



Campus Recreation  
and Wellness

# CRW POLICIES AND INFORMATION

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## **Introduction**

### ***Purpose***

The purpose of this guide is to provide policies, procedures, and guidelines for facilities, programs and services within Campus Recreation and Wellness (CRW) oversight to CRW participants or interested parties. Facilities under CRW oversight include:

- Adventure Shop (located in the CRC)
- Campus Recreation Center (CRC)
- Climbing Wall (located in the CRC)
- CRW Fields #1-3 at Camp Lab
- CRW Fields #1-3 at Norton
- Disc Golf Course
- Reid Pool
- Trail System

CRW programs include:

- Outdoor Programs (Base Camp Cullowhee)
- Sport Programs (Intramurals and Club Sports)
- Fitness Programs (Group Exercise and Personal Training)
- Aquatic Programs (Swim Lessons and Family Swim)

### ***Mission, Vision, Values***

The mission of CRW is to foster a campus-wide culture of recreation and wellness through a comprehensive array of programs and services that educate, empower, and engage individuals to pursue and sustain healthy, balanced lifestyles.

The vision of CRW is to shape the collegiate experience by building a university culture that invests resources and appreciates the importance of quality recreation programs, services, and facilities.

The values of CRW are community, excellence, experiential learning, inclusiveness and stewardship.

### ***Community***

Campus Recreation & Wellness understands building a sense of community can lead to student retention and satisfaction. CRW commits to building community through collaboration with campus partners, team building within staff, creating a welcoming environment, and providing socialization opportunities through programming efforts.

### ***Excellence***

Campus Recreation & Wellness recognizes high quality programs and services, as well as positive customer service, can beneficially impact individual experiences. CRW is committed to providing the best quality possible, and upholds the attitude of being an "opportunistic" problem solver while maintaining policies and procedures pertaining to safety, security, and the well-being of each individual.

### ***Experiential Learning***

Campus Recreation & Wellness believes in their responsibility of developing the whole person, including such characteristics of integrity, leadership, respect, and responsibility. CRW strives to create opportunities, which allow students to develop knowledge, skills, and values that they can carry with them throughout their lifespan.

### *Inclusiveness*

Campus Recreation & Wellness strives to be as inclusive as possible by taking a universal approach that is student-oriented and focuses on providing a diverse array of programs and services. CRW is cognizant of the importance of diversity and aware of our role as a leader in co-curricular learning.

### *Stewardship*

Campus Recreation & Wellness understands we have an obligation to our community to protect valued resources. CRW practices stewardship through the responsible planning, management, and use of economic, environmental, and intellectual resources.

### ***WCU Policies and Code of Conduct***

It is the responsibility of all CRW participants to read, understand, and follow all Western Carolina University policies, as well as the WCU Code of Student Conduct found on the Office of Student Conduct website ([studentconduct.wcu.edu](http://studentconduct.wcu.edu)).

### ***Contact Information and Important Phone Numbers***

Campus Recreation and Wellness is located in the Campus Recreation Center (CRC) on Western Carolina University's campus. The CRC address is as follows:

WCU Campus Recreation Center  
379 Memorial Drive  
Cullowhee, NC 28723

Important phone numbers for Campus Recreation and Wellness are as follows:

Campus Recreation Center Main Line	828-227-7069
Adventure Shop	828-227-8813

CRW utilizes various web-based portals and our website to provide information regarding programs and services. Below is a listing of web-based resources:

CRW Website	<a href="http://campusrec.wcu.edu">campusrec.wcu.edu</a>
CRW Registration Portal	<a href="http://myrec.wcu.edu">myrec.wcu.edu</a>

For general questions, please check out our web-based resources. Participants may also email [campusrecu@wcu.edu](mailto:campusrecu@wcu.edu) with general questions or call the main Campus Recreation Center line. For a complete list of full-time staff, please visit the CRW website.

### ***Hours of Operation***

Hours of operation for CRW facilities can vary based on academic semester, holidays and breaks, maintenance needs, and special group usage. All hours of operation are kept up to date on CRW's website ([campusrec.wcu.edu](http://campusrec.wcu.edu)). Facilities under CRW with posted hours of operation include the following:

- Adventure Shop (located in the CRC)
- Campus Recreation Center (CRC)
- Climbing Wall (located in the CRC)
- Reid Pool

### ***Assumption of Risk Statement***

Participation in CRW programs and services or use of CRW facilities is completely voluntary. Participants, spectators, and visitors of CRW programs and services participate at their own risk with full knowledge, understanding, and appreciation of the risks of injury inherent in any physical exercise, physical activity, or program and expressly assume all the risks of injury and even death, which could occur by reason of my facility/equipment usage. I hereby agree to abide by all rules, regulations, and guidelines for use of CRW services and/or facilities. I hereby waive any and all claims and release and forever discharge directors, trustees, officers, agent or employees from any and all actions, claims, damages, judgments, demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries or damage to property arising out of or related to my voluntary use of services and/or facilities. I understand that all personal property brought to CRW facilities is brought at my sole risk as to its theft, damage, or loss.

### **Access and Visitor Policies**

#### ***Facility Access***

It is expected that a valid WCU CatCard is provided to prove your memberships with CRW or a WCU affiliation status. However, if a member does not have their CatCard in their possession at time of entry, their 920# and name will be accepted. The CRC and Reid Pool are intended for the use of current Western Carolina University students and other authorized members of the Western Carolina community who are registered for a membership and/or have paid to use the facility.

CatCards are non-transferable and for the exclusive use of the person named on the card. CatCards will be confiscated if presented by anyone other than the rightful owner. Parties involved may be subject to disciplinary action. Participants should possess, and display upon request, appropriate identification. CRW reserves the right to request identification at any time. Non-members, suspended members, expired members, or individuals no longer affiliated with WCU are not allowed access to the CRC or Reid Pool. Any misuse of valid IDs and improper entry is subject to disciplinary action including immediate removal and suspension from CRW facilities and programs, as well as further University discipline. Photocopies of a Western Carolina University photo ID are not acceptable. If the photo, name, and/or ID number(s) are not visible on a Western Carolina University ID card or the card is not scannable, the card is not considered valid. Your cooperation in presenting proper identification is expected at all times. Outside guests meeting with CRW staff must check in at the CRC Front Desk before entering past the controlled access point.

