at 53'
- Program mix will include eight climbing routes and a 46' rappelling platform and one-third of the lower wall is designed for bouldering opportunities.

Beeghly Aquatic Center

With 197,000 square feet of floor space, Beeghly Center is one of the largest buildings on campus. Among the building's many striking features are a 6,852-seat basketball/volleyball arena, an Olympic-size swimming and diving complex, two activity decks and an auxiliary gym. The Beeghly Center accommodates intramural sport and club sport activities and hosts a variety of programs and special events run by the Department of Campus Recreation & Student Programming.

Stambaugh Sports Complex

The Arnold D. Stambaugh Sports Complex brings Penguin football and soccer on the YSU campus to a higher level with a 21,630-seat stadium that overlooks the multi-purpose Sprinturf playing field. It houses the Office of Intramural and Club Sport programs.

The Stambaugh Stadium houses a 188,000 square-foot, shared athletic and recreation facility that accommodates six multi-purpose gymnasiums, seven racquetball/wallyball courts, a 6,000 square-foot nautilus and free weight center, an athletic training room and lecture/classrooms.

Outdoor Complex

The outdoor activity area consists of the 400-meter all-weather track complex, the all-weather tennis complex (10 courts) and two activity fields. The Outdoor Complex accommodates intramural sport and club sport activities and hosts a variety of programs and special events run by the Department of Campus Recreation & Student Programming.

Policies and Procedures

General Policies

- Coats, street clothing, backpacks or equipment bags should be placed in lockers or cubbies around the building. PLEASE LOCK VALUABLES IN A LOCKER!
- Alcoholic beverages and tobacco products are prohibited in all facilities at all times. Violators are subject to disciplinary actions.
- The use of profanity and vulgar language is prohibited.
- All students and guests must adhere to the university student code.
- The Campus Recreation and Student Programming Department reserves the right to suspend guest and member privileges and deny them building access if they do not abide by the department policies.

Guest Pass Policies

- Sponsors must provide a valid YSU ID; guests must provide a photo ID; and everyone must be at least 16 years old.
- All guest passes are \$10 and non-refundable and non-transferable.
- Passes are valid for one-(1) day and guests are not permitted to re-enter with their pass.
- Sponsors and guests must be in proper attire (no jeans, boots, etc.) to participate in activities.
- All guests agree to abide by the policies and procedures governing the Andrews Student Recreation and Wellness Center.
- Sponsors are responsible to stay with their guest(s) during their entire visit.
- Misuse will result in termination of membership to the Rec Center.

Parking

- Contact Youngstown State University Parking Services at 330-941-3546 for information about parking access options and to obtain designated student, faculty and staff space areas.

Lost and Found

- The Department of Campus Recreation is not responsible for lost or stolen items.
- Inquiries regarding lost items may be made at equipment issue. Items of value (wallets, MP3 players) will be turned over to YSU Police.
- Found YSU ID's will be returned to YSU Registration office within 24 hours.

Tours

- Andrews Student Recreation and Wellness Center staff-escorted tours are available upon request or may be scheduled in advance. Please contact the administrative office to schedule a tour for five or more people.

Rec Center Dress/Attire

- Appropriate dress is required for personal safety and maintenance of equipment and facilities:
- Closed-toe, rubber-soled athletic footwear (tennis shoes) are required – no boots, flip flops, sandals or open-toe shoes.
- Clothes free of buttons, rivets or metal zippers required in the strength and conditioning area, sports forum, racquetball court and aerobics studio.
- Full-sleeved tee-shirts are required in the strength area.
- No mid-drifts or sports bras allowed in activity spaces.
- Full-sleeved tee-shirts – No tank tops, mid-drifts, sport bras or cut off shirts are allowed in the strength area.
- Street clothes are prohibited in the strength and conditioning area, sports forum, racquetball courts and aerobics studio.

Food/Drink

- Water only is permitted in closed plastic containers (no protein shakes, sport drinks, etc., are allowed).
- Chewing gum is prohibited.

Bulletin Boards/Soliciting

- Signs, fliers or posters must be approved by the administrative staff. Stop by the Department of Campus Recreation administrative office.
- Soliciting is not permitted inside the Andrews Student Recreation and Wellness Center.

