

LIBERTY
RECREATION
CENTERS

2019-2020
Policies and Procedures

Mission Statement

The department of Recreation Centers provides diverse facilities and programs in order to positively impact the holistic well-being of the Liberty University community.

General Facility Rules and Regulations

- The Liberty Way must be followed at all times.
- All written rules and staff instruction must be obeyed at all times.
- You must present a valid Flames Pass or membership card plus government issued picture ID to enter the facilities.
- Members must use their own university-issued Flames Pass.
- No open air music allowed in any facility unless prior approval is obtained.
- Flyers/Bulletin Boards of any kind are not permitted in any Recreation Center facility unless prior approval is obtained.
- In order to respect the privacy of all users, still and video photography is not allowed in any of the facilities without prior approval. A request must be submitted to the Associate Director of Communications & Marketing and approved before still or video photography will be permitted.
- All users are expected to clean up after themselves.
- No soliciting.
- No animals other than service animals permitted within the facilities.
- Fighting, foul language or any other foul play, as determined by Recreation Centers staff, is prohibited and may result in membership or usage privileges being revoked.
- Refunds are not given, except for medical reasons at the discretion of Recreation Centers staff.
- Liberty University will not be held responsible for lost or stolen property.
- Liberty University will not take responsibility for injuries that may occur while using the facilities.
- Failure to comply with the rules listed is grounds for removal from the facility and can result in membership or usage privileges being revoked.

Facility Reservations

Recreation Centers offers a variety of opportunities for facility rental. Facility Request Forms are available on the [website](#). All organizations must submit proof of insurance (\$1,000,000 per incident) and name Liberty University additionally insured on the policy.

- Anyone interested in utilizing a Recreation Center facility should first fill out a [Facility Request Form](#).
- Any requests for groups over 100 people must be made at least one month prior to the requested event.
- Events are not approved until you receive an email confirmation specifying the date and times of your event.
- Large events, or events after hours, may require departments/individuals to pay an additional fee for staff and operational needs. This will be determined by the Director of Recreation Centers.
- On occasion for large events, departments may be required to provide monitors to assist the Recreation Centers staff in the event that additional chaperones are needed. Monitors do not take the place of the LaHaye Recreation and Fitness Center staff. Specialized personnel must be part of Recreation Centers staff (i.e. Lifeguards, Member Services, etc.)

- Any set-up needs for tables, chairs, sounds, etc. should be included on the Facility Request Form.
- Any changes in requests (including set-up needs, location, date/time) must be approved through the Recreation Centers staff and may result in additional charges.
- Cancellation of a large event (more than 100 people scheduled) without a 2 week notice will result in a charge to the individual or the department making the request.
- Advertising any activities/events before approval is at your own risk. Advertisements do not guarantee approval.

Facility Maintenance

All Recreation Centers facilities are cleaned and maintained on a daily basis.

- All bathroom/locker room facilities as well as lounge areas are maintained by the University Facilities department. Check lists of times/items cleaned are available upon request.
- Fitness facilities are cleaned multiple times throughout the day. This includes but is not limited to: All Cardio Equipment, Weight Benches, Weight Stations, Aerobics Equipment, Balls, Mats, Group Exercise Studios and Loft Space.
- All on-campus Pools/Spas are checked and maintained daily. Chlorine and pH are recorded multiple times throughout the day. Check lists of times/items reviewed.
- All chemicals are stored and properly documented.
- Please report any area that appears disordered to Recreation Centers Member Services staff member

MSDS (Material Safety Data Sheet)

- Material Safety Data Sheets (MSDS) outline emergency actions that should be taken if an employee comes in contact with cleaning chemicals in a manner that is harmful. There is a MSDS for all cleaning chemicals that employees use regularly while on shift. Each sheet indicates the procedure that must be taken the chemicals come in contact with an employee's mouth, skin, or lungs through inhalation.
- MSDS binders are located at the front desk of each facility with the exception of aquatics facilities where they are stored in the pump room.

Sexual Harassment

Liberty University complies with Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits unlawful discrimination on the basis of sex in the University's programs and activities. Liberty University does not unlawfully discriminate on the basis of sex in any of its education or employment programs and activities, nor does Liberty University tolerate sex discrimination or sexual harassment. The University prohibits sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation, which are harmful to the well-being of the University community and its members, the learning and working environment, and collegial relationships amongst students, faculty, and employees. The University will respond to reports of sex discrimination and sexual harassment with measures designed to eliminate such misconduct, prevent its recurrence, and remedy any adverse effects of the misconduct on individuals, members of the campus community, and University-related programs and activities.

Any student who believes that he/she has been the subject of sexual harassment, discrimination or assault in any form should immediately report the incident to the Title IX

Office and/or LUPD. Students who would like assistance in contacting local authorities may request help from campus authorities.

For more information about Liberty University's Title IX Office and Title IX-related policies, contact: titleix@liberty.edu

Disciplinary Policy/Grievance Procedures for Members and Users

- All Recreation Centers staff members have been given the authority and responsibility to ensure a safe environment and to enforce the Liberty Way and Recreation Centers facility guidelines. This authority includes addressing members who are not complying with guidelines. Recreation Centers staff also may eject patrons whose behavior is deemed unsafe or disruptive to others.
- Upon direct contravention to any of the rules/regulations, a verbal and/or written warning will be granted to a first time offense unless a more serious consequence is deemed necessary by the Director (all incident reports are documented and kept on file). This may include turning the student into the Office of Community Life.
- After the same regulation has been broken or another issue has been addressed (whether through a verbal or written warning) a second written document will be recorded of the offense. This may include but is not limited to, turning the violation into the Office of Community Life, asking the individual to leave the facility for a period of time, and/or involving LUPD if deemed necessary.
- Repeat offenders who are addressed for multiple issues or the same issue multiple times can have their membership suspended or terminated at the discretion of the Recreation Centers staff.
- A membership or usage privileges can be revoked at any time if deemed necessary by Recreation Centers staff.

LaHaye Recreation and Fitness Center

Memberships and Access

Resident Students with Valid Flames Pass: who have status as a RESIDENT STUDENT, are financially checked in for the upcoming semester, and pay the activity fee. In this case, the activity fees cover membership costs and resident students are not subject to these fees.

Liberty University Faculty and Staff: who are directly paid by the University are eligible for membership. Faculty/Staff will be asked to present their valid Flames Pass for verification when registering for membership.

Liberty University Online and Graduate Students: are eligible to purchase memberships during the times they are financially checked in and currently enrolled in classes. LUO/Grad students will be asked to present their valid Flames Pass for verification of class schedule and financial check-in status.

- Graduate students registered for the entire semester and LUO students registered for both B and D terms will be eligible to purchase Semester memberships.
- LUO/Graduate students are not eligible for "Annual" memberships.
- LUO/Grad students registered solely for either B or D terms will not be eligible to purchase semester memberships.

Alumni, Spouses, Community Members and Non-Affiliates: may be eligible for memberships in some facilities and during some time periods. Please visit www.liberty.edu/recreationcenters for availability.

Recreation Centers reserves the right to refuse membership or access to any and all facilities to any individual for any reason. All students and members are required to present a valid Flames Pass prior to entering the facilities. Any individuals with an "invalid card" will be denied access and directed to the Card Services office.

- Memberships are sold individually and are valid for one person.
- Anyone under the age of 17 must be accompanied by an adult at all times.
 - All fitness facilities are off limits to all those under 17 years of age.
 - Guests who are younger than 17 may use the basketball courts, and soccer facilities ONLY if they are be accompanied by their parent/guardian.
 - Children of any age may access the pool areas but children under 17 years of age must be accompanied by their parent/guardian at all times.

Visitor Policy

- All guests coming in to utilize the LaHaye Recreation and Fitness Center or the Liberty Natatorium are required to pay a \$5 daily membership fee. Any guest coming in to tour the facility without using any services may do so for free after proper completion of sign-in form. Any unpaid guests who claim to be only touring the facility, and are spotted using equipment will be immediately escorted out of the facility. All visitors are required to sign-in at the Member Services desk of the facility.
- Members who sponsor a guest will be responsible for the behavior of their guest. Any issue or disturbance created by a guest can result in consequences for the sponsoring member. These consequences include but are not limited to:
 - Member's account will be flagged and the privilege of sponsoring a guest will be revoked.
 - Member may be banned for a determined amount of time.
- All Liberty University students and LaHaye Recreation and Fitness Center members are permitted to sponsor up to two non-family member guests per day to accompany them into the facility. These guests will be required to pay a \$5 daily membership fee. All guests are required to sign-in at the Member Services desk of the facility.
 - All visitors must surrender a government issued picture ID at the Member Services desk when signing in. Visitors under the age of 17, who don't have a valid picture ID, must be with someone who shows a valid ID.
 - Visitors must enter the facility with their LU sponsor (student or member) and visitors under the age of 17 must stay with their sponsor at all times when in the facility. Visitors must also leave the facility with their LU sponsor.
 - The minimum age for using fitness equipment is 17 years old (includes all fitness areas- weight room, cardio loft, multi-purpose rooms, and loft)
 - The rock wall is available to visitors during specified times for special events.
- All general student recruits or potential students, who visit the University, should check in at the Hancock Visitor's Center on campus. The Visitor's Center will provide general student "recruits" and their families with a daily visitor pass permitting entrance to the LaHaye Recreation and Fitness Center facilities at no charge. These passes may be used one time only and each visitor must have their own pass. All visitors are required to sign-in at the Member Services desk of the facility.

- Coaches requesting admittance of an Athletic Recruit must submit a request in email form prior to the recruit utilizing the facility. Coaches must appoint a fellow teammate as a "Sponsor". Once the recruit is approved, an email will be sent to the coach verifying dates and times of approval. The recruit will be required to sign in and show ID. They must stay with their sponsor at all times and in approved designated areas.

*Exceptions to the Visitor Policy will be made for on campus visitation weekends such as CFAW, Homecoming, Alumni and Parents weekends. These exceptions will be determined by Recreation Centers staff and will be posted at the front desk of each facility. Please contact 434-592-3223 with any questions.

Families of students or facility members are welcome to tour the facility at no charge at any time during normal operating hours. Touring families need to show ID and sign in

Dress Code

To create a safe environment for members, required dress should be worn in the LaHaye Recreation and Fitness Center including:

- Non-marking, rubber-soled athletic-type/sport shoes are required. Footwear must completely cover the foot, including instep, toes, arch and heel. Footwear not permitted includes, but is not limited to, high-heeled shoes, spikes, open-toed shoes, turf shoes, cleats, boots, flip-flops, sandals and footwear that is muddy or dirty.
- Clothing that provides sufficient coverage to avoid direct skin contact with mats, benches, and other equipment to minimize the risk of contamination or infection. (i.e. Shirts covering the entire midsection of the body)
- Clothing that does not have exposed rivets, buttons, zippers, metal parts, or features likely to damage equipment
- The Liberty Way must be followed at all times

Recreation Centers staff will address potential violations of these rules with facility users.