#### ***Visitor Policy***

Visitors to the CRC should check in at the CRC front desk. Visitors to the pool should check in with the lifeguard on duty. Anyone wishing to meet with a CRW staff member, or that has a scheduled appointment with a CRW staff member must check-in at the CRC front desk.

#### ***Spectator Policy***

Individuals who are not CRC members and do not plan to participate in activities, may access the facility as a spectator for events, programs, or games. Spectators may be asked to provide a picture ID. Any spectator found participating in activity will have to leave the CRC. Individuals wishing to spectate in other CRW facilities are able to do so at their own risk.

## **Parking**

Contact WCU's Parking and Transportation Services office for questions regarding parking on campus. More information regarding that office, can be found at <http://www.wcu.edu/discover/campus-services-and-operations/parking-and-transportation/>.

## **CRC Membership**

### **Membership Categories**

#### *Fee Paying Student Membership:*

Membership to the CRC for full-time, resident-credit students is included in student activity fees. Students may view whether they pay student activity fees through their MyWCU account.

#### *Non-Fee-Paying Student Membership:*

Students who do not pay student activity fees (distance learners, WCU students enrolled in internship only, etc.) may purchase a semester membership at the membership rate listed in the table below. Students may view whether they pay student activity fees through their MyWCU account.

Non-enrolled student summer memberships are available for purchase to students who are not currently enrolled in summer school but are enrolled for the following fall semester. Membership is available for the entire summer or per summer session at the rates in the semester membership table. The dates of eligibility for the entire summer membership are the day after spring semester extending to the day before fall semester. Proof of enrollment may be required.

#### *Family of Student Membership:*

Spouses/Partners/Dependents of students are eligible for a membership at the semester rates listed in the table below. Dependents must be 18 -25 years old and still claimed as a dependent on the student's taxes. Family members are allowed to purchase a CRC membership even if the WCU Student is not a CRC member. To purchase a membership, the current student spouse/partner/dependent must be present. The student must also provide a current student ID. Proof of relationship may be required. Parking passes are available to CRC members that do not already have a WCU parking pass. Members need to contact the Parking Operations Office at 828-227-7275 to obtain a parking pass.

#### *Faculty/Staff Memberships:*

All Western Carolina University faculty and staff currently employed by WCU are encouraged to join the CRC. Faculty and Staff include anyone who falls into the following categories **and** who have a valid WCU CatCard.

- Full-time, part-time, or temporary/hourly faculty and staff
- Interns/staff that are not WCU students but who currently work for the benefit of WCU students
- Aramark Employees employed by WCU or Aramark and working on the WCU campus
- AmeriCorps Vista working on WCU's campus for the benefit of WCU students

The table below shows the current faculty/staff memberships offered. Payroll deduction memberships are available for full-time, benefitted WCU faculty/staff. In the event employment ceases for faculty/staff, membership will also end.

#### *Retiree Memberships:*

All Western Carolina University retirees are eligible to join the CRC. The table below shows the current retiree memberships offered. Parking passes are available to CRC members that do not already have a

WCU parking pass. Members need to contact the Parking Operations Office at 828-227-7275 to obtain a parking pass.

*Family of Faculty/Staff/Retiree Membership:*

Spouses/Partners/Dependents of faculty/staff and retirees are eligible for a membership at the semester rates listed in the table below. Dependents must be 18-25 years old and live in the same household as the faculty/staff/retiree. Family members are allowed to purchase a CRC membership even if the WCU faculty/staff/retiree is not a CRC member. To purchase a membership, the current faculty/staff/retiree and spouse/partner/dependent must be present. The faculty/staff/retiree must also provide a current CatCard. Full-time, benefitted WCU faculty and staff can also do payroll deduction for memberships of spouses/partners and dependents. If employment of a faculty/staff member ceases, membership of faculty/staff family will also end. Parking passes are available to CRC members that do not already have a WCU parking pass. Members need to contact the Parking Operations Office at 828-227-7275 to obtain a parking pass.

*Alumni and Alumni Spouse/Partner Membership:*

Alumni must have graduated from WCU. Alumni of WCU and Alumni Spouse/Partners are eligible for a membership at the semester rates listed below. To purchase an alumni spouse/partner membership, the alumni and alumni spouse/partner must be present. Alumni spouse/partner are allowed to purchase a membership even if the Alumni of WCU is not a member. Parking passes are available to CRC members that do not already have a WCU parking pass. Members need to contact the Parking Operations Office at 828-227-7275 to obtain a parking pass.

***Semester and Payroll Deduction Memberships***

Current dates for semester memberships will follow the academic calendar. Payroll deduction is available for current full-time, benefitted faculty and staff, as well as his/her spouse/partner and dependents and continues until cancellation or separation from WCU.

*Semester Memberships*

- Semester memberships are available each semester- fall, spring, summer.
- Memberships are valid until the first day of the following semester.

*Monthly Memberships*

- Monthly memberships are available at any time throughout year.
- The duration period will be 28-31 days depending on the purchase date
  - For Example: if purchased on Feb. 10<sup>th</sup>, membership will expire on Mar. 9<sup>th</sup> (28 days long). If purchased on Mar. 10<sup>th</sup>, membership will expire on Apr. 9<sup>th</sup> (31 days long).

*Payroll Deduction Memberships*

- Payroll deduction memberships are available to all full-time, benefitted WCU faculty and staff.
- A deduction will be taken each pay period.
- Spouse/domestic partner/dependent payroll deduction memberships must be deducted from the full-time, benefitted faculty and staff members paycheck.
- Temporary employees, whether benefitted or not, are not eligible for payroll deduction.
- Payroll deduction memberships continue infinitely unless the full-time, benefitted WCU faculty and staff member leaves the university, or they complete a payroll deduction cancellation form at the CRC.

Conflicts or exceptions regarding membership status shall be referred to the Senior Associate Director or Director of Campus Recreation & Wellness.

<b>Membership Category</b>	<b>Semester Membership</b>	<b>Monthly Membership</b>	<b>Payroll Deduction</b>
Non-fee paying student	\$70 (Summer is \$10 Minimester, \$30 SSI, \$30 SSII)	\$17.50 (Fall and Spring Only)	N/A
Student Family	\$100	\$25	N/A
Faculty/Staff	\$80	\$20	\$20
Retiree	\$100	\$25	N/A
Faculty/Staff/Retiree Family	\$100	\$25	\$25
Alumni and Alumni Spouse/Partner	\$160	\$45	N/A

**Guest Pass Memberships**

The primary purpose of a guest pass is to accommodate friends and relatives of the WCU community. Secondary audiences for guest passes are University guests (such as guests of WCU departments or visiting faculty/staff).