Elevators

- In case of fire, please use the stairs.

Locker Rooms

- All patrons may use lockers on a daily basis. The daily lockers are for temporary storage while using the Andrews Student Recreation and Wellness Center.
- It is highly recommended that participants use a lock when storing personal belongings. Locks can be checked out at equipment issue at no charge for use on lockers with a valid YSU ID.
- Locks left on daily lockers will be removed nightly.
- Cell phone/cameras are not permitted in the locker rooms.
- Glass containers are not permitted in the locker rooms.
- Warning – Wet surfaces in the locker room may be slippery. Please watch your step.

Camera/Video

- Picture taking and/or videotaping is only permissible with written authorization from the Department of Campus Recreation administrative staff.
- Photographs may be taken of informal recreation and programs by the Department of Campus Recreation or YSU Marketing. These photographs are used for promotional purposes. If you prefer not to be photographed, please notify the photographer.

Music

- Only listening devices with headphones are allowed.

Severe Weather Policy

- Refer to the University website at www.ysu.edu for any cancellations.

Natatorium

- Proper swim attire is required. Swimming in underwear, thongs, sanitariums or see-through suits is prohibited.
- Open recreation includes activities other than lap swimming.
- Several groups can use the facility simultaneously. It is important to respect all users and swim in the designated areas.
- All Campus Recreation programs, scheduled facility usage, equipment and services are exclusively reserved for students, faculty and staff.
- YSU students, faculty and staff are provided the opportunity to sponsor immediate family to use the natatorium during open recreation hours. An adult must supervise children at all times.
- Validated YSU IDs are required for equipment and facility use.
- Varsity athletics and special events may interrupt the schedule - Check the Aquatic Center bulletin board (Beeghly, room 226) for daily updates.
- No private lessons – University facilities are not to be used for private gains. No private lessons or sessions are allowed at any time. All lessons and classes are conducted by HPES or the Department of Campus Recreation and Student Programming.

Andrews Student Recreation and Wellness Center

Membership/Access

- YSU students – Current Youngstown State University students may use the facilities and services without paying an additional membership fee. A valid YSU student ID must be provided for facility access.
- Faculty/staff/retirees and families – Membership information is available in the Department of Campus Recreation and Student Programming administrative office. Please contact (330) 941-2240 for information and application.
- Children – Individuals under the age of 16 are not permitted to use the facility unless they are active in a Department of Campus Recreation approved program. Individuals under 17 years of age are not permitted in the free weight area. **(Minors [under the age of 16] are not permitted to be left unattended in any area of the Andrews Student Recreation and Wellness Center unless attending a Department of Campus Recreation program. Violators of this policy and the identified minor(s) will be required to leave the facility upon request of any Campus Recreation staff member. The identified student, faculty/staff member in violation of this policy will be subject to a suspension of membership privileges and/or university disciplinary actions.)**
- Guest passes -- \$10 daily guest passes can be purchased by sponsoring YSU students and members of the Andrews Student Recreation and Wellness Center. The Andrews Student Recreation and Wellness Center will accept a maximum of 10 approved guest pass applications on a daily basis. Please review the Guest Pass Policies for more details.
- The Department of Campus Recreation and Student Programming reserves the right to discontinue the guest pass program without notice.
- Lost YSU ID – a photo ID, such as a driver's license or a state ID, must be presented with the receipt for the purchase of a replacement YSU ID to gain access into the facility – no exceptions. The use of the receipt is limited to (3) consecutive days.

Area-Specific Policies in Andrews Students Recreation and Wellness Center

Strength and Conditioning

- Full-sleeved tee-shirts are required at all times on the weight room floor. Tank tops (but not sport bras or mid drifts) are allowed on cardio equipment.
- Street clothes are prohibited on all equipment.
- Patrons are required to unload and re-rack weights after use.
- Chewing gum is prohibited.
- Clips are mandatory for all free bar lifts.
- Slamming or dropping of free weights is not allowed.