Concerns about the rule or its enforcement may be addressed to

recreationcenters@liberty.edu

General Facility Rules

- Only those individuals hired by Recreation Centers as a personal trainer may act as a personal trainer within LaHaye Recreation and Fitness Center. It is left to the discretion of the Recreation Centers staff as to the intention of individuals who may/may not be instructing others. Personal Training is described as, but not limited to any of the following:
 - To prescribe, monitor, and change an individual's specific exercise program design in an exercise or sport setting
 - To instruct or guide another individual(s) in performing an exercise routine
- The fitness facilities are intended for the personal use of students and members. They are not to be used for organized group sessions of any sort, with the exception of group exercise classes and group fitness training led by Recreation Centers employees.
- No items should be left unattended. Lockers are for day use only and all items must be removed when the individual leaves the facility that same day. All lockers will be cleared out at the end of each day.
- No food is permitted inside the facility.
- No weights may be dropped in the Training Loft.

- Equipment may not be reserved.

Basketball Courts

- Recreation Centers gives scheduling priority to the Intramural Sports Department and the courts are closed for recreational use at those times.
- The courts are for basketball, volleyball, and intramural use only. This excludes, but is not limited to, rollerblades, skateboards and bicycles.
- There is no sitting on the retaining wall. No personal items, drinks, food, etc. are to be placed on the wall.
- During intramural sports, only players on the roster will be permitted in the basketball court area.
- Games should be 5-on-5, unless there are vacant courts.
- Chewing gum is strictly prohibited in the basketball court areas.
- There are not to be any personal belongings on the basketball courts at any time. All personal belongings should be stored in the locker room facilities.

Cardio Loft/Basketball Mezzanine

- All audio and video equipment is controlled at the LaHaye Recreation and Fitness Center Member Services desk. Programming requests should be made to the attendant.
- The Liberty Way is in effect regarding the use of all embedded digital streaming services on cardio equipment (Netflix, Hulu, etc.) and failure to follow can result in disciplinary measures.

Group Exercise Studios

- The only rooms available for facility requests and general use are the Dance, Strength and Aerobic Studios. TRX, Cycling, and Mind/Body Studios are not available for facility requests and general use.
- No groups may use the studios unless a Facility Request form has been submitted and approved.
- Microphones and auxiliary cords are for instructor use only.
- Members may not enter a studio when a class is in session.
- All equipment must be cleaned and replaced after use.
- Groups may be liable to replace missing or broken equipment.

Racquetball Courts

- Courts are available for general use during recreation hours only.
- Intramural Sports and physical education classes will have priority over general recreation.
- Courts cannot be reserved if playing alone, there must be 2 or more players to make a reservation.
- Proper attire and footwear are required. Shoes must be non-marking.
- Use of approved eye protection is required.
- Racquets must have plastic bumper and safety wrist strap.
- Racquetballs, handballs, and squash balls must to be non-marking.
- Any activity other than racquetball, handball, or squash must receive prior approval from Recreation Centers staff.

Track

- Enter the track with caution.
- Appropriate, clean and dry athletic shoes must be worn. No spiked shoes, turf shoes, sandals, or open-toed shoes are permitted.
- Standing, horseplay, spectating, and/ or stretching are not permitted on the track lanes.
- Throwing or dropping items to or from the track is prohibited.
- Participants must use the track in the designated direction.
- Walkers use the inside lanes and runners use the outside lanes.
- No more than 2 runners or walkers side by side.
- The track is approx. 1/9th of a mile; therefore, approx. 9 laps in the center lane equals 1 mile.

Aquatics Center

- The capacity of the pool/spas must not exceed posted number of 70 people in the pool and 8 people per spa.
- Please check schedules/signage regularly as academic classes have priority scheduling during set hours.
- Swimming and use of the pool is restricted to times when Recreation Centers lifeguard is on duty.
- Chewing gum is prohibited in the pool and on the deck.
- No person with or suspected of having a communicable disease which could be transmitted through use of the pool shall be permitted to use the pool/spas
- A person with any area of exposed sub-epidermal tissue, open blisters, or cuts should not use the pool/spas.
- Approved swimming apparel, as listed in the Liberty Way, must be worn in the pool at all times.
- Any person using the pool must rinse off before using the pool.
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited.
- No running, boisterous or rough play is permitted in the pool, shower rooms, locker rooms, pool deck, on the diving board or starting blocks.
- The use of all electronic items within the pool/spa(s) is strictly prohibited.
- Glassware and similar material with a tendency to shatter on impact is not permitted in the Aquatic Center.
- Diving is only permitted where marked.
- Racing blocks may only be used by permission from the on-duty lifeguard.
- The use of skateboards, in-line skates, etc. are prohibited on the pool deck.
- Hanging or sitting on lane ropes is prohibited.
- Sitting on, standing on, jumping on, or throwing kickboards is prohibited.
- Lifesaving equipment must be used only in case of emergency.

Thomas Indoor Soccer Center

- Proper footwear must be worn at all times (tennis shoes, indoor shoes, etc.) No cleats or sandals are allowed at any time.
- No food, drinks, or gum should be taken on the fields at any time.
- No organized team or group is permitted to practice without proper authorization and documentation from Recreation Centers staff. There is no private instruction without prior permission from Recreation Centers staff.

- Do not use any items that can gouge, tear, rip or damage turf or boards including but not limited to; spikes of any kind, hard balls of any kind, sleds or hurdles, weight equipment, and bats.

Rock Wall

- There is a limit of 125 participants in Rock Wall vicinity at any time.
- There is a limit of 5 climbers on tower route area at any given time.
- There is a limit of 15 climbers in bouldering area at any given time.
- Read area rules before engaging in any climbing activity.
- Personal shoes must be worn outside of the rock wall area.
- No rentals are permitted to leave rock wall area.

David's Place

Memberships and Access

Resident Students with Valid Flames Pass: who are financially checked in for the upcoming semester, and pay the activity fee have access to David's Place.

Liberty University Faculty and Staff: who have purchased the Early Bird Plus membership have access to David's Place. Early Bird members have access during limited hours.

Liberty University Online Students: who have purchased a membership to LaHaye Recreation and Fitness Center will also have access to David's Place.

Dress Code

To create a safe environment for members, required dress should be worn in the LaHaye Recreation and Fitness Center including:

- Non-marking, rubber-soled athletic-type/sport shoes are required. Footwear must completely cover the foot, including instep, toes, arch and heel. Footwear not permitted includes, but is not limited to, high-heeled shoes, spikes, open-toed shoes, turf shoes, cleats, boots, flip-flops, sandals and footwear that is muddy or dirty.
- Clothing that provides sufficient coverage to avoid direct skin contact with mats, benches, and other equipment to minimize the risk of contamination or infection. (i.e. Shirts covering the entire midsection of the body)
- Clothing that does not have exposed rivets, buttons, zippers, metal parts, or features likely to damage equipment
- The Liberty Way must be followed at all times

Recreation Centers staff will address potential violations of these rules with facility users. Concerns about the rule or its enforcement may be addressed to recreationcenters@liberty.edu.

Fitness Spaces

- Only those individuals hired by Recreation Centers as a personal trainer may act as a personal trainer within David's Place Fitness Center. It is left to the discretion of the Recreation Centers staff as to the intention of individuals who may/may not be instructing others. Personal Training is described as, but not limited to any of the following:
 - To prescribe, monitor, and change an individual's specific exercise program design in an exercise or sport setting

- To instruct or guide another individual(s) in performing an exercise routine
- The fitness facilities are intended for the personal use of students and members. They are not to be used for organized group sessions of any sort, with the exception of group exercise classes and group fitness training led by Recreation Centers employees.
- No items should be left unattended. Lockers are for day use only and all items must be removed when the individual leaves the facility that same day. All lockers will be cleared out at the end of each day.
- There is a 30 minute time limit when all of the machines are in use or as deemed necessary by Recreation Centers staff.
- The Liberty Way is in effect regarding the use of all embedded digital streaming services on cardio equipment (Netflix, Hulu, etc.) and failure to follow can result in disciplinary measures.
- No dropping weights
- No reserving/holding of equipment
- All weights must be properly replaced after use
- No organized groups may be conducted unless authorized by Recreation Centers staff
- All audio and video equipment is controlled at the LaHaye Recreation and Fitness Center Member Services desk. Programming requests should be made to the attendant.
- The fitness facilities are intended for the personal use of students and members. They are not to be used for organized group sessions of any sort, with the exception of group exercise classes and group fitness training led by Recreation Centers employees.

David's Place Pool

- The capacity of the pool must not exceed posted number of 35.
- No person with or suspected of having a communicable disease which could be transmitted through use of the pool shall be permitted to use the pool
- Individuals with any area of exposed sub-epidermal tissue, open blisters, or cuts should not be permitted to use the pool
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited
- No running, boisterous or rough play is permitted in the pool or platforms.
- Glassware and similar material with a tendency to shatter on impact is not permitted on the David's Place pool deck.
- Chewing gum is prohibited in the pool and on the deck.
- Diving is not permitted.
- Domestic animals are not permitted in the pool enclosure.
- Lifesaving equipment must be used only in case of emergency.
- Approved swimming apparel, as listed in the Liberty Way, must be worn in the pool at all times.
- The use of skateboards, in-line skates, etc. are prohibited on the pool deck.

Montview Game Room

Memberships and Access

Any current faculty, staff, or student who has a valid flames pass is permitted to use the Game Room.

Montview Game Room

- Board games, PS4 games, XBOX One games, pool cues, paddles, and other equipment are available for check out at the desk. Valid Flames Pass must be presented in order to check out these items.
- Return all gaming equipment as you received. Broken items will result in a fee.
- Students are free to bring in personal board games, playing cards, etc., as long as they are in compliance with The Liberty Way.
- No sitting or leaning on the pool tables, ping pong tables, air hockey, or technical equipment.
- All food and drink is to be kept at the tables. There is not to be food or drink on the floor, pool tables, ping pong tables, air hockey or game systems.
- All individuals are expected to clean up after themselves. Please do not leave food, trash, etc.
- No animals other than service animals permitted within the facilities.
- No open air music.
- Fighting, foul language or any other foul play, as determined by the Recreation Centers staff, is prohibited and may result in removal.

Montview Bowling Alley

Memberships and Access

The Bowling Alley is open to Liberty University students, faculty, staff, and the general public. Non Liberty affiliates will be required to pay the guest rate and are not eligible for semester memberships.

Bowling Alley

- No same day reservations. Minimum 1 week notice required to make/change/cancel reservations.
- There is a 2-lane/1-hour minimum for bowling reservations.
- No more than 6 bowling lanes may be reserved at one time during operational hours.
- Reservations must be claimed within 15 minutes of the requested time. If the lanes are not claimed within 15 minutes, they will be made available to other patrons.
- Students, faculty and staff must swipe flames pass.
- Montview Bowling Alley reserves the right to limit times and number of lanes to be reserved.
- Montview Bowling Alley reserves the right to adjust the reservation times.
- Each lane may have up to 6 bowlers.
- Bowlers who must leave before completion of game or timed session will not be given a refund.
- All food and drink is to be kept at the tables.
- All individuals are expected to clean up after themselves. Please do not leave food, trash, etc.
- Street shoes are not allowed on the bowling lanes. Bowlers must wear bowling shoes.
- Bowlers may not cross the foul line for any reason.
- Bowlers may not send more than one ball down a lane at the same time.
- Bowlers must wait until pin machine and sweeper are clear before bowling.
- Bowlers must return bowling balls to the racks after they are finished bowling.
- Bowlers are responsible for returning bowling shoes to desk.
- Bowlers must notify the desk attendant of any lane problems/malfunctions.