- Guest passes are sold in a “visit” package. Each entrance to a facility (CRC or Reid Pool) will count as a visit and will deduct from the total number of visits purchased. Visits can be used during any CRC open hours or Reid Pool open swim hours, within 90 days of purchase.
- A guest pass grants access to the CRC, Reid Pool (Open Swim), Climbing Wall and Group Exercise classes.
- Guests who are eligible for a membership at the CRC do not need a sponsor. Guests who are not eligible for a membership must have a sponsor to purchase a guest pass.
  - A sponsor must be a current WCU student, faculty, staff or CRC member.
  - The sponsor must be with the guest at the time of the transaction but does not need to accompany the guest in the facility.
  - Sponsors may only sponsor a maximum of 2 guests per day.
  - Only one guest pass package per individual may be purchased at a time. After all visits are redeemed, the sponsor must be present for the guest to purchase an additional package.
  - Sponsors are responsible for the actions of their guests. If a guest does not adhere to the policies and procedures of CRW facilities, the sponsor can be held responsible, and the guest may be asked to leave. The sponsor will also be held responsible for damages to equipment and/or to CRW facilities caused by the guest(s).
- Guests must sign a liability waiver/assumption of risk form and must have a photo driver’s license or government issued photo identification with address and proof of age (Must be 18 years of age).
- University guests that would like to use the CRC must have the sponsoring department contact CRW at least 24 business hours prior to their visit at [campusrec@wcu.edu](mailto:campusrec@wcu.edu)
- CRW reserves the right to approve or deny any transaction.
- All guest pass sales are final, and not refundable or transferable.

	1 Visit	3 Visits	5 Visits	10 Visits
<b>Guest Membership Pricing</b>	\$10.00	\$25.00	\$40.00	\$75.00

**Eligibility for CRW Programs and Other Memberships Based on CRC Membership Status**

<b>Membership Category</b>	<b>CRC Equipment Checkout</b>	<b>Open Swim</b>	<b>Club and IM Sports</b>	<b>Group Exercise Membership</b>	<b>Family Swim Membership</b>	<b>Outdoor Trips</b>	<b>Climbing Wall</b>	<b>Outdoor Equipment Rental</b>
Fee-Paying Student	X	X	X	X (\$)	X (\$)	X (\$)	X	X (\$)
Non-Fee Paying Student								
Faculty/Staff								
Retiree								
Unenrolled Student during Summer (who is enrolled for the upcoming Fall)	X	X	X	X (\$)	X (\$)	X (\$)	X	X (\$)
Student/Faculty/Staff/Retiree Family								
Alumni/Alumni Spouse/Partner								
Guest Pass Memberships	X	X		X			X	

<b>No Membership Category</b>	<b>CRC Equipment Checkout</b>	<b>Open Swim</b>	<b>Intramural Sports</b>	<b>Group Exercise Membership</b>	<b>Family Swim Membership</b>	<b>Outdoor Trips</b>	<b>Climbing Wall</b>	<b>Outdoor Equipment Rental</b>
Non-Fee Paying Student		X			X (\$)	X (\$)		X (\$)
Faculty/Staff								
Retiree								
Unenrolled Student during Summer (who is enrolled for the upcoming Fall)								
Student/Faculty/Staff/Retiree Family								
Alumni/Alumni Spouse or Partner								
Guest Pass Memberships								

### ***Other Membership Information***

Group Exercise membership is only available to current CRC members. Group Exercise memberships are \$20 per CRC member per semester. CRC members must purchase a Group Exercise membership before attending any Group Exercise classes and bring their CatCard to all classes.

All ability levels are welcome and encouraged to attend Group Exercise Classes and Personal Training. Instructors and Trainers can make accommodations for most circumstances. Please contact the Assistant Director of Fitness Programs for further questions and to request specific accommodation.

Individuals eligible for CRC membership, regardless of current CRC membership status, can purchase a family swim membership. Family swim allows a faculty/staff/retiree/alumni/student and the spouse/partner and/or dependent(s) under the age of 18 to utilize open swim hours. Family swim is \$20 per semester, per family and must be purchased in the Campus Recreation Center prior to use of family swim privileges.

CRC members automatically receive access to the climbing wall and, therefore, climbing wall membership. Climbing wall memberships for CRC members will be activated the first time they participate at the climbing wall. Individuals who are not CRC members are not eligible for climbing wall membership.

### ***Payment***

Initial memberships may be purchased with cash, check, or credit cards at the CRC front desk. Full-time, benefited WCU faculty and staff are eligible to pay through payroll deduction. For membership renewals, please visit the CRC front desk or online.

## **Facility Reservations**

### ***Reservation Process***

WCU students, faculty, staff and departments are defined as "University Groups", "University Activities", and Recognized Student Organizations by WCU Policy #82. WCU faculty, staff, and departments must submit CRW facility reservation requests through the university reservation system, 25live.

Non-University Groups and Non-University Activities, as defined in WCU Policy #82, must submit facility reservation requests through the WCU event and conference services office in Residential Living.

Facility reservation requests should be submitted a minimum of two weeks in advance, when possible. Academic instructors wishing to utilize Reid Pool for academic classes on an intermittent basis should submit their academic requests to CRW no later than 4 weeks prior to the start of an academic semester to receive priority scheduling.

### ***Reservation Policies and Procedures***

Individuals and groups who want to reserve a CRW facility need to abide by and understand the following guidelines, in addition to all other university and CRW policies and procedures.

- Submit a facility reservation request at least two weeks in advance of the reservation, when possible.

- A meeting may be required with CRW staff to discuss details of the request.
- Limited recreation equipment is available for checkout. See the equipment checkout section for more details.
- The CRC Supervisor on duty is the contact during scheduled reservations in the CRC.
- Reservation requests may have associated charges, including facility use charges, equipment charges, set-up charges, or staffing charges. Groups are required to pay in advance of all reservations.
- Groups or individuals utilizing CRW facilities assume the liability of and agree to compensate CRW for any facility damages incurred during approved reservation time(s).
- Events associated with facility reservations may not be advertised or promoted until facility reservation requests are approved.
- All aisles leading to exit doors must be kept free and clear of any obstructions.
- If an event gets postponed, a new reservation request is required.
- Groups cannot swap times of reservations with another group unless it is approved by CRW.
- Groups or individuals needing to cancel a reservation should contact CRW. Request for refunds will be reviewed individually.
- Reservations may be cancelled and/or removed at the discretion of CRW at any time.