- Improper use of equipment is prohibited. This includes, but is not limited to, standing on equipment and benches, standing on weights, stacking weights under equipment, top loading, and stepping on weights.
- Weights should never be set on benches; this includes dumbbells, free weights, and bars.
- Power lifts (clean, clean-jerk, snatch) are prohibited.
- The use of chalk is prohibited.
- The use of a spotter is recommended.
- Wiping down equipment after use is mandatory (please do not spray machines directly with cleaning solution).
- Return all equipment to proper place after use. Please keep all equipment in designated areas.
- Limit stretching and floor exercises to designated areas.
- Athletic footwear is required (boots, flip-flops and open-toed shoes are not permitted).
- Athletic shorts or sweatpants are required (cargo shorts, cargo pants, and jeans are not permitted).
- No one under the age of 17 is allowed access to the free weight area.
- Outside personal training is not allowed (only personal training hired by the Campus Recreation staff is permitted).
- Immediately report any weight room related injury or facility/equipment irregularity to staff on duty.
- Time is limited to 30 minutes on all cardiovascular equipment when someone is waiting.
- Facility and equipment is on a first-come, first-served basis. Please be courteous to others.
- The use of the "emergency off" clip is mandatory when using treadmills.
- Cell phone usage is prohibited on equipment and in the locker rooms.
- Contact a staff member if any extra assistance is needed.
- All structured activities and programs must be offered through the Department of Campus Recreation. No outside instruction permitted.
- Failure to comply with the above policies may result in temporary or permanent suspension from the Andrews Student Recreation and Wellness Center.

Fitness Studios

- Street clothes are prohibited in all activity spaces.
- Entrance to classes will start 10 minutes prior to the scheduled class time.
- Participants should remain outside the studio doors until everyone from the previous class has exited. A facility monitor will instruct members to enter the studios at the appropriate time. Please come early to reserve your spot.
- Entry is on a first-come, first-served basis. Participants cannot save bikes or spots for their friends.
- Maximum enrollment for Group X and Instructional classes are up to the instructor and the number for SPINNING is dictated by the number of bikes. Once the maximum number of participants has been reached, the class will be closed.
- The instructor has the authority to cancel or change a class format if fewer than (3) participants attend.

- In order to ensure the safety of all participants, members who are 10 or more minutes late for class will not be permitted into the studio/SPINNING class.
- All participants must sign in prior to the beginning of each class with the facility monitor.
- Appropriate athletic shoes must be worn in all Group X and Instructional classes (except Yoga or Pilates). Sandals, dress, and open-toed shoes will not be permitted in the studios.
- For SPINNING classes, excessively baggy pants and long skirts are not permitted. SPINNING shoes may be worn.
- Participants of all classes are strongly encouraged to bring a towel and water bottle to class.
- All personal items should be kept in the provided cubbies. The Department of Campus Recreation is not responsible for lost or stolen items.
- Equipment provided in a class (body bars, dumbbells, resistance bands, etc.) may not be taken out of the room.
- Participants are asked to return all equipment to its proper location at the end of each class.
- Only Campus Recreation staff members are permitted to use the stereos in the studios.
- Report any injuries and facility or equipment irregularity to the Group X, Instructional, or SPINNING instructor.
- The following are prohibited in the Group X, Instructional, and SPINNING areas:
 - Personal belongings left on the floor
 - Food or beverage, with the exception of water in a nonbreakable bottle
 - Chewing gum
 - Cell phone usage
- For participants' safety, leaving Group X, Instructional, and SPINNING classes before the cool down is strongly discouraged.
- The Department of Campus Recreation reserves the right to adjust the schedule, class formats, and instructors when necessary. Abbreviated schedules of classes may be offered during holidays and breaks. Please refer to the web page or bulletin boards near the studios for class cancellations, schedule changes, and special events.
- Any class that consistently has attendance of fewer than (5) people may be cancelled at any time without notice.
- We reserve the right to turn away anyone who we deem is not wearing appropriate attire or who compromises the safety and professionalism of the Group X areas. Exceptions may be made for religious purposes.
- For your safety and the safety of other members, please follow the instructor's routine and keep conversation to a minimum.
- Participants must be 16 years or older to participate in any class.
- New SPINNING participants are encouraged to arrive 15 minutes prior to the beginning of class to learn proper bike set-up.
- To encourage cross-training and to promote all class types, instructors' names will not be provided on the schedule.
- Participants should consult a physician prior to beginning a new fitness program.