- Tossing/lofting of bowling balls is prohibited.
- If your game is not completed by the closing time, your game will be ended.
- No animals other than service animals permitted within the facilities.

Liberty Natatorium

Memberships and Access

Resident Students with Valid Flames Pass: those who have status as a RESIDENT STUDENT, are financially checked in for the upcoming semester, and pay the activity fee. In this case, the activity fees cover membership costs and resident students are not subject to these fees.

Liberty University Faculty and Staff: who are directly paid by the University are eligible for membership. Faculty/Staff will be asked to present their valid Flames Pass for verification when registering for membership. Natatorium memberships are included in the Early Bird Plus membership.

Liberty University Online and Graduate Students: are eligible to purchase memberships during the times they are financially checked in and currently enrolled in classes. LUO/Grad students will be asked to present their valid Flames Pass for verification of class schedule and financial check-in status.

- Graduate students registered for the entire semester and LUO students registered for both B and D terms will be eligible to purchase Semester memberships.
- LUO/Graduate students are not eligible for "Annual" memberships.
- LUO/Grad students registered solely for either B or D terms will not be eligible to purchase semester memberships.

Alumni, Spouses, Community Members and Non-Affiliates: are eligible for day passes and program memberships at the natatorium. Please visit the [website](#) for information.

Recreation Centers reserves the right to refuse membership or access to any and all facilities to any individual for any reason. All students and members are required to present a valid Flames Pass and/or membership card prior to entering the facilities. Any individuals with an "invalid card" will be denied access.

- Passes and program passes are sold individually and are valid for one person.
- Anyone under the age of 17 must be accompanied by an adult at all times.

Liberty Natatorium

- Please check schedules/signage regularly as Liberty University Athletics have priority scheduling during set hours.
- Food and drink are not permitted on the pool deck.
- Swimming and use of the pool is restricted to times when a Recreation Centers lifeguard is on duty.
- Lifeguards are responsible for the overall safety of the patrons using the facility and the general safety and maintenance of the pool area. Concerns not related to safety, should be directed to the Aquatics Manager on duty.
- No person with or suspected of having a communicable disease which could be transmitted through use of the pool shall be permitted to use the pool/spas

- A person with any area of exposed sub-epidermal tissue, open blisters, or cuts should not use the pools.
- Approved swimming apparel, as listed in the Liberty Way, must be worn in the pool at all times.
- Any person must rinse off before using the pool or diving well.
- Access to the pool deck is permitted only by persons registered for that event/practice.
- Coaches, swimmers, and officials may not place personal belongings on the lifeguard stands. Personal belongings may be stored on bleachers or in lockers.
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited.
- No running, boisterous or rough play is permitted in the pool, shower rooms, locker rooms, pool deck, on the diving board or starting blocks.
- The use of all electronic items within the pool/spa(s) is strictly prohibited.
- Chewing gum is prohibited in the pool and on the pool deck.
- Glassware and similar material with a tendency to shatter on impact is not permitted at the Natatorium.
- Lifesaving equipment must be used only in case of emergency.
- The capacity of the pool must not exceed 630 people and 225 in the dive well
- Hanging or sitting on lane ropes is prohibited.
- Sitting on, standing on, jumping on, or throwing kickboards is prohibited.
- Starting blocks shall be used only when approved by a manager or under the supervision of a coach.
- Dive well shall only be used when approved by a manager on duty and with a certified dive coach.
- The Endless Pool is to be used only under the guidance and supervision of a coach.
- Children under the age of 16 must be accompanied by an adult. In some instances patrons under the age of 16, may be asked to perform a swim test prior to using the Natatorium.
- Coaches, swimmers, officials, and parents are not permitted in the Lifeguard Room except in the event of an emergency. Entrance to the room must be kept clear at all times.
- Only certified aquatics staff may enter the pump room.

Emergency Action Plan

Please remember that the safety of yourself and others is your primary responsibility. In the event of fire or release of hazardous substances requiring emergency response activate the fire alarm by pulling an alarm pull station and call university police.

EMERGENCY PHONE NUMBERS

Emergency Liberty University Police Department (LUPD)	434-582-3911
LUPD non-emergency	434-582-7641

Other Relevant Contacts

Liberty Field Operations	434- 592-3500
State Police	(800) 552-0962
Lynchburg Police (Non-Emergency)	434-455-6041
Toxic Chemicals	(800) 424-8802
<i>(Chemical, Biological or Radioactive safety)</i>	
Poison Control Center	(800) 222-1222

When calls to LUPD are necessary...

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- Your name and title
- The building and location of the emergency
- The nature of the emergency – fire, medical emergency, chemical spill, Maintenance Emergency, etc.
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

When calls are made to LUPD, supervisors should be made aware of the situation as soon as possible.

Campus Alert System

The Liberty University Police Department has established an emergency communication and notification system known on campus as the *Smart Message System*. All Liberty University students, staff, and faculty are highly encouraged to register communication devices with the campus alert system. This system will automatically send emergency related messages to any of the devices that you choose to register on the website. Several types of messages may be arranged to be received according to preferences which you select during registration including those addressing fires, severe weather, and major traffic events. Notifications concerning life-threatening events are defaulted to always be sent to those who are registered. In the case of an emergency inside of the LaHaye Recreation and Fitness Center, an announcement will be made over the PA system.

Building Evacuation

Upon hearing the fire alarm or announcements, begin evacuation procedures.

- Keep yourself and others calm.
- When alarm sounds, staff should immediately help every member evacuate the facility as quickly as possible. The acting manager should assign student staff to check designated areas for members.
- Quickly proceed outside the building (or to the announced "safe location") using the closest, planned evacuation route.
- Use the PA system when needed.
- Recreation Centers staff must assist any handicapped or special needs individuals.
- Recreation Centers staff should report immediately to the safest parking lot.
- Check in with Recreation Centers Supervisors who will be noting absences based on that hour's scheduling.

- Manager on duty should be the last one out and lock gate behind them
- The highest ranking employee should contact LUPD to advise them of the situation.
- Be aware of who is working with you at the time.
- Wait for instructions from emergency response- LUPD. LUPD will confirm with a staff member when it is safe to return to the facility.
- If the alarm has ceased for over 3 minutes, the highest ranking employee should contact LUPD and ask for the all clear.
- All Recreation Centers workers should return to their work areas before allowing members to access the facility.

Building Safety Systems

All emergency items are located in each LaHaye Recreation Center

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to LUPD and the Lynchburg Fire Department.

Smoke and heat detectors – will immediately activate the fire alarm system.

Automatic Sprinkler System – will begin the extinguishment of the fire and immediately send an alarm to LUPD. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18" of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

Emergency Lighting – will aid in corridors and stairways as well as in each fitness and deck area.

Fire Extinguishers, First Aid Kits, and AED's

Fire Extinguishers

Always notify LUPD, from a safe location, after using a fire extinguisher. Do not be hesitant to call the emergency number (434-582-3911) and to pull a fire alarm when attempting to deal with a seemingly small fire. All fires carry great potential to expand into a conflagration very quickly. Save the firefighting for the firefighters and first consider and address human safety utilizing fire extinguishers as necessary.

Never block or obstruct extinguishers with furniture or equipment. Blocking fire extinguishers is a violation of fire code.

First Aid Kits

For minor injuries not requiring medical attention, please use one of the first aid kits found at each location on the Emergency Action Plan signs in RED.

Due to the potential for life-threatening reactions, never dispense medications from the first aid kits or other resources. Any chemical substance, in every situation, must be self-administered or administered by a professional medic.

AED's

4 AED's are strategically placed around the LaHaye Recreation and Fitness Center: Member Services Desk, Thomas Indoor Soccer Center, Multipurpose Center, and outside the wall near the Cycling Studio. Please see the EAP maps around the facility for the nearest AED.

2 AED's are strategically placed around the Liberty Natatorium: An AED is located at the front desk and outside the Lifeguard office. Please see the EAP maps around the facility for the nearest AED.

1 AED is located at the front entrance of David's Place.

Manual Alarm Pull Stations

Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to LUPD. After activating the alarm call LUPD, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

Inclement Weather/ Natural Disasters-(tornadoes, fire, etc.)

Issuance of Tornado and Derecho Warnings

- LaHaye Recreation and Fitness Center: In the event that the National Weather Service issues a tornado warning for the area including the LU campus all occupants must head to wall near basketball courts 1-3, which separates the Tilley and the LaHaye Recreation and Fitness Center facility. Students should kneel against the wall and protect their neck and head.
- David's Place: Students at David's Place should enter the cycle studio area, away from any windows and sit in a crouched position.
- Liberty Natatorium: Students and the Liberty Natatorium should kneel against the wall in the lower level back hallway where there are no windows.
- If patrons fail to follow procedure they may be asked to leave the facility.
- The preceding does not apply to Tornado Watches as they do not convey immediate threat. Tornado Watches basically mean that Tornado Warnings could be issued.

Snow

- All Recreation Centers staff should follow the policies located in the staff handbook.
- Recreation Centers staff should plan on attending all shifts until they hear otherwise.

Hurricanes

- On certain rare occasions, such as direct threat from a major hurricane the University may shut down entirely.
- LUPD will work to coordinate shelter or evacuation and procedural communication will come down through supervisors.

Other Natural Disasters

- For any other natural disasters, contact LUPD and your direct supervisor immediately.

Fire

- In the event of a fire, Recreation Centers staff should pull the closest fire alarm and contact LUPD and the manager on duty immediately.
- Once a fire alarm has been issued, exterior doors should immediately unlock and members/guests should be evacuated through the nearest door.
- Every effort should be made to clear the building in a safe and orderly fashion. Staff on duty should assist LUPD in any way possible.

Earthquake

- Remain calm.
- LaHaye Recreation and Fitness Center- Quickly seek refuge in a doorway or head to the center of the LaHaye Recreation and Fitness Center facility which is the Wall dividing the Tilley Student Center and the LaHaye Recreation and Fitness Center. Students should kneel against the wall in the walk way area and protect their neck and head.
- David's Place- Students at David's Place should enter the cycle studio, away from any windows and sit in a crouched position.
- Liberty Natatorium- Students and the Liberty Natatorium should kneel against the wall in the lower level back hallway where there are no windows.
- Stay away from interior and exterior windows.
- After shaking stops, initiate the evacuation procedures immediately. Instruct all persons to move outside and away from building structures, utility lines and power poles.

- If damage and/or injuries occur, call LUPD (434)-582-3911 to request assistance. Notify your supervisor as soon as possible.
- Do not re-enter the facility until directed to do so by an LUPD officer. The facility may need to be inspected for damage or gas leaks.

****LUPD should be notified immediately by the highest ranking Recreation Centers employee for any of the below issues****

Armed Intruders/Assailants

The following procedures should be executed as closely as possible to the principles behind them. However, no plan is perfect in predicting what a particular situation may dictate. Certain contexts may warrant logical flexibilities to be applied in a crisis. The main goal is to keep as many people as possible safe for as long as possible until official emergency responders arrive and take control of the situation.

In the event of a shooting...