### ***Facility Tours and Information***

CRW provides facility tours and/or facility information for groups or individuals upon request. Individuals wanting a Campus Recreation Center tour may request one at the CRC front desk anytime the facility is open. Large groups wanting a CRC tour should submit a request through the “Presentation Request” button on CRW’s website.

For tours and/or facility information of other CRW facilities, individuals and groups may email [campusrec@wcu.edu](mailto:campusrec@wcu.edu).

## **General Policies**

### ***Accidents/Injuries/Incidents***

Notify a CRW staff member after an accident, injury, or related incident occurs. Your assistance in promoting safety is greatly appreciated. If you notice anything that could potentially cause harm in any CRW facility, please report it to CRW staff immediately and avoid the potentially harmful area. In the event an accident or injury occurs, an incident or accident report is completed and kept on file.

### ***ADA Statement***

Individuals with disabilities are encouraged to utilize CRW facilities. If you are a person with a disability who requires an accommodation to participate in a program or utilize CRW services, please contact CRW in advance at (828) 227-7069 or [campusrec@wcu.edu](mailto:campusrec@wcu.edu).

### ***Alcohol, Drugs and Tobacco Products***

Smoking, tobacco, alcohol, vaping, e-cigs, or other drug use in any form is prohibited in any and all CRW facilities, and at all CRW sponsored programs or events. Anyone using any of these substances will be asked to discard it and if under the influence, will need to leave the CRW facility immediately. If the patron is not following staff requests, staff will call Campus Police.

### ***Animals***

Only service animals are permitted in CRW indoor facilities. The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities on the Western Carolina campus. The ADA defines service animals as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability. For more information and the complete policy regarding animals, see [University Policy #82 – Facilities Use and Public Art](#).

Personal pets are allowed in CRW outdoor facilities, in accordance with university policy. CRW does require individuals to pick up after their personal pets, and it is an expectation individuals are prepared to do so if needed. Personal pets need to be under the control of their owner at all times. When scheduled activities are occurring in CRW outdoor facilities, animals must be kept on a leash.

### ***Damages***

Participants utilizing CRW facilities and equipment assume the liability of and agree to compensate CRW for any damage other than normal wear and tear. Participants will be notified of charges and payment can be made at the CRC. If payment is not received, charges will be posted to the participant's WCU account.

If there are damages to CRW facilities or equipment, please report it immediately to CRW staff and avoid using the facility area or equipment until CRW staff can address the damage(s).

### ***Disciplinary Action***

Individuals in violation of any CRW or WCU policy or procedure are subject to the following possible corrective actions: written warnings, suspension from CRW facilities, permanent loss of access to CRW facilities, referral to Office of Student Conduct, or other corrective actions deemed appropriate by the CRW Leadership Team.

Non-compliance with any CRW or WCU policy or procedure is subject to removal from any CRW facility. When an individual is removed from the facility for any reason, that individual is suspended from any CRW facility and program until they have met with the appropriate CRW staff representative. CRW staff will contact the individual to set up a meeting or the individual will receive the necessary contact information at the time of the violation.

### ***Emergencies***

During all emergency situations, it is expected that members, participants, and visitors follow the direction of CRW staff. In general, follow the Emergency Procedures posters found in various WCU facilities including the CRC. Emergency evacuation routes are posted in all WCU buildings.

### ***Lost and Found***

CRW follows the Division of Student Affairs lost and found policy. Lost/Found property is anything of value misplaced by the owner and found or collected by university employees. Lost and found for all CRW facilities and activities is located at the front desk of the CRC. CRW keeps a record of all found property. If property can potentially be identified, CRW staff will attempt to contact the owner. If the property can be returned to the owner, a department representative will require the owner sign a receipt form when they pick up the property.

After initial attempt to identify the owner, all found items will be turned over to personnel at the AK Hinds University Center Guest Services Desk on second floor.

### ***Marketing and Posting***

Marketing materials in line with the WCU mission may be displayed on the CRC main lobby bulletin board. Materials displayed on the bulletin board in the CRC main lobby that have been displayed for greater than or equal to one week, or that are past the date of the event or activity being marketed may be removed by CRW staff. Other informational displays (Ex: A-frames, posters, etc.) need to be approved for display by the CRW Director or Sr. Associate Director. Materials posted in CRW facilities in locations other than the lobby bulletin board that are not approved in advance of display may be immediately removed.

Individuals and groups wishing to reserve a space within a CRW facility to distribute flyers, market an event, etc. should follow the CRW reservation policies.

Decorations, including signs, posters or advertisements, may not be put on walls, railings or furnishings in CRW facilities without consent. Decorations must not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, and fire alarm pull stations.

### ***Miscellaneous Policies***

- All personal belongings must be kept in day lockers or cubbies and are not allowed in activity areas.
- Drinks must be in closeable containers, and closable glass containers are not allowed in activity areas. All containers are subject to substance check at any time by CRW staff.
- CRW recommends participants remove jewelry prior to participation due to potential personal harm and/or harm to others.
- Patrons should use personal headphones to listen to music while in the CRC. Bluetooth speakers are not allowed, except for in the studios.

### ***Refund Policy***

Due to the unique nature of individual programs and/or facilities in Campus Recreation & Wellness, the following refund policy has been established to provide a customized approach. In general, program registrations will be deferred if possible before considering a refund. In the event that Campus Recreation & Wellness cancels a program, customers will be given the option to enroll in a new or comparable program (credits may apply), or will receive a full refund. All financial refunds and/or credits must be claimed within the current fiscal year.

- CRC Memberships
  - Memberships are not eligible for refunds, this includes Guest Passes and other membership add-on's like Family Swim or locker rentals.
  - Student fees/membership charges are not refunded for withdrawal or loss of privileges.
- Aquatic and Certification Programs
  - Refunds are not available for swim lessons, exceptions may be made if there is medical documentation provided.
  - Refunds for certification classes are available if requested at least 7 business days in advance. Requests made within 7 business days, will not be accommodated unless the vacated class spot has been filled, prerequisites are not met, or there is medical

documentation in which case partial refunds may be issued to cover encumbered expenses.