Climbing Wall and Elevated Challenge Course

- All approved participants must:
 - Check in with the programming staff;
 - Have an acknowledgement of risk and release form in ARWC position, with all appropriate signatures;
 - Be issued ARWC-approved equipment, excluding personal shoes and chalk bags.
 - Participants may also use their own harness for the climbing wall portion provided that it is inspected by a wall supervisor or intern.
- Climbing shoes or athletic shoes are required to be worn at all times. Bare feet or hiking boots are not permitted.
- All participants must use ARWC provided belay devices, carabiners and ropes for the climbing wall, and only ARWC equipment for the elevated challenge course. No exceptions!
- Helmets are highly recommended, but not required as long as the participant signs a helmet release form.
- No loose chalk is permitted. Climbers may use bison balls, but xfactor is not permitted.
- All equipment must be returned at the end of each program or a service charge will incur.
- Participants are responsible for assuring that the program staff has twice checked their safety systems prior to entering the elevated challenge course or climbing on the rock wall.
- Participants must tie into their harness. Clipping in is not permitted
- Belayers on the climbing wall must belay from their harness and not the floor anchors.
- swinging across the wall or swinging on the leads for the elevated challenge course is not permitted.
- Climbers must climb the designated routes.
- Grabbing, pulling or stepping on quick draws or bolt hangers is not permitted.
- Bouldering with hands above the 10' shaded area is not permitted.
- Bouldering above or below another climber or boulderer is not permitted.
- Spotters are highly recommended when bouldering.
- A climber that is bleeding may not continue to use the wall until the blood is properly cleaned and the wound is covered.
- Food, beverages, alcoholic beverages, personal belongings or glass are not permitted in the climbing or elevated challenge course areas. Approved climbing gear and plastic bottles containing water only are permitted at the wall.
- All accidents and damaged equipment must be reported immediately to the program staff.
- Shirts are required. Sports bras, sleeveless, or shirtless participants are not permitted.
- All personal possessions such as jewelry, watches, necklaces, rings, excessively loose clothing, etc., must be removed when participating in an adventure recreation program and stored in your locker. Program staff is not responsible for lost or stolen items.

- Correct communication commands must be used by both the climber and belayer. Spectators will be allowed at the staffs' discretion.
- Patrons found to be participating in an adventure recreation program under the influence of alcohol or drugs will be stopped from participation and could have disciplinary actions brought against them.
- Patrons found to be participating in an adventure recreation program under the influence of prescription medication that could put their participation at a greater risk, will be stopped from participation.
- All staff has the right to ask uncooperative or unsafe participants to leave.
- Any one found to be participating in an unsafe manner will be counseled about appropriate techniques, procedures or behaviors first; if continued abuse occurs, participants will be asked to leave. If the participant still continues with inappropriate techniques or behavior, they will be removed from the program and asked to leave the building.
- Any infraction of any policy can result in immediate removal from the program and building.

Meditation Studio

- Please do not leave personal belongings unattended.
- The meditation studio is not a study or social lounge.
- Mutual respect is expected in this quiet space.

Walk/Jog Track

- Athletic shoes are required.
- The track is intended for recreational purposes only. Competitive training and sprinting are not permitted.
- Please follow the designated walk and jog lanes.
- The walking/jogging direction on the track will change daily.
- The track is one-eighth of a mile.

Wellness Resource Center

- All computers and resource materials are to be used for educational purposes.
- There is a limit of 30 minutes per person on each computer.
- All materials in the resource center are to stay in the resource center.
- Food and drink, excessive noise and profanity are prohibited.
- Downloading any computer programs to resource computers is prohibited.
- Ask a staff member if assistance is needed.
- Cell phone usage is prohibited while using resource center computers.
- All members must sign in before using the resource center.
- Failure to comply with any of the above policies will result in a loss of privileges to use the Andrews Student Recreation and Wellness Center.