In the LaHaye Recreation and Fitness Center, David's Place, or the Liberty Natatorium:

1. Call LUPD at 434-582-3911 as soon as is safely possible.
2. Go to a room, studio, or classroom that is a low visibility area that can be barricaded and locked down.
3. Due to the layout of the facilities there are not many areas of low visibility. Safety is the first goal. The PA system should be used if it is safe to announce that everyone needs to exit.
4. Recreation Centers staff should use walkie-talkies when safe to let others know there is a shooter and where the individual is located.
5. When evacuating the building, LaHaye Recreation and Fitness Center staff should attempt to evacuate everyone over to the LaHaye Ice Center, the Football Operations Center, the Liberty Track, or East Campus (or other close and safe area).
6. Recreation Centers staff should attempt to locate all individuals who were near them/working with them in the facility once in a safe location.
7. When it is safe, start taking names/ID numbers of people you are with in order to help the police locate individuals who may be missing.

Elsewhere on Campus:

As soon as LUPD is aware of a threatening event the LU community will be informed via public address systems, e-mail, and telephone. The campus will be on lockdown and it is important that you as a staff member attempt to keep everyone calm and away from doors and windows.

1. DO NOT allow anyone to leave or allow anyone to enter the facilities.
2. Announce over the PA **CALMLY** (make sure ALL zones are on) that there is an emergency on campus and that all facilities are in Lockdown. Announce that all students should remain calm and report to one of the following areas (or stay in those areas if they are already located there) until further notice by LUPD.
 - LaHaye Recreation and Fitness Center Swimming pool
 - Locker rooms/restrooms
 - Basketball courts low and inside the walls
 - David's Place Cycle Studio
 - Liberty Natatorium lower level classroom

Active shooter situations are unpredictable and evolve quickly. There is often no pattern or method to the selection of victims by an active shooter. Active shooter events are often over within 10-15 minutes, therefore individuals must be prepared both mentally and physically to deal with an active shooter situation. LUPD advises three measures you can take in the event of an active shooter: Avoid, Deny, and Defend.

1. AVOID

If there is an active shooter in your vicinity, leave your belongings behind and get out of the building through the nearest safe exit. Help those who may need assistance evacuating, keeping in mind that elevators may not be available.

2. DENY

If evacuation is not possible, find a place to hide that is out of the shooters view and provides protection if shots are fired in your direction. Hiding areas should not trap or restrict your options for movement. Lock and barricade the door to restrict entry. Drywall is not thick enough to stop bullets, therefore hide behind large objects, lie down on the floor and stay as quiet as possible. Silence your cell phones but do not turn them off so that you can receive updates and alerts about the situation.

3. DEFEND

As a last resort, fight for your survival. You must be committed to this action; once you start, it cannot be stopped. At this point anyone legally armed under the University's Weapon's Policy may take necessary, discretionary action as trained and allowed by law to defend him/herself and others. If you are unarmed, find weapons of opportunity such as a pen, purse, or chair.

When LUPD and other Law Enforcement arrives, remain calm and follow the instructions that they give you. Keep your hands visible at all times and avoid pointing or yelling at officers. If you are legally armed under the University's Weapon's Policy and come into contact with officers, remain calm and lay your weapon on the ground. Keep in mind that officers may arrive in regular uniforms, tactical uniforms, or plain clothes. The first priority for the Law Enforcement is to eliminate the threat. They may not help with evacuation or injured until after the threat is eliminated.

Criminal Activity

- If a fight occurs in the facilities contact LUPD immediately. Make sure to document the incident immediately following the issue and take note of any witnesses.
- In case of a suspected, developing criminal threat (pending violence or bodily harm, verbal abuse, suspicious behaviors, etc.) contact your supervisor immediately and he or she will address the issue as context seems appropriate. Do not hesitate to involve LUPD and/or the Office of Student Conduct if safety for yourself or others is ever a concern.
- If an individual fails to identify themselves upon request, contact LUPD and your direct supervisor immediately.
- Unattended bags left in the facility for long periods of time or at the time of closings (including convocation) should be collected and turned into the Member Services desk at the LaHaye Recreation and Fitness Center. Any suspicious looking bags should be turned into LUPD
- For bomb threats follow the bomb threat policy cited below.

Suspicious Packages

If a suspicious letter, package, box, etc. is received or noticed, leave the item where it is discovered. If you are holding it, gently place it in an out-of-the-way area. Do not shake, bump, or sniff the item. Hands should be washed thoroughly if the item was handled. Notify LUPD at ext. 3911 as soon as possible to further investigate the situation. Follow the directions that they give you and notify the Assistant Director of Operations or one of the Associate Directors as soon as opportunity allows.

Suspicious items or mail may exhibit any one or combination of the following attributes:

- It is unexpected or from an unknown sender.
- It is handwritten, has no return address, or bears a return address that you cannot confirm is legitimate.
- It is lop-sided or lumpy in appearance.
- It has wires or other unusual contents that are protruding or can be felt through the envelope or packaging.
- It is sealed with excessive amounts of tape.

- It is marked with restrictive endorsements such as "Personal" or "Confidential."
- It has excessive postage.

Bomb Threats

1. Remain calm, listen carefully to what the caller is saying and write it down. Keep the caller talking and try to obtain the following information:
 - If caller ID shows the number write it down immediately.
 - Where is the bomb?
 - What will cause it to explode?
 - When will it explode?
 - What kind of bomb is it?
 - What does it look like?
 - What is your name?
 - Did you place the bomb? Why?
 - Where are you calling from?
2. Record the details such as time of call, whether caller was male or female, any distinctive voice characteristics (accent, manner, speech, whether voice was familiar), whether there were background noises or reference to local issues.
3. When the caller hangs up:
 - Call **Emergency: (434)-582-3911**
 - Be prepared to give your name, phone number, and exact location with details of the threat.
 - If possible try to make contact with coworker to make sure they are aware of the situation.
 - Do not hang up until you are released by the authority talking to you.
 - Inform your supervisor or department head.
 - Do not spread word of the threat to other occupants as this should be handled by the authorities.
 - Stay where you are and ask your department head to meet with police and security when they arrive.

The Chief of Police, in consultation with the Department Head(s), will give the order to evacuate the building if necessary.

Power Outages

Remain calm and wait for the power to come on. Managers at the LaHaye Recreation and Fitness Center should immediately report to the fitness areas. Managers at other facilities should stop all activity and ask members/guests to be patient for the power to come back on. While waiting, announce to the occupants that the facility will be closing in five minutes if the power does not return.

If the power is out for more than ten minutes please do the following:

- LaHaye Recreation and Fitness Center, David's Place, Montview Bowling Alley, Montview Game Room and the Liberty Natatorium should make every effort to evacuate all members/guests from the facility.
- Supervisor should be notified immediately. At that time the managers will contact Access Control to lock down the facilities.

Leaks and Flooding

- If pooling or dripping of water is observed anywhere in the Recreation Centers, you must notify the Facilities Coordinator or Associate Director of Facilities immediately. Student workers should notify a manager.
- Be cautious of any electrical equipment or wiring near the water. Do not approach the area if water is observed to be in contact with sources of electricity. If possible, unplug computers and/or other equipment threatened by the event.

- Be aware that water could be coming from a backed up sewer pipe or other source of contamination. In such cases, give greater attention to follow sanitary practices.

Unauthorized News Reporters and Demonstrations

Please direct any questions regarding the University as a whole to the supervisor on duty. The supervisor on duty should do the following:

- Immediately contact their direct supervisor.
- Any questions from reporters or protestors should be directed to the Office of the Vice President for Media Relations at 582-2250.

Uncontrollable crowds

If a huge, unmanageable crowd of students form in the facilities, do your best to stay on the perimeter of the crowd after notifying LUPD of the event. LUPD will work with Recreation Centers.

Unattended or Missing Child/Minor

- Any minor who is left unattended in the LaHaye Recreation and Fitness Center, Montview Bowling Alley, David's Place, or the Liberty Natatorium, should be reported to the Member Services desk of the LaHaye Recreation and Fitness Center, Montview Bowling Alley or David's Place if the child is located there. The manager on duty should notify their supervisor and LUPD should be called immediately. The minor should be closely monitored until LUPD arrives. During this time the manager should start an incident report and gather as much information from the child as possible. The minor should not be allowed to leave until LUPD comes. If the parent/guardian arrives, let them know that LUPD was called and that they must remain there until LUPD arrives.
- If any individual is reported missing. Call LUPD immediately and then your direct Supervisor. Gather as much information as possible about who the person is that is missing along with any witnesses, and who the person is that is making the report.

Pandemic Prevention

In recent years threats of pandemic have become more common in occurrence. Employees are encouraged to practice preventative hygiene by regularly disinfecting public service area surfaces and by washing or disinfecting hands frequently. Another aspect of preventative hygiene is the practice of covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. If a pandemic becomes such that other precautions need to be taken, a directive will be issued by the administration.

All phones, desks, computer keyboards, and surface areas should be cleaned with disinfectant at least once per day.

Medical Emergencies

- 1. Call for help (434)-582-3911 (LUPD)**
2. Contact the supervisor on duty and the Member Services desk of the facility where the emergency is located.
3. Follow the Emergency Action Plan. All plans are posted on WHITE paper in a clear frame.
4. Keep the person comfortable and calm until help arrives.
5. Keep unrelated spectators moving on and about their intended business.
6. EMS should be called for any head injury.
7. A hard copy of medical reports should be filled out completely and immediately scanned and emailed to Associate Director of Operations. The form must then be placed in Associate Directors of Operations box located at the front desk.
8. Update Assistant Director of Operations via text for any emergency requiring an ambulance being called.

In the case of a convulsing person do whatever is necessary to keep him or her from hurting themselves. This could include clearing the area of physical hazards, removal of glasses, or gently lowering to the floor. Do not offer physical resistance or "fight" with their condition.

Due to the potential for life-threatening reactions, never dispense medications from the first aid kits or other resources. Any chemical substance, in every situation, must be self-administered or administered by a professional medic.

Crisis Intervention & Emergency Procedures

Medical Emergency Action Plan

(Emergency Action Plans are located throughout the facility in WHITE)

Emergency Plan Personnel

Any and all Recreation Centers staff available on site including but not limited to:

- Director of Recreation Centers
- Associate Directors of Recreation Centers
- Assistant Directors/Coordinators of Recreation Centers
- Athletic Trainer
- Member Services Managers
- Lifeguards
- Personal Trainers
- LUPD

Roles of the Emergency Team:

The role of the emergency team is to work together during any and all incidences resulting from trauma, injury, or the like to result in the safest and most efficient means of resolving the event.

Activating the EMS System Making the Call

- **Cell Phone: (434) 582-3911**
- **Land Line: 3911**

Providing Information:

1. Name, Address/Location
2. Incident Information (Number of injured/ Condition of Injured)
3. Any First-Aid that was completed
4. Any other information that may be important

Emergency Equipment

First Aid kits are located at the following for LaHaye Recreation and Fitness Center:

1. Member Services Desks
2. Checkout Desk
3. Lifeguard station (Pool)

Automatic External Defibrillators (AEDs) are located at the LaHaye Recreation and Fitness, David's Place and the Liberty Natatorium. (Locations listed on page 17.)

**** All emergencies/injuries that occur should be reported to Recreation Centers staff immediately.**

LCA Evacuation Procedures

Should LCA have a long duration evacuation for any reason, students will evacuate quickly and orderly with no running.

LCA ELEMENTARY SCHOOL: Elementary will exit through the main street doors and move through Liberty University's Green Hall. The students will move through the Tilley Student Center and into the Lahaye Rec & Fitness Center. The students will walk around the basketball courts and enter into the Thomas Indoor Soccer Center by the doors on the south side of the Lahaye Rec & Fitness Center. The students will move to the near soccer field and sit in straight lines so attendance may be taken.