- Fitness Programs
  - Refunds are not available for Group X passes or Personal Training packages. Exceptions may be made for Personal Training passes if there is medical documentation provided.
- Outdoor Programs
  - Refunds for outdoor trip registration are available if requested at least 7 business days in advance. Requests made within 7 business days, will not be accommodated unless the vacated trip spot has been filled or there are extenuating circumstances in which case partial refunds may be issued to cover encumbered expenses.

### ***Solicitation***

Solicitation shall not be conducted in CRW Facilities except in accordance with University policy during a scheduled reservation. See the Western Carolina University Solicitation Policy. Before approving a reservation involving solicitation, CRW will request a copy of the approved solicitation form from the requesting individual or group.

### ***Video and Photography***

Personal use of video or photography should adhere to university policies. A media pass is required during photography/video activities for non-personal use. Please contact CRW to obtain the media pass. Video/photography should not be directed at specific individuals unless involved in the video/photography project and in accordance with University policy. Videotaping and photography is never permitted in restroom or locker room facilities.

CRW may periodically take video/photos in CRW facilities for use in department marketing and media. CRW will post a sign indicating photo and/or video is occurring in the facility. If you wish to not be in photos or videos during time when the sign is posted, please let the photographer or videography know in advance of your participation in the facility area where video or photography is occurring.

## **Campus Recreation Center Policies**

### ***Attire and Footwear***

Apparel and footwear need to be in accordance with the following guidelines.

- A top must be worn at all times in the facility, except for the locker room/restroom areas.
- A bottom must be worn at all times in the facility, except for the locker room/restroom areas.
- Shoes must be clean and worn at all times in the facility, except for the locker room/restroom or studio areas.

### ***Adventure Shop***

Outdoor Gear Rental Policies

- Outdoor gear not listed in rental inventory is not for rent.
- There is a cost associated with outdoor gear rentals that patrons are required to pay at time for rental. The Adventure Shop accepts cash, check, or credit card. Cat Cash is not an accepted form of payment at the Adventure Shop.

- Participants may access the Adventure Shop during open shop hours under the supervision of a staff member. Rentals outside of open hours (Summer, Spring/Fall Breaks) must be scheduled through CRW.
- The patron is responsible for safeguarding, proper care, and use of the outdoor gear and will use it only in accordance with the information and instruction supplied.
- There are no discounts given for early return of outdoor gear.
- Patrons must read and sign the Rental Gear Agreement each time outdoor gear is rented
- The patron agrees to report any damage incurred while the outdoor gear is used.
- The patron is obliged to return all outdoor gear to the Adventure Shop during open shop hours and understands that a late charge of one day's rental, per item will be charged up to the total replacement cost of the equipment.
- If any outdoor gear is damaged or lost by a patron, damage and associated fees will be determined by CRW staff. Patron can pay immediately upon returning gear to the Adventure Shop or will need to come back to pay within the next 2 weeks. Failure to return outdoor gear or pay the gear replacement charge by the last day of academic classes each semester will result in the equipment replacement charge being charged to the participants WCU account. Due to the expensive cost of some gear, with approval from professional staff, a payment plan can be created for patron to make payments on lost or damaged gear.
- Patron's will not be charged for damage if it is normal wear and tear at the discretion of CRW.
- All equipment must be returned in a clean and dry condition. Patron does have the option to stay and clean gear to avoid paying any additional cleaning charges.
- Two people must be present to load the canoe and kayaks, and patrons must supply their own carrying and tie down equipment. Staff are unable to assist the patron in loading or tying down boats for liability reasons. The patron is responsible for properly securing the boat and safe transport back to the CRC. Staff reserve the right to not allow a patron to rent gear if it is not properly secured for transportation.
- Patrons renting whitewater kayaks will need to complete and adhere to all regulations in the Whitewater Kayak Rental Agreement.
- Rental stand up paddleboards should never be used on whitewater.
- During Fall and Spring Breaks patrons will be charged the week rate and not charged for added days.
- Over Winter Break patrons will be charged two-week rate.
- Rentals cannot interfere with programming outdoor gear use. Staff reserve the right to deny a gear rental if it interferes with programming.

### ***Climbing Wall***

- Campus Recreation and Wellness makes available the following equipment to climbers during climbing wall use: harnesses, climbing shoes, chalk bags, and Gri Gri's.. The climber is responsible for safeguarding, proper care, and use of the equipment and will use it only in accordance with the information and instruction supplied. The climber agrees to report any damage incurred while the equipment is used. The climber is obligated to return all equipment to the Climbing Wall Staff and understands that a late fee of \$5/day, per item will be charged up to the total replacement cost of the equipment.
- Loose chalk is not permitted at the WCU climbing wall. Chalk balls/socks only.
- Climbers must be active WCU students, faculty or staff and hold a valid CRC and Climbing Wall membership. All outside guests must have a current Climbing Wall Inform & Consent form on file in order to participate.

- Climbers may use personal climbing equipment such as UIAA/EN certified harnesses, Gri Gri's, and/or carabiners. Staff reserve the right to restrict use of equipment that is judged to be inappropriate, in poor condition, or does not meet UIAA/EN certifying standards.
- The figure 8 follow-through cleanly dressed with 4" to 6" tail is the only accepted tie-in knot.
- The only accepted belay device for top rope and lead climbing is the Petzl GriGri assisted braking device.
- Headphones or other devices that interfere with communication between belayers or staff members and climbers are not allowed.
- Climbers are encouraged to tuck in loose clothing and tie back long hair, empty pockets and remove loose fitting jewelry, gum, and candy before climbing.
- Climbers are asked to stay off the padded mats when not climbing or belaying.
- Shoes must be worn and be closed toed and close heeled. Patrons using rental climbing shoes are required to wear socks as well.
- Climbers and belayers are asked to perform a check of knot, harnesses and belay systems prior to each climb.
- Do not drop or throw carabiners and/or belay devices and do not step on ropes.
- In order to reduce the risk of a hazardous swing, stay on route and do not traverse dramatically while on top rope.
- Never climb above the top anchors or adjust the anchor system.
- Climbing without appropriate supervision is prohibited.
- All boulderers climbing above waist height should have a spotter. Two spotters are recommended for bouldering on the arch.
- Never climb faster than the belayer can belay.
- Right of way: lead climbers, top rope climbers, boulderers.
- All special programming to include, Kids Climb and any other special climbing wall group must adhere to the following age requirements – Minimum age to climb at the climbing wall is 4 years of age. All children 17 and under must be accompanied by a supervising adult at the wall. Consent from parent/guardian is required for climbers under the age of 18.
- While on lead, climbers must clip all available protection – skipping clips is not permitted.
- In order to belay or lead climb, participants must complete and pass the appropriate workshops/tests and display a current certification card visibly.
- All belaying must be conducted from the standing position.
- Report all loose handholds and other problems to the climbing wall supervisors.
- Keep fingers, hands, and body parts clear of all hardware (including quicklinks, quickdraws, carabiners, and bolts).