Sports Forum (gym)

- Street clothes are prohibited in all activity spaces.
- Coats, street clothing, backpacks, or equipment bags should be placed in lockers or cubbies around the building. Please do not leave personal items unattended.

- Hanging on rims, nets or court dividers is prohibited
- Basketballs, volleyballs, soccer balls and badminton equipment are available for check out at the equipment check out.

Equipment Check Out

- Equipment Issue is located on the lower level of the Andrews Student Recreation and Wellness Center.
- All students/members can borrow equipment at no charge with a valid university ID.
- All equipment must be kept inside the Andrews Student Recreation and Wellness Center and returned by the end of the day. Participants will be charged a fee for damaged or missing equipment.
- All equipment must be returned by the original user.
- Towel check-out/in is available with a YSU ID.
- A fee will be charged for towels that are not returned.

Racquetball Courts

- The use of protective eye wear is recommended.
- All metal racquets must have protective guards or leather straps.
- All participants must wear rubber-soled shoes and athletic attire. Street shoes and street clothes are prohibited.
- Racquets, racquetballs and protective eyewear are available for check-out at Equipment Issue.
- All courts will be available on a first-come, first-served basis unless otherwise reserved through Equipment Issue at (330) 941-2246.

Programming Areas

Wellness

Located in the Andrews Student Recreation and Wellness Center, the Wellness Resource Center is the hub of fitness, health and wellness information on campus. Computers are on hand to search the Internet for health tips and a library of informational books and multimedia is available for research. Health educators are on staff to answer any questions and to provide students, faculty and staff with informational pamphlets on many important topics. Also, Table Talk presentations on various health issues are offered throughout the school year and are free to everyone. Make an appointment to meet with our Registered Dietitian Chrystyna Zellers, for FREE! Sign up for a total-body fitness assessment given by trained personnel for FREE! Keep looking for semester updates on Incentive programs, Wellness Ways and other Wellness activities. Stop by and check us out, or call with questions at (330) 941-2241.

Fitness

The fitness programs offered by the Department of Campus Recreation provide a wide variety of services for all interests and levels of Andrews users. Our fitness area includes a state-of-the-art, full line of Precor cardiovascular and strength equipment

providing students and members with a comprehensive fitness facility. Various types of group exercise classes and specialty workshops are also available for participants of all fitness levels. For additional information on fitness programs, please contact Brandy Fagnano at (330) 941-2207.

Certifications

The Department of Campus Recreation is committed to providing advanced educational opportunities to the YSU community by offering professional certifications. Completion of these certifications can bring students professional opportunities and develop leadership skills while encouraging personal excellence and growth.

Student Programming

The Department of Campus Recreation and Student Programming staff understands that the college experience depends on more than classes and grades. We know that providing students with individual opportunities to learn and grow experientially is the most important job we can have. We believe that the many programs and experiences we offer are structured to help students make the most of their education at Youngstown State University as well as to meet new people, make memories and have fun.

Areas include:

- Greek Life
- Leadership Programs
- Monthly Performances
- Penguin Productions
- Special Events
- Student Development
- Student Organizations

Intramural Sports

Each year, YSU Intramurals is involved in over 40 recreational programs and events. To be eligible for intramural programs or events, participants must be current YSU students, faculty or staff. The deadline to register for all intramurals listed below is 4:00 pm on the deadline date. For more information about Intramural programs and events, call Joe Conroy at (330) 941-3731 or stop by the Andrews Student Recreation and Wellness Center.

Adventure Recreation

“Life is only an adventure if you make it one!”

Andrews Adventure Center is providing something beside the norm. We offer a diverse array of programming that varies by activity type, level, length and location. Don't let another fun, challenging and unique experience pass you by.

Programming Includes:

- Rappelling Clinics
- Belay Clinics
- Slackline Clinics
- Introduction to Climbing Clinics
- Lead Climbing Clinics
- Bouldering Clinics
- Geocaching Clinics
- Kayaking and Canoeing Quickstart and Introduction Clinics
- Kayaking and Canoe Trips
- Backpacking Trips
- Rock Climbing Day Trips
- Teambuilding Activities & Initiatives
 - o Low-level Activities
 - o Elevated Challenge Course Activities
 - o Climbing Wall Activities