LCA MIDDLE SCHOOL: The Middle School will exit through the doors at the end of the 6th grade hallway. They will walk down the alley way, around the Tilley Student Center, and walk past the LaHaye Recreation and Fitness Center main entrance. The Middle School will enter into the Thomas Indoor Soccer Center from the front doors. The Middle School will sit on the field furthest from the Lahaye Rec & Fitness Center (to their left). They will sit by class (6, 7, 8). The students will sit in straight lines so attendance may be taken.

***If there is construction in the ally way, the Middle School will exit out the doors next to the band room, walk behind the LCA playground, and proceed to the front doors of the Thomas Indoor Soccer Center.*

LCA HIGH SCHOOL: The High School will exit out the front Lobby of LCA, move past the front of the church, turn left on Mountain View Road, walk towards the Law School, and move into the LaHaye Multipurpose Center. The High School will sit on the gym floor closest to the Lahaye Rec & Fitness Center by the current class they are in. The students will sit in straight lines so attendance may be taken.

Should LCA already be in a fire drill status, the following will be followed:

- Students on New Playground: The faculty and staff will lead all of these students toward the Tilley Student Center and into the LaHaye Rec & Fitness Center and Thomas Indoor Soccer Center.
- Students on ELC Playground: The faculty and staff will lead these students back into Main Street and follow the elementary school path.
- Students in the front of the school: These students will all follow the high school path down Mountain View Road an into the LaHaye Multipurpose Center.

***Students will be organized in designated elementary, middle, and high school area once they arrive in the LaHaye Rec & Fitness Center, Thomas Indoor Soccer Center, or LaHaye Multipurpose Center.*

Details

- School secretaries and teachers are responsible for class rosters.
- Teachers are responsible for class accountability and communicating missing students to their designated administrator.
- Once all students are accounted for, the middle school students that are mingled with the High School will be escorted to the Thomas Indoor Soccer Center to sit with the middle school.
- Students who drive must first walk to their respective area, be accounted for, and they will then be dismissed.
- Parents will enter the LaHaye Recreation and Fitness Center lobby and walk to court #5. Each school will have a table set up so it is clear for parents where to check in to retrieve their student. There, the parent will check in with their respective school. The school administrator will then call for their student.
- Jessica Tucker and the Office of Student Accounts will be responsible for calling Sodexo to arrange lunches (should that be necessary).
- Parents with multiple children will be able to pick up their students from the same location (south end of Lahaye Rec & Fitness Center).
- Faculty and staff should keep the LU areas clean and throw away all trash.
- Students may not horseplay during this time.
- Students will be allowed to use their cell phones while in the designated areas.
- Nurses will be located next to the command center on the upper deck.
- Principals must be with students in a supervisory role.

BUSES

There will be no bus service until the end of the school day as regularly scheduled.

Communication

- With parents: LCA will use Twitter, Facebook, the school website, and edline to communicate to parents what they are to do.
- Parents must bring identification with them in order to pick up their child.
- With staff: The LCA leadership will use their internal radios and cell phones to communicate.
- Command Center: The LCA Associate Superintendent will be positioned with Jessica Tucker, Mel Moore, and Joyce Ray on the Loft of the LaHaye Rec & Fitness Center (down from the cardio equipment). Nurses will also be stationed with the command center.
- The principals are responsible for getting accountability of every student and relaying this to the Associate Superintendent for Instruction.
- The Office of Student Accounts and the Academy Relations Office will be used in the LaHaye Rec & Fitness Center to direct parents to their respective schools.
- The secretaries will be communicating with the parents and communicating with the principals (via radio) to get their child out of their area and to the parent.
- The athletic office will be posted at the front of and throughout the LaHaye Recreation and Fitness Center to show parents where to pick up their child.
- The Superintendent is the only person designated to speak with the media during this time.

Staff Conduct/Expectations

Mission Statement

The department of Recreation Centers provides diverse facilities and programs in order to positively impact the holistic well-being of the Liberty University community.

Values

Growth
Excellence
Team

Quality Customer Care

At Recreation Centers we want and expect all customers to feel valued, feel welcome, and feel comfortable. Our goal is to decrease and eliminate customer dissatisfaction/complaints resulting from incorrect information, feeling neglected or mistreated, or having to wait too long before being served.

We expect all employees to be courteous, friendly, and helpful to all who enter the Recreation Centers.

While at work, one should conduct him/herself in a professional manner and in a way that represents Liberty University well. As an employee, it is your responsibility to serve every student and member of the Recreation Centers to the best of your ability.

Scheduling/Requesting Time off

Staff Schedules

All schedules are posted on our online scheduling system, Sub It Up (www.subitup.com). The schedules are released two weeks at a time, and will be posted by the Thursday leading up to the week scheduled.

Sub It Up Request Off/Availability Protocol

To request off, all employees must complete the following for their request off to be considered:

- Input the dates and times you are requesting off as a "Request Time Off" in your personal Sub It Up account.
- The reason for your request must be communicated in the "Comments" box of your Request Time Off.
- Requested time off is not officially given until approved on Subitup.

Timeline of Events

All events are with-in the timeline of the week prior (Scheduling Period) to the two week schedule

- Request Offs are due by Sunday at 11:59pm
- The scheduling manager will check Sub It Up on Monday for all Request Offs and compare them with scheduled LaHaye Recreation and Fitness Center events and staffing needs.
- Thursday by 11:59pm an email will be sent notifying all employees that the schedule is finalized and available for viewing.

*Please note that RTO's must be completed for all University holidays.

Work Sub/Switches

*It is the responsibility of the **scheduled employee** to find a substitute for any shift. All switches and shift drops must be done through the Sub It up Scheduling system.*

- **To elect to drop a current shift:** hit the RED minus sign symbol to the right of your scheduled shift. The shift will turn red and will remain your responsibility until the shift is picked up by a coworker, approved by the Assistant Director, and is removed from your schedule.

- **To elect to pick up an open shift:** hit the GREEN plus sign symbol to the right of the day you are trying to work. This shift will turn green and will not be your responsibility until shift is approved by the Assistant Director and becomes the same color as the rest of your scheduled shifts.
- **To swap shifts with a specific coworker:** use the BLUE swap shift button to the right of the shift that you would like to switch. A pop-up window will appear and you can choose the day and person that you would like to switch with. This person will receive a notification and must accept the switch. The shift will turn blue and will remain your responsibility until the switch is approved by the Assistant Director and turns the same color as the rest of your scheduled shifts.
- **Switches must be made 24 hours in advance of the assigned shift**

Computer and Social Media/Video Policies

- All employees must refrain from using, viewing, and/or referencing Facebook/Social Media/Video/Gaming sites while using LaHaye computers, unless specifically stated.
- Employees should not play music from the computers and/or any other media device while on the clock. Headphones should not be worn while on the clock.
- Failure to abide by these policies will result in disciplinary action or termination

Guests While on Shift

- While on shift, employees **should not** have guests visit them at their assigned location.
- If a friend or guest is using the facility, they should not become a hindrance or distraction towards the employee's work performance and service quality.

Facility Access

- Employees should use the front turnstiles to enter the LaHaye Recreation and Fitness Center when not on shift. Badge access to Recreation Centers facilities are for work purposes only.
- Employees should not utilize badge access to allow other members or non-members to enter the facilities at any time.
- Off hours usage of the facilities without the Directors permission is strictly prohibited.
- Badge access abuse will result in disciplinary action or termination.

Communication

- We strongly encourage employees to follow a Biblical model of communication. If you have an issue with another person, this should be dealt with privately with that person. If the problem cannot be resolved, seek a manager or full time staff to help resolve the issue.
- Anytime a Recreation Centers employee has a complaint or disagreement with the policies or full time staff, please talk to your direct supervisor.

Food and Beverage Policies

- Meals should be eaten before or after your shift. In the case of a long shift or a double shift check with a Manager to ensure you are allowed a break.
- Employees should clock out for each and every break, regardless of length. Breaks should last a maximum of 30 minutes which includes both getting and eating the food.
- In the case of staff meals during work, staff should never eat at the desk. Meals should only be eaten in approved areas (i.e. break room or the Tilley Student Center).

*Drinks are approved at the desk as long as they are in re-sealable containers.

Attendance

- Prompt attendance to work is extremely important. The time posted on your schedule is when your shift begins, meaning that you should be prepared to start working at that time.

- If you are going to be late for any reason, you are required to call and speak to the manager on duty.

Inclement Weather

IF SCHOOL IS DELAYED

- ON-CAMPUS WORKERS/OFF CAMPUS WORKERS
You will be required to work any portion of a shift that you were scheduled for if we open late (i.e. If you were scheduled from 9am-2pm and we don't open until 10am, you are required to 10am-2pm). Please call the LaHaye Recreation and Fitness Center front desk and check Liberty University MyLU announcements to find information about delayed openings.

IF SCHOOL IS CLOSED

- ON-CAMPUS WORKERS
The LaHaye Recreation and Fitness Center may remain open even if the school is closed. It is important if you are scheduled for a shift to call the LaHaye Recreation and Fitness Center and check MyLU to see if we are staying open. If the facility remains open, you will be required to cover any portion of your shift that we remain open for. If you are not scheduled on that day, expect to be on call to cover shifts that may be open due to off campus students not being able to make it to work.
- OFF CAMPUS WORKERS
You will be notified if you are not required to attend a scheduled shift.

Staff Meetings/Trainings

These are an important aspect of the Rec Centers team and being prepared for handling on the job situations. All Recreation Centers employees are required to attend all mandatory staff meetings and trainings that are held. Employees may not miss these meetings/trainings except unless prior approval has been granted.

In the case that an emergency arises and causes a worker to miss a meeting, the Assistant Director or Coordinator of that area must be notified at least 24 hours in advance to avoid disciplinary action.

Lost & Found

- All lost and found items should be turned into the LaHaye Rec & Fitness Center's Item Checkout desk.
- The item must be documented in the Lost and Found Google Log found at the Member Services checkout desk.
- Retrieval of items procedures are as follows:
 - Check log to see if we have item
 - Have student/member describe item to match description in the log book - Have student/member sign that they are receiving the item.

Forms & Documents

Incident Reports

An Incident Report is an official document stating the details of a particular situation. This paper work informs the necessary parties of an incident.

When to Write an Incident Report:

- Acts of vandalism
- Something is missing
- Something is broken
- Anytime the facility is misused
- Anytime an incident is reported

Medical Reports

A medical report should be submitted anytime a member or guest has an injury that is reported to the Member Services desk or requires the assistance of our staff. The only exception is incidents that take place in Intramural Sports. Reports will be completed by the IMS supervisor on duty. Medical reports should be as detailed as possible and list the following:

- How the injury occurred
- Whether or not LUPD/EMS was called
- What the member or guest was informed to do
- What the member or guest decided to do

NOTE: ANY HEAD INJURY REQUIRES LUPD BEING CALLED

NOTE: IF THE INJURED PARTY IS NOT A LIBERTY UNIVERSITY STUDENT OR STAFF MEMBER, LUPD MUST BE CALLED

All medical reports are done on paper and scanned then emailed to the Associate Director of Operations. Completed forms should then be placed in the Associate Director of Operations box at the front desk. Assistant Director of Operations should be updated via text for any emergency requiring an ambulance being called.