### ***Courts***

- Hanging or dunking on rims is prohibited.
- Volleyball nets will be set up and taken down by CRW staff or Volleyball Club Sport Officers only.
- The court schedule is posted at the entryway to the courts. If the courts do not have a scheduled reservation during open CRC hours, then they are available for informal recreation.
- Open Volleyball times are scheduled by CRW. However, CRW will also set up the volleyball net for open play at other times as long as it does not interfere with an activity that is already occurring on the court(s).

### ***Fitness Areas***

- Outside equipment that either alters CRW equipment or poses an increased risk to participants is

not permitted in the CRC. If you have a question regarding a piece of outside equipment, please contact CRW to determine if it is approved in advance of use.

- If a piece of equipment appears to be damaged, please notify CRW staff immediately and discontinue use of that piece of equipment until further notice by CRW staff.
- Discontinue exercising immediately and notify staff if you feel pain, discomfort, or dizziness.
- Please clean equipment after use with the provided wipes.
- Chalk is not allowed in fitness areas.
- Staff members are not permitted to hold personal items of members.
- No external (non-CRW sponsored) personal training is permitted.
- Please do not use mirrors or columns for support of body or equipment.
- For your safety, use of equipment other than for its designated function is prohibited.
- The concrete area and main hallway are not permitted for activity.
- If patrons are performing any fast-movement lifts with dumbbells, extra care should be taken to allow enough space to safely perform the lift.
- Spotters are strongly recommended on the following lifts: squats, bench press, decline press, incline press, military press, heavy dumbbells, and deadlifts.
- Squats and deadlifts with a bar are only allowed in the racks. Deadlifts are also allowed on the deadlift platform.
- Any variation of a clean with the bar is prohibited.
- Dropping or slamming of weights is prohibited.
- Collars are required on all barbell and curl bar exercises.
- Please do not remove dumbbells and other equipment from their designated areas.
- Please return plates and dumbbells to their appropriate racks and place them according to weight.

### ***Free Equipment Checkout***

Members may check out some recreation equipment free of charge by tapping their CatCard at the CRC front desk. Equipment includes locker keys. The equipment is for use in the CRC and/or on WCU premises only and should be returned to the CRC front desk during the same day. Outdoor recreation equipment has a rental fee charge. For more information regarding outdoor equipment rentals, see the Adventure Shop.

All CRC members are allowed to check out three pieces of equipment at one time. All equipment, except lawn games, must be returned the same day to avoid any late or missing equipment charges. If any equipment is damaged when the patron returns it, a CRW staff member will record the patron's information, explanation, and put the equipment to the side so it is not checked out again before professional staff look it over. A CRW professional staff member will contact the CRC member after determining if the member will incur damage charges. If a CRC member loses any equipment they checkout, the CRC member is responsible for paying the equipment replacement charge. CRC Members can pay immediately with the CRC Supervisor on duty or will need to come back to pay within the next 2 weeks. Failure to return equipment or pay the equipment replacement charge within 2 weeks will result in loss of CRC privileges until the equipment is returned or charge is paid. Failure to return equipment or pay the equipment replacement charge by the last day of academic classes each semester will result in the equipment replacement charge being charged to the CRC member's WCU account.

By using your CatCard for equipment, you agree to the following: I am responsible for my equipment, so I will take good care of it, I will return the equipment the same day I check it out, if I fail to return the

equipment, I will be denied access to the CRC and charged for the equipment, I understand that after two weeks, equipment charges will be placed on my student account.

To ensure your equipment/keys get checked in properly, please present your CatCard when returning equipment. If equipment is not checked in properly, you may be charged a missing equipment fee.

### ***Indoor Track***

- The indoor track is intended for jogging/walking use only.
- Please follow Track Direction signs for daily direction of travel
- Give right of way to people passing on the track.
- 8 laps equal 1 mile.
- The track cannot accommodate "recreational wheels" (skateboards, strollers, bikes, etc). Wheelchairs and walkers are permitted.
- The track is not an observation area; no one can stand on or block any lanes of the track.

### ***Meeting and Conference Rooms***

- Reservations are required for use.
- Rooms should be returned to their original state prior to departing from a scheduled reservation.
- Food and drink is permitted. Please notify CRW staff immediately of any spills.

### ***Multipurpose Studios***

- Fitness equipment and AV equipment stored in the studio closets are only for use by CRW programs.
- Please do not drop or use equipment in an unsafe manner.
- Please do not touch or lean against mirrors.
- All equipment stored in the studio(s) shall only be used in the studio(s) and shall not exit the space(s).
- Any equipment utilized in the studio should be cleaned after each use by participants.

### ***Locker Rooms***

Below is a list of general locker room policies.

- Be considerate of others when changing and using lockers by keeping belongings inside lockers when possible.
- Please limit shower-time to a minimum and utilize vanity areas for "getting ready."
- Utilize locker areas for changing (please do not dress in showers).
- The use of cameras or any video devices are strictly prohibited in locker rooms and restrooms.
- Do not leave items in a day-use locker overnight.
- Members are encouraged to store and lock all personal belongings in lockers and leave valuables at home.
- A limited number of lockers are available for long-term use.
- Daily lockers are available free of charge to CRC members at the CRC front desk.

Long term lockers are available for current CRC members to rent, for an additional cost, on a first come-first served basis. The rate for locker rentals is:

- Full Lockers: \$20 / semester
- Half Lockers: \$10 / semester

Active semester membership or payroll deduction membership required for the duration of the locker rental. Individuals who cancel CRW membership prior to the end of the locker rental period will be given 14 days to empty locker contents and turn in locker key.

Lockers are eligible for renewal online or in person up to 30 days prior to the end of the locker rental period. Lockers not renewed by the end of the locker rental period must be emptied of its contents and the locker key returned. Lost or unreturned locker keys will incur a \$10 lost key charge to be paid at the time the locker is emptied of its contents.