Confidentiality: You have a responsibility to keep items in Incident Reports confidential. The Information you attain is private and not for co-workers or friends to know.

NOTE: Managers and staff can only give emergency contact information of person or persons involved to LUPD. Recreation Centers staff must never call emergency contact of patron.

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to the discretion of the acting manager, coordinator, or assistant director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

Please Note: *These are general guidelines for specific actions and exceptions can be made at the discretion of the Full-Time Staff. If deemed necessary, immediate termination is at the Directors discretion.*

Sexual Harassment and Discrimination Complaint Procedure:

Any complaints of sexual harassment and discrimination involving staff and faculty members are handled by the Office of Human Resources, Title IX and LUPD, which works with the parties involved to obtain information and resolve the problem. The complainant should contact the Office of Human Resources and LUPD immediately. The first step of the investigation is an interview with the complainant to ascertain exactly what occurred. Information is collected to determine when the incident took place, who is being charged, and what other circumstances, conversations, or witnesses might define the problem concretely.

Appendix A: Member Services

Staff Attire

Member Services Desk Areas:

Whenever on the clock, staff must be in the provided staff shirts, closed toe shoes and **khaki pants**. Your uniform should look clean, pressed, and neat. No hats or flip flops while on duty. Jackets are available at the front desk. Non-issued Recreation Centers jackets or sweaters are not permitted. During the summer, non-ripped jeans may be worn.

Homework Policies

- Homework can be done while at work **ONLY** at the checkout desk in the LaHaye Recreation and Fitness Center. Homework may be done in other facilities with manager approval.
- Completing homework without the approval of the manager will result in a receiving violation points.
- Materials limited to 1 book and 1 notebook

Phone Policy

Employees are **not allowed** to use cell phones (to call or text) at any work desk. You may keep your phone on you as long as it remains off, or it may be stored behind the front desk wall. If there is a personal emergency that requires an employee to use their cell phone during a shift, this must be done in the break room while on an approved break from the manager on duty. Using a cell phone inappropriately during a shift will result in immediate disciplinary action.

Computer Use

Member Services staff may only use the computer for work purposes.

- During the semester all employees must refrain from using, viewing, and/or referencing Facebook/Social Media/Video/Gaming sites while using LaHaye computers
- During the summer employees at the checkout desk may use the computer for viewing, and/or referencing Facebook/Social Media/Video/Gaming sites- however appropriate posture and awareness of members must be displayed.
- These devices must not distract you from any of the job responsibilities listed above or privileges will be revoked.

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the acting manager, coordinator or director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Coordinator or Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

This includes but is not limited to

- Dress code violation
- Using a cell phone
- Using internet for personal reasons
- Excessive socializing on duty
- Eating at desk
- Tardiness:
 - Less than 15 minutes

- More than 15 minutes (w/o contact to manager)
- Missing a shift/meeting (sick/emergency)
 - Manager is notified
 - Manager is not notified
- Leaving a shift early without approval
- Completing homework or reading w/o manager approval
- Disrespectful/inappropriate behavior

Warnings/Strikes will be given **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal to the Assistant Director of Operations.

Job Description

Position Title

Recreation Centers Member Services

- Provide assistance for all members entering the facility
- Ensure the safety of all facilities by knowing and following all set policies and procedures
- Filing, scanning, copying, general office duties as assigned
- Assist managers in any project that may need completion
- Answer incoming Recreation Centers phone calls and offer information relating to our department, or assist the caller to find the information they need

Recreation Centers Member Services Manager

Job Summary/Basic Function

The Member Services Manager is responsible to provide leadership to all operations of the Recreation Centers. Managers will provide direction to student workers under them in the facility. They are responsible to provide training and equip staff on a daily basis to perform duties of the member services position. The Member Services Manager is to provide excellent customer service to all patrons and ensure a great experience in the facility. Job duties are as follows:

- Responsible for the opening and closing of the Recreation Centers through completion of daily opening and closing checklists.
- Responsible for conducting facility walk-throughs to ensure security and safety for all patrons.
- Exhibit ability to make sound decisions and effectively adjust to changing circumstances and environments.
- Exhibit extensive knowledge of Recreation Centers programming and events and clearly communicate information and ideas to others through written and oral forms of communication.
- Responsible for the collection, completion, and verification of all Recreation Centers forms (i.e. Memberships, Facility Requests, Incident Reports, Medical Reports, etc.)
- Responsible for the collection of all monies associated with memberships, personal training, fitness events, facility requests, etc.
- Responsible for maintaining consistent and accurate cash records and appropriate documentation during each shift.
- Ensure member services staff is fully oriented and trained on job duties and responsibilities.
- Responsible for maintaining an organized environment at each Member Services location.
- Responsible for the completion and oversight of all tally records and check out systems.
- Responsible for the management and oversight of Member Services staff on a daily basis.
- Conduct semester performance evaluations for Member Services staff.
- Motivate, encourage, and provide daily feedback to Member Services staff on work-related responsibilities.
- Responsible for any other tasks/duties assigned by Associate/Assistant Director of Operations.

Staff Contact(s)

Associate Director of Operations – Sam Seaborn

Office Location: GH2900

Contact Information: (p) 434.592.3062 (e) sseaborn@liberty.edu

Assistant Director of Operations– Jake Weatherholtz

Office Location: GH2900

Contact Information: (p) 434.582.7529 (e) jweatherholtz2@liberty.edu

Member Services Managers

Office Location: Behind Member Services Desk in LaHaye Recreation and Fitness Center

Contact Information (p) 434.592.3223

Appendix B: Lifeguard

Staff Attire

Whenever on the clock, staff must be in the provided lifeguard shirts, a solid color (navy, black, red, or grey) pair of shorts, and/or a lifeguard approved bathing suit that is a solid color (navy or red). Your uniform should look clean, pressed, and neat. No hats are to be worn in the Aquatic Center (approved LaHaye hat can be worn at David's Place) and flip-flops must be worn on the pool deck at all times. Jackets are available at the Lifeguard stations. Non-issued Recreation Centers jackets or sweatshirts are not permitted. Sweat pants can only be worn off stand and only if weather permits at David's Place.

Homework Policies

- Homework can be done while at work **ONLY IF** all job duties are complete and you are not on stand.
- Completing homework without the approval of the manager will result in a receiving disciplinary action.
- Materials limited to 1 book and 1 notebook and/or 1 laptop.

Phone Policy

Employees are **only permitted** to use cell phones (to call or text) for work purposes while they are on their shift. If there is a personal emergency that requires an employee to use their cell phone during a shift, this must be done in the break room while on an approved break from the manager on duty. Using a cell phone inappropriately during a shift will result in immediate disciplinary action.

Laptop Policy

Laptops are permitted while on the clock as a lifeguard **ONLY** when all shift tasks have been completed. Laptops must only be used for work or class-related purposes. Disregard of this policy while on shift will result in a warning or strike.

Swimming During Shift

Guards are required to complete their weekly brick test during a designated shift. Monthly swim tests will be completed during in-service training sessions.

Handicap (ADA) Accessible Lifts

- Each facility has access to one or more handicap lifts
- The battery should be installed and turned on **ONLY** when the lift chair is needed by a patron. At the end of each shift the battery should be plugged into the charger wall outlet in each pump room prior to closing.
- To operate the Aquatic Center lift by the shallow end of the pool and the DP outdoor pool lift, use the remote located on the receiver of each handicap lift.
- Patrons are allowed to use the remote and lift as needed for appropriate use.

Inclement Weather

- All facilities are to remain open during inclement weather unless a manager or full-time staff of Recreation Centers informs the staff that it is applicable to the EAP (Emergency Action Plan), which the proper protocol needs to take place as specified in the EAP.
- During lightning and thunderstorms or heavy rain that hinders the ability to see the bottom of the pool, David's Place will close for 30 minutes upon each sound/sight and notify an Aquatic Manager. The LaHaye Aquatics Center and the Liberty Natatorium will not be affected by thunderstorms unless the storm affects the electricity in which the staff must clear the pool and deck and notify full-time as well as call LUPD.

- In the event of a closure or delay due to inclement weather at the Liberty Natatorium, NCAA teams will have priority on time of practice and open rec swim time will be determined by the full-time Recreation Center staff.

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the acting manager, coordinator or director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Assistant Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

Warnings include but are not limited to

- Not responding to the weekly emails
- Dress code violation
- Inappropriate use of cell phone
- Using internet for personal reasons
- Excessive socializing on duty
- Eating at desk
- Tardiness of more than 5 minutes: Manager **is** notified
- Missing a shift/meeting (sick/emergency): Manager **is** notified
- Leaving a shift early without approval
- Completing homework or reading without manager approval
- Disrespectful/inappropriate behavior

Strikes will be given immediately for the following

- Disregarding any certified lifeguarding responsibilities
- Missing a shift/meeting: Manager **is not** notified

Warnings/Strikes will be given **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal.

Job Description

Position Title

Recreation Centers Lifeguard

- Provide assistance for all members entering the facility
- Ensure the safety of all facilities by knowing and following all set policies and procedures
- Maintain constant surveillance of all patrons in facility and acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Complete all job-related tasks as directed to maintain a clean and safe facility.
- Assist managers in any project that may need completion.

Recreation Centers Aquatic Manager

Job Summary/Basic Function

The Aquatic Manager is responsible to provide leadership to all aquatic operations of Recreation Centers. The manager will provide direction to student workers in the facility. They are responsible to provide training and equip staff on a daily basis to perform duties of the lifeguard position. The Aquatic Manager is to provide excellent customer service to all patrons and ensure a great experience in the facility. Job duties are as follows:

- Exhibit ability to make sound decisions and effectively and efficiently adjust to changing circumstances and environments.
- Ensure safety of patrons within each facility is accurately, effectively and diligently enforced at all times.
- Uphold the mission and values of Recreation Centers through setting a positive example for the team as a leader.
- Communicate clearly and professionally to staff and supervisors on regular basis with updates, information, suggestions, and feedback.
- Consistently show initiative to enhance the team, facility safety and overall environment of Recreation Centers.
- Exhibit self-control and composure during high-stress situations.
- Utilize critical thinking skills to work independently and effectively problem-solve quickly.
- Encourage achievement of Recreation Centers, Aquatic staff and individual goals set in advance.
- Exhibit extensive knowledge of Recreation Centers programming and events and clearly communicate information and ideas to others through written and oral forms of communication.
- Responsible for conducting interviews, orientations, audits and in-service training programs.
- Exhibit extensive knowledge of Recreation Centers programming and events and clearly communicate information and ideas to others through written and oral forms of communication.
- Responsible for the collection, completion, and verification of all LaHaye Recreation and Fitness Center forms (i.e. Incident Reports, Medical Reports, etc.)
- Responsible for maintaining weekly inventories and logs of aquatic equipment, first aid supplies, chemicals in the pump room, and staff apparel.
- Conduct semester performance evaluations for all Aquatic staff.
- Responsible for assisting the Aquatic Directors with daily chemical observation, chemical maintenance, and pump room maintenance.

Staff Contact(s)

Associate Director of Aquatics

Donna Hodgert

Office Location: GH2900

Contact Information: (o) 434.592.6286 (e) dmhodgert@liberty.edu

Assistant Director of Aquatics

Emily Martin

Office Location: GH2900

Contact Information: (o) 434.582.7247 (e) ehmartin2@liberty.edu

Aquatic Coordinator

Katrina Ramos

Office Location: GH2900

Contact Information: (o) 434.592.5251 (e) kramos2@liberty.edu

Appendix C: Rock Wall Monitor

Staff Attire

Whenever on the clock, staff must be in the provided staff shirts and closed toe shoes. Your uniform should look clean, pressed, and neat. Jackets are available at the front desk.

Homework Policies

- Homework can be done while at work **ONLY IF** approved by the manager on shift.
- Completing homework without the approval of the manager will result in a receiving a strike.
- Materials limited to 1 book and 1 notebook.

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the acting manager, coordinator or director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Coordinator or Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

This includes but is not limited to

- Dress code violation
- Using a cell phone
- Using internet for personal reasons
- Excessive socializing on duty
- Eating at desk
- Tardiness:
 - Less than 15 minutes
 - More than 15 minutes (w/o contact to manager)
- Missing a shift/meeting (sick/emergency)
 - Manager is notified
 - Manager is not notified
- Leaving a shift early without approval
- Completing homework or reading w/o manager approval
- Disrespectful/inappropriate behavior

Warnings/Strikes will be given **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal to the Assistant Director of Facilities and Operations.

Job Description

Position Title

Recreation Centers Rock Wall Monitor

- Monitor all those at the rock wall for safety precautions
- Provide exemplary services to all those who inquire in climbing the rock wall

- Belay, instruct and aid all those in need at facility
- Assist in teaching rock wall classes
- Assist in preparation for Climbing competitions
- Assist with the repair and ongoing maintenance of rock wall and its equipment
- Assist with the setting of routes and boulder problems
- Keep record of all participants at rock wall
- Keep record of all maintenance done and needed at rock wall
- Other various tasks as assigned by Facilities Directors
- Record and update Webcheckout

Recreation Centers Rock Wall Manager

Job Summary/Basic Function

The Rock Wall Manager is responsible to provide leadership to the operation and programming of the Recreation Centers rock wall.

The Rock Wall Manager will aid in providing the Liberty University students, faculty and staff with a superior environment for education, teamwork, and challenges in a controlled and comfortable environment, while maintaining a professional and Christian atmosphere for all to enjoy and meet their own goals and challenges. They will assist the workings in set up and break down and care of all gear.

- Assist with the recruitment, hiring, training, scheduling and continual development of rock wall attendant staff.
- Assist with the development and implementation of plans for comprehensive, dynamic and diverse programs that meet the needs and desires of the Liberty campus and allows for all levels of climbers to stay engaged with the facility.
- Establish and directly manage all risk management policies for indoor climbing wall. Maintain consistent updates of all operation manuals, policies and forms to ensure safe and effective climbing operation. Implement protocols and policies to reduce risk and meet nationally accepted climbing wall operational guidelines. Complete and document all incidents, injuries as well as document routine inspection of equipment to ensure safety of the facility. Review all of the above with the Assistant Directors on a semester basis.
- Make budget recommendations to Coordinator for all equipment and program needs.
- Work with Member Services office to ensure quality and effective marketing plan to engage the campus and members.
- Integrate the climbing wall and programs into University events and student life programs such as orientation, welcome back week, homecoming etc.
- Maintain policy manual for the organization, including all related forms and documentation protocols.
- Other duties as assigned

Staff Contact(s)

Associate Director of Operations – Sam Seaborn

Office Location: GH2900

Contact Information: (p) 434.592.3062 € sseaborn@liberty.edu

Rock Wall Coordinator – Elliot Gaunt

Office Location: GH2900

Contact Information: (p) 434.592.5830 € egaunt@liberty.edu

Rock Wall Managers

Office Location: LaHaye Rock Wall

Appendix D: Facility Attendant

Staff Attire

Whenever on the clock, staff must be in the provided staff shirts, closed toe shoes and **Blue, Grey, or Black Athletic Pants**. Your uniform should look clean, pressed, and neat. No hats or flip flops while on duty. Jackets are available at the front desk. Non-issued jackets, sweaters, or shirts are not permitted.

Homework Policies

- Homework can be done while at work **ONLY IF** all of the cleaning tasks assigned to your shift are finished.
- Completing homework before all cleaning tasks are finished will result in a receiving a warning and/or a strike.
- Materials limited to 1 book and 1 notebook or desk computer.

Phone Policy

Employees are **not allowed** to use cell phones (to call or text) at any work desk. You must keep your phone on you as long as it remains off, or it may be stored behind the front desk wall. If there is a personal emergency that requires an employee to use their cell phone during a shift, this must be done in the break room while on an approved break from the manager on duty. Using a cell phone inappropriately during a shift will result in immediate disciplinary action.

Standard Operating Procedure (SOP) for Blood Clean Up

- Put on the appropriate eyewear protection, double gloves, and face mask if necessary.
- Wipe up any blood with an absorbent paper towel, cloth, sponge, or mop.
- Apply disinfectant to the area (directions below on how to use disinfectant – *Whizzer*).
- Make sure all surfaces are cleaned thoroughly and dispose of all clean-up supplies including gloves (folding gloves inside out around material used for cleanup), which need to be placed in a biohazard material red bag for proper disposal.
- Thoroughly wash your hands with an alcohol-based hand rub.
- Disinfect sponge or mop if used.

Disciplinary Program

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the acting manager, coordinator or director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Associate Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Associate Director.
3. The Coordinator or Associate Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

Examples include but are not limited to

- Not replying to weekly emails
- Dishonesty
- Dress code violation
- Using a cell phone (including smart watch technology)
- Using internet for personal reasons (lifted with restraints during summer)
- Excessive socializing on duty
- Eating at desk

- Tardiness
 - Less than 15 minutes
 - More than 15 minutes (w/o contact to manager)
- Missing a shift/meeting (sick/emergency):
 - Manager **is** notified
 - Manager **is not** notified
- Leaving a shift early without approval
- Completing homework or reading without manager approval
- Disrespectful/inappropriate behavior

*Repeat warnings will become Strikes as decided by the Manager/Coordinator/Director.

** Warnings and Strikes will be assigned **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal the warning and/or strike to the Facilities Coordinator.

Job Description

Position Title

Recreation Centers Facility Attendant

- Provide assistance for all members in the Fitness and Recreation Areas
- Ensure the safety of all Fitness and Recreation facilities by knowing the set policies and procedures as well as performing 15 minute walkthrough's.
- General maintenance, cleaning, and deep cleaning, of all Fitness and Recreation areas and equipment.
- Complete daily and weekly cleaning logs for each Fitness and Recreation areas broken down by shift by initialing on completed chore.
- Assist Associate Directors, Assistant Directors, and managers in any project that may need completion.

Recreation Centers Facility Attendant Manager

Job Summary/Basic Function

The Facility Attendant Manager is responsible to provide leadership to all operations of the Recreation Centers. The Facility Attendant Manager will provide direction to student workers under them in the facility. They are responsible to provide training and equip staff on a daily basis to perform duties of the Facility Attendant position. The Facility Attendant Manager is to provide excellent customer service to all patrons and ensure a great experience in the facility. Job duties are as follows:

- Responsible for scheduling employees weekly on a department scheduling program while accommodating for changes as frequently as possible within policy standards
- Exhibit ability to operate floor scrubber to clean basketball courts, clean basketball court backboards at a designated height, effectively sweep, rake and maintain care for TISC fields.
- Responsible for the relay of information from student workers to Associate/Assistant Directors (i.e. broken equipment, problems, changes, etc.)
- Responsible for a once a month meeting with all Facility Attendant student workers to discuss positives, negatives, and changes.
- Responsible for interviews and the orientation of new employees.
- Responsible for maintaining copies of paper logs, MSDS, incident and medical reports.
- Responsible for discipline of student workers, writing incident reports, and scanning it to Assistant Director.
- Exhibit ability to make sound decisions and effectively adjust to changing circumstances and environments.
- Exhibit effective knowledge of the LaHaye Recreation and Fitness Center area events and programs to clearly communicate information and ideas to others through written and oral forms of communication.
- Ensure Facility Attendant staff is fully oriented and trained on job duties and responsibilities.

- Responsible for the oversight of all tally and cleaning records.
- Responsible for the management and oversight of Facility Attendant staff on a daily basis.
- Conduct semester performance evaluations for Facility Attendant staff.
- Motivate, encourage, and provide daily feedback to Facility Attendant staff on work-related responsibilities.
- Responsible for any other tasks/duties assigned by Coordinator/Associate Director.

Staff Contact(s)

Associate Director – Sean Sealy

Office Location: GH2900

Contact Information: 434.592.4222/sbsealy@liberty.edu

Facilities Coordinator – Spencer Mather

Office Location: LaHaye Rec and Fitness Center Front Office

Contact Information 434.592.3214/smather2@liberty.edu

Facility Attendant Manager – Nathaniel Hutton

Office Location: GH2900

Contact Information: nhutton@liberty.edu

Facility Attendant Manager – Mark Pereira

Office Location: GH2900

Contact Information: mjpereira@liberty.edu

Appendix E: Personal Trainer

Staff Attire

Whenever on the clock, staff must be in the provided staff shirts or half zips, athletic closed toe shoes, and pants (khaki, black, or blue) or shorts. Your uniform should look clean, pressed, and neat. Dress shoes, hats, yoga pants, jeans, and bedroom slippers are allowed.

Homework Policies

No homework is to be done during the scheduled shift.

Disciplinary Action Program

Each employee is allotted three strikes. Warnings and strikes may be given out by managers, the Fitness Coordinator, or the Associate Director of Fitness. The first strike results in a meeting with the Fitness Coordinator and Manager, the second strike is a meeting with the Fitness Coordinator and Associate Director, and the third strike may result in termination of employment.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Coordinator or Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

Actions That May Result in Warning

- Being late to a meeting or a client (1st offense)
- Unauthorized use of cell phones, internet, or other electronic devices during work (1st offense)
- Disrespectful or inappropriate behavior (1st offense)
- Not responding to e-mails/not communicating (1st or 2nd offense)
- Anything up to the discretion of the managers, Fitness Coordinator, or Associate Director

Actions That May Result in a Strike

- At least a 2nd offense of any behavior that has already resulted in a warning
- Any behavior repeated that has already resulted in a strike
- Anything up to the discretion of the managers, Fitness Coordinator, and Associate Director

Job Requirements

Attend and complete In Club Training Classes and pass the Personal Training test with a score of greater than 80%. Other prerequisites include holding a current CPR/AED certification.

Job Description

Job Summary/Basic Function

Recreation Centers Personal Trainer

The main responsibility of a Personal Trainer is to instruct and coach both groups and individuals in various exercises and activities. Personal Trainers will be able to assess their clients physical fitness level and help them set fitness goals. Trainers will design effective programs to best suit individual clients while achieving high client satisfaction. Personal trainers will strive for the most profitability.