Locker rentals are non-refundable & non-transferrable.

WCU Campus Recreation and Wellness is not liable for the loss, theft, disappearance of, or damage to, personal property stored in lockers. CRW is not responsible for unclaimed or abandoned personal property from expired or cancelled locker assignments. CRW reserves the right to periodically inspect lockers without prior notification.

Lockers may not be used to store food. Additionally, members may not store hazardous materials or alcohol in lockers. Any violation of these policies will result in the cancellation of locker privileges, or potential loss of CRC privileges.

### **Reid Pool Policies**

Open swim hours of operation are posted on CRW's website and may vary from day to day and week to week. Swimmers are encouraged to check the website regularly for open swim time updates.

Lifeguard staff utilize a weather alert system and are notified of any lightning within a 8-mile radius of WCU Campus. Once notified, lifeguard staff will close the pool and require all pool users to exit the pool area. The pool and surrounding area will remain closed until the weather system has moved at least 8 miles away from WCU, and 15 minutes has passed. Once this happens, lifeguards will receive an "all clear" notification, allowing them to reopen the pool. Lifeguards are not able to check or provide an estimated wait time for the weather system to clear the area – they must wait for the all clear notification.

General Pool policies include the following:

- No running or boisterous or rough play. No shoes on the pool deck, except sandals or flip flops not used outside
- All persons are required to take a shower before entering the pool to help keep the pool clean and pool chemicals correctly balanced
- No diving allowed in areas of the pool less than 5 feet deep
- Children should not use the swimming pool without adult supervision
- Adults should not swim alone
- No person with skin, eye, ear, or nasal infections allowed in the pool
- No person with communicable disease allowed in the pool
- Pollution of swimming pool is prohibited. Urinating, discharge of fecal matter, or blowing the nose in any swimming pool is prohibited.

- Swim diapers must be worn by bathers who lack toilet training or voluntary control of excretory functions
- For your own health and safety, appropriate swimwear must be worn at all times and if wearing inappropriate attire, you might be asked to change.
- No animals or pets allowed in the pool or on the pool deck
- All persons using pool do so at their own risk. Owners and management are not responsible for accidents or injuries.
- This pool is open during posted hours when a lifeguard is on duty
- Open swim equipment is available for use; patrons are allowed to bring their own kickboards, hand paddles, and fins
- Hanging on lane ropes or rails is prohibited
- During peak hours, pool patrons must share lanes and circle swim
- Public displays of affection are not permitted in the pool or pool area
- Individuals with open sores, skin rashes, infectious diseases, or discharges are not permitted to enter the pool
- Safety hazards or behaviors that are not in the best interest of most participants, but that are not listed in the above policy list, may also be addressed by the lifeguard on duty
- Entry and exit to and from Reid Pool shall only occur through the Men's and Women's locker room doors

### **Outdoor Recreation Area Specific Policies**

#### ***General Policies***

- All CRW facilities are drug-free, alcohol-free, tobacco-free, and vapor-free recreational areas.
- Anyone in violation of any policies is subject to immediate removal from the facility and potential loss of recreational privileges.
- Please report any violations of policies, general concerns, faulty equipment, or potential hazards to Campus Recreation and Wellness at [campusrec@wcu.edu](mailto:campusrec@wcu.edu) or 828-227-7069.
- In the case of inclement weather, seek shelter. When thunder roars, go indoors! Stop activities and wait 30 minutes for thunder and lightning to clear.
- In an emergency, call WCU campus police/EMS at 828-227-8911.

#### ***All CRW Fields***

- Patrons, players, and spectators assume their own risk when using fields.
- Field reservations are made through CRW by contacting [campusrec@wcu.edu](mailto:campusrec@wcu.edu) with your request. Please include name/organization, date(s), time(s), and event to be held on the field.
- Fields are first come, first serve when not reserved or in use by CRW programs.
- General field use is for WCU students, faculty, staff, and their guests.
- External groups must reserve fields. (Fees apply)
- Leave the fields, bleachers, and surrounding areas clean.
- Pets must be kept on a leash and under your control at all times. Provide your own bags to pick up after your pet's waste, and dispose of the bag in a trash can.
- The following is prohibited:
  - Obscene, vulgar, disrespectful, discriminatory or sexually-oriented language
  - Parking or driving vehicles on fields
  - Fireworks without approval
  - Golfing without approval
  - Glass containers
  - Using fields with standing water

- Tampering with field equipment
- Metal tipped or spiked cleats
- Hitting balls against backstops (CRW Fields at Camp Lab #1 & 2)
- Anyone in violation of any policies is subject to immediate removal from the facility and potential loss of recreational privileges.

### ***Catamount Links (Disc Golf Course)***

- Never throw into a unknown area or when players, spectators, pedestrians, or other facility users are in range.
- Use crosswalks whenever possible.
- Keep motorized vehicles or bicycles off the disc golf course.
- Disc checkout is available at the Campus Recreation Center to WCU students and members of the Campus Recreation Center.
- Please throw away or recycle all litter.
- Pick up after your pet(s).
- Refrain from removing course signs, tees, baskets, or foliage.

### ***WCU Trail System***

- The trail system is open to foot traffic and mountain bikes only (e.g. no motorized vehicles or horses)
- Stay on designated trails only, as indicated by trail signage
- It is the responsibility of mountain bikers to maintain a safe operating speed and ability to stop at the limit of your sight distance
- No unauthorized trail building or trail modification
- No Camping nor fires are permitted.
- Do not dispose of trash or garbage on property. If you pack it in, pack it out
- The Trail System is always available to trail users, unless temporarily closed for hazardous conditions.
- Notices of closures or hazards are posted at the trail information kiosks at each entrance to the Trail System.
- It is prohibited to deface, alter, paint or otherwise modify any of the trail facilities including the trail signs, trail tread, vegetation, or land features along the trail.
- It is also prohibited to construct or leave signs, structures, or other materials on the Trail System.
- Trail users should always stay on designated and marked trails.
- WCU academic classes may use the Trail System at any time with no prior reservation.
- Events, such as races or other competitions, using the WCU Trail System are prohibited unless run internally through the Department of Campus Recreation and Wellness.
- Commercial use, such as guiding, tours, or instruction, by outside groups is prohibited.
- To report trail hazards or needed trail maintenance, please call WCU's Campus Recreation and Wellness main line at 828-227-7069 or email [campusrec@wcu.edu](mailto:campusrec@wcu.edu).

## **CRW Program Policies**

### ***Aquatic Programs***

#### Swim Lessons

- CRC Member & WCU Student pricing is limited to active CRC members and current WCU students paying the student activities fee. Membership must be valid at time of purchase.

- WCU Affiliate pricing is valid for all non-CRC member faculty/staff and non-fee paying students.
- Price eligibility extends to spouse/partner and dependents of the individual making the purchase.
- All lessons must be completed within 120 days of the date of purchase.
- Individuals must be a minimum of 6 months old to participate in swim lessons.
- Children 6 months to 2 years old must have a parent/guardian in the water participating in the lesson.
- Children 2 to 3 years of age may benefit from a parent/guardian in the water. Parent/guardian should discuss with their instructor prior to the first lesson.
- Children younger than 3 years will be required to start their first lesson with the parent in the water. After the first lesson, the instructor will evaluate
- Parents in the water do not count as a “participant” toward the private/semi-private requirements.
- Parent/guardian must stay at Reid for the duration of all lessons for any minor under 18.
- A signed waiver must be on file prior to the first lesson.
- Semi-private lessons are limited to 2 individuals at a similar swim skill level. CRW will not match individuals for semi-private lessons.
- All lessons must be scheduled during open swim hours at Reid Pool.
- Swimming before/after the lesson is limited to those with valid a CatCard or Family Swim access.
- Participants are responsible for adhering to all WCU parking rules & regulations. Parking passes will not be provided by CRW.
- Requests to reschedule a lesson must be made at least 4 hours in advance of the lesson. Requests made within 4 hours may not be accommodated and may count as one of the lessons.
- Instructors will wait up to 15 minutes for late participants. Any time waited counts toward the 30 minutes of instructional time. After 15 minutes, if participant has not shown, the instructor may leave, and the session will count as one of the lessons.

#### Family Swim

- Both the WCU faculty/staff/retiree/alumni/student and the spouse/partner must be present when registering for family swim.
- Family swim hours are the same as open swim hours, which are up to date on CRW’s website and may vary day-to-day.
- Participants in family swim are subject to all pool policies and procedures.
- Dependents must be accompanied by their parents/guardians at all times during Family Swim.

#### ***Outdoor Programs***

- There is a cost associated with outdoor program trips that participants are required to pay at registration. In order to reserve a spot on the trip, participants must pay the cost for the trip in full (payment plans are available upon request). The Adventure Shop accepts cash, check, or credit card. Cat Cash is not an accepted form of payment at the Adventure Shop.
- For each trip, participants must sign the Risk and Liability Agreement. Failure to adhere to policies and procedures as addressed in the Risk and Liability Agreement will result in the inability to attend the trip.

- Trip participants must have current health and medical information on file in order to participate on an outdoor program trip. Health and medical information must be updated each academic year.
- You must immediately report injuries/medical problems to a staff. As with most outdoor activities serious injuries can occur such as dislocations, fractures, and head injuries, however the most common injuries are bumps and bruises. Participants are accepting responsibility for these risks by participating in this activity.
- Participants must comply with instructions and directions of WCU agents or staff during participation on trip.
- Participants will be expected to demonstrate appropriate expedition behavior and maintain good decision making and judgement throughout the trip.
- Personal items should be stored in the provided areas, the cage in the Adventure Shop or locked vehicles. CRW is not responsible for lost, stolen or damaged items. Please turn in any found items to the staff leading the trip.
- Shirt and shoes are required when on all outdoor trips, with the exception of water-based programming. ON water based trips, appropriate bathing suit attire is permitted. Shoes must be closed-toed and close-heeled on trips with the exception of water-based trips. Open toe shoes, or sandals, are permitted on water based trips, but the shoe must have a back-heel strap to keep the shoe on while swimming. Flip flops and Crocs are not permitted.
- On all water-based trips, participants are required to wear a personal flotation device (PFD) at all times. Crafts include kayaks, canoes, rafts, and stand-up paddleboards.
- For all extended break trips (i.e. Spring, Fall, Winter Break) faculty and staff are prohibited in attending due to the fact that there is limited space for students. All other open enrollment programs are eligible to all faculty/staff.
- Staff may require any participant to leave the trip if they in any way pose a threat to the safety or wellbeing of other patrons or staff.
- Once a trip is full or the registration deadline has passed, registration is closed, and no other participants are permitted to sign up for that specific trip.
- CRW will make meal accommodations for vegetarians and for food allergies. If a participant is vegan, kosher, gluten free, or has other dietary restrictions, we will try to accommodate, but it is recommended that the participant bring personal food on trip to supplement.
- If a participant requires more food to sustain themselves, than the amount of food CRW supplies, it is recommended that participant bring extra food to supplement.
- CRW will provide necessary gear to participants on trips at no additional cost. Youth gear is limited based on quantity, sizing and activity.
- Participants may use personal gear on trips. Staff reserves the right to restrict use of equipment that is judged to be inappropriate or in poor condition. CRW is not responsible for lost, stolen or damaged items.
- If any outdoor gear is damaged or lost by a patron, damage and associated fees will be determined by CRW staff. Patron can pay immediately upon returning gear to the Adventure Shop or will need to come back to pay within the next 2 weeks. Failure to return outdoor gear or pay the gear replacement charge by the last day of academic classes each semester will result in the equipment replacement charge being charged to the participants WCU account. Due to the expensive cost of some gear, with approval from professional staff, a payment plan can be created for patron to make payments on lost or damaged gear.

### ***Fitness Programs***

#### **Group Exercise**

- Be early since class numbers are limited and it is important that participants are present for the warm-up for a safe workout progression.
- Bring your CatCard to all classes.
- Silence all cell phones.
- Plan to complete the entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class suspension.

In addition to the above listed General Group Exercise Class Guidelines, please adhere to the following during Cycle Classes:

- All first-time riders should arrive earlier for proper bike fitting and instruction.
- CRW staff will move bikes in and out of closet; participants should not move bikes.
- Please wipe down the entire bike, including seat, handrails and areas sweat may have dripped when you are finished and move seat and handrails to highest position.

### ***Sport Programs***

Intramural Sports and Club Sports programs have detailed handbooks specific to those programs. Participants are encouraged to view those handbooks as needed.

### ***Lil Cat's Summer Camp***

The Lil Cat's Summer Camp has a handbook specifically for campers and their families. Participants are encouraged to view that handbook as needed.