- Always be ready to administer the Emergency Action Plan
- Organize client scheduling and communicate with the Fitness Coordinator of any changes to the schedule
- Be able to administer the FMS and understand implications for functional training
- Strive for the most profitability

- Communicate with the Fitness Coordinator of any potential contraindications for clients participating in an exercise regimen
- Keep clients safe through effective exercise prescriptions by knowing, understanding, and implementing client risk stratification
- Be able to teach 1 or more Group Exercises classes for at least the first semester of employment
- Responsible to assist with and be present at all fitness related competitions
- Be at least five minutes early to meet your clients for their scheduled training sessions.
- Maintain client records by keeping PAR-Q readily available and have every client sign the "Active Client" form at the beginning of every session
- Maintain member confidentiality and monitor client fitness goals on a regular basis
- Complete post client paperwork and administer client survey at the completion of each package
- Monitor training equipment and notify Facility Attendants on duty if any equipment is deemed unsafe or unusable
- Responsible for continuing education such as certifications, workshops, and conferences Assist in maintaining cleanliness in the PT labs and all fitness areas.
- Be knowledgeable and assist with wellness events sponsored by LaHaye Recreation and Fitness Center

Staff Contact(s)

Associate Director –Heather Gaunt

Office Location: GH2900R

Contact Information: (o) 434.592.3220 (e) hmcallahan@liberty.edu

Fitness Coordinator – Erica Stogner

Office Location: GH2900

Contact Information : (o) 434.592.3221 (e) enapgar@liberty.edu

Personal Training Manager – Jordan Aylor

Office Location: GH2900

Contact information: (e) jdaylor@liberty.edu

Appendix F: Group Exercise Instructor

Staff Attire

Whenever on the clock, staff must be in the appropriate athletic clothing specific to the class format. Provided staff shirts should be worn. Instructors should wear athletic closed toe shoes (with the exception of Mind/Body classes). All clothing should look clean, pressed, and neat.

Homework Policies

No homework is to be done during the scheduled shift.

Disciplinary Action Program

Each employee is allotted three strikes. Warnings and strikes may be given out by managers, the Fitness Coordinator, or the Associate Director of Fitness. The first strike results in a meeting with the Fitness Coordinator and Manager, the second strike is a meeting with the Fitness Coordinator and Associate Director, and the third strike may result in termination of employment.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Coordinator or Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

Actions That May Result in Warning

- Being late to a meeting or a class (1st offense)
- Unauthorized use of cell phones, internet, or other electronic devices during work (1st offense)
- Disrespectful or inappropriate behavior/music during class (1st offense)
- Not responding to e-mails/not communicating (1st or 2nd offense)
- Anything up to the discretion of the managers, Fitness Coordinator, or Associate Director

Actions That May Result in a Strike

- At least a 2nd offense of any behavior that has already resulted in a warning
- Any behavior repeated that has already resulted in a strike
- Not showing up for their group exercise class
- Anything up to the discretion of the managers, Fitness Coordinator, and Associate Director

Job Requirements

Attend and complete Group Exercise Instructor training program and perform a demo class for the Fitness Coordinator and/or Associate Director of Fitness and pass the exam with an 80% or higher. Other prerequisites include holding a current CPR/AED certification. Preferred requirements are at least one group exercise specific certification.

Job Description

Job Summary/Basic Function

Recreation Centers Group Exercise Instructor

Group Exercise Instructors are responsible for teaching safe, fun, and effective group fitness classes, as well as provide education to patrons on the benefits of a healthy lifestyle through group exercise.

- Always be ready to administer the Emergency Action Plan.
- Provide a safe environment for participants, avoiding contraindicated exercises and following up to date exercise guidelines.

- Selecting exercises that are appropriate and target a variety of muscle groups and planes of movement.
- Understand and utilize modifications and progression to create effective classes for a variety of fitness levels.
- Instructors who possess certifications in specific modalities are qualified to teach the paid group fitness classes.
- Instructors who do not possess certifications may only teach the free group fitness classes
- Required to assist with and be present at all fitness related competitions.
- Understand proper exercise form and articulate direct and specific safety cues for complex movement patterns.
- Use of appropriate verbal and non-verbal musical timing cues.
- Use of verbal cues to encourage participants to perform their best during class
- Ability to speak clearly and appropriately for each individual class format.
- Use approved music that contains appropriate beats per minute and a variety of musical styles.
- Make eye contact with participants and has awareness of participants safety, energy and form.
- Demonstrate an energetic and positive attitude in class.
- Act and dress and appropriately, while beginning and ending class on time and displaying confidence and organization.
- Maintain the Group Exercise equipment, rooms, and closets.
- Monitor training equipment and notify Facility Attendants on duty if any equipment is deemed unsafe or unusable.
- Responsible for own continuing education, including certifications, workshops, and conferences.
- Responsible for signing in and out the microphones from the front desk to ensure equipment safety.
- Record required statistical data after each class (numbers and collect surveys when needed).
- If qualified, teach private, small group, or large event Group Exercise classes for a fee
- Responsible for having clients who are signing up to do private/small group/large event group exercise classes fill out the appropriate PAR-Q and assumption of risk before beginning the service.
- Maintain client records by keeping PAR-Q readily available and have every client sign the "Active Client" form at the beginning of every session
- Instructors are then responsible for utilizing the Sub List to find an available instructor at least 24 hours in advance. In emergency circumstances instructors should contact the Group Exercise Manager immediately.
- Be at least ten minutes early to each class to prepare and help the prior instructor organize equipment as needed as well as end class on time
- Must be present for all meetings and trainings (prior approval to be dismissed from the meeting must be made two weeks in advance).
- Be knowledgeable of all fitness and wellness events and assist with events sponsored by LaHaye Recreation and Fitness Center.

Staff Contact(s)

Associate Director –Heather Gaunt

Office Location: GH2900R

Contact Information: (o) 434.592.3220 (e) hmcallah@liberty.edu

Fitness Coordinator – Erica Stogner

Office Location: GH2900

Contact Information: (o) 434.592.3221 (e) enapgar@liberty.edu

Group Exercise Manager – Nicholle Dorton

Office Location: GH2900

Contact Information: (e) ndorton2@liberty.edu

Appendix G: Marketing Staff

Staff Attire

Staff must dress in business casual attire – shoes and neat clothing, skirts/dresses, pants and jeans.

When working an event or promo table staff are expected to be wearing a Recreation Centers T-shirt or Polo with khaki pants or jeans.

Homework Policies

- Homework can be done while at work **only when** all other work is accomplished.
- Doing homework during a shift should first be approved by a supervisor.

Phone Policy

- Personal phone use should be kept to a minimum during a work shift
- It is acceptable to use cell phones for marketing purposes – ie) taking photos or videos, updating social media accounts, etc.
- When working an event or promo table phones should not be used for personal use but can be used to update social media for Recreation Centers

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the marketing manager, Assistant Director and Associate Director of the area. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager.
 - a. The Assistant Director must be copied into each email.
2. For every strike, a written report will be given by the Assistant Director.
3. The Assistant Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

Warnings include but are not limited to

- Not responding to the weekly emails
- Not backing up files to hard drive or Dropbox within 24 hours
- Not checking out or checking in equipment
- Not notifying manager when forgetting to clock in
- Notifying manager but forgetting to clock in more than 5 times
- Dress code violation
- Inappropriate use of cell phone
- Extended length of time spent with visitors when on shift
- Eating at promo tables or events without permission
- Completing homework or reading before completion of work tasks and without seeking approval
- Tardiness to reoccurring marketing shifts **without notifying** manager
- Tardiness of more than 5 minutes to unique shifts **with notifying** manager
 - Promo tables, photo shoots, video shoots, events, meetings, etc.
- Missing a shift/meeting (sick/emergency): **notified** manager but no doctor's note after calling out 3 times
- Leaving a shift early without approval

Strikes will be given immediately for the following

- Disrespectful/inappropriate behavior
- Not notifying manager that equipment is broken
- Missing a shift/meeting **without notifying** manager

- Promo tables, photo shoots, video shoots, events, meetings, etc.
- Tardiness of more than 5 minutes to unique shifts **without notifying** manager

Warnings/Strikes will be given **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal to the Assistant Director of Operations.

Job Description

Position Title

Recreation Centers Marketing and Promotions Staff

Job Summary/Basic Function

- Assist in developing and implementing marketing plans, concepts, and strategies.
- Take photos and video as necessary for promotional content.
- Assist in executing social media plans to achieve department marketing goals.
- Assist with department events and programs as needed.
- Promote Recreation Centers' and programs throughout campus at various events.
- Design and create marketing and promotional material for print, web, and digital signage.

Position Title

Recreation Centers Marketing Manager

The Recreation Centers Manager is responsible to provide leadership to the Marketing Staff. Managers will provide direction to student workers under them.

Job Summary/Basic Function

- Responsible for maintaining the brand and creating larger marketing materials.
- Provide the marketing staff with direction on a daily basis and provide constructive feedback to make sure that the student workers are staying within the brand guidelines.
- Assist in overseeing Marketing and Promotions staff. This includes interviews, training, encouraging, confronting, evaluating.
- Brainstorm new and effective ways of advertising within our departments.
- Assists in coordinating and producing a variety of marketing materials including posters, handbills, screen slides, splash page slides, web slides, etc.
- Assist in reviewing marketing materials at the final stage to ensure that all requirements are being met.
- Participate as well as help organize and deliver team meetings each week.
- Perform any task assigned by the Assistant Director of Marketing.

Staff Contact(s)

Associate Director – Rylie Culkin

Office Location: GH2900

Contact Information: (p) 434.592.3057 (e) reisbrenner@liberty.edu

Assistant Director – Emily Young

Office Location: GH2900

Contact Information: (e) eeyoung1@liberty.edu

Marketing Manager – Alivia Chenoweth
Office Location: GH2900
Contact information: (e) agchenoweth@liberty.edu

Appendix H: Event Staff

Staff Attire

Staff must dress in business casual attire – shoes and neat clothing, skirts/dresses, pants and khakis. When working an event staff are expected to be wearing a Recreation Centers T-shirt or Polo with khaki pants or jeans.

Homework Policies

- Homework can be done while at work **only when** all other tasks are accomplished.

Phone Policy

- Personal phone use should be kept to a minimum during a work shift
- When working an event phones should not be used for personal use.

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the acting manager, coordinator or director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be copied into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Coordinator or Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

Warnings includes but is not limited to

- Dress code violation
- Inappropriate use of cell phone
- Extended length of time spent with visitors when on shift
- Tardiness to shifts without notifying manager
- Missing a shift/meeting (sick/emergency)
- Leaving a shift early without approval
- Completing homework or reading before completion of work tasks and without seeking approval
- Disrespectful/inappropriate behavior

Strikes will be given immediately for the following

- Disrespectful/inappropriate behavior
- Missing a shift/event

Warnings/Strikes will be given **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal.

Job Description

Position Title

Recreation Centers Event Assistant

Job Summary/Basic Function

The Event Assistant will oversee the coordination of all Recreation Centers internal and external events. This position is responsible for managing the course of the event, being present for any immediate concerns, needs or issues and assist with promoting RC programming and internal events.

- Be present at all Recreation Center events to ensure the events are operating smoothly, and efficiently along with assessing needs and implementing effective solutions.
- Ensure set-up and tear down needs are met as well as housekeeping needs following an event.
- Communicate regularly with groups to ensure satisfaction with their event.
- Assist in execution of policies and procedures during events
- Complete day to day operational tasks to promote Recreation Centers programming and event.
- Conduct follow ups/surveys to track customer satisfaction
- Remain up to date with member trends and university needs or interests in the area of campus recreation events.
- Responsible for conducting facility walk-throughs to ensure event is running smoothly
- Exhibit ability to effectively adjust to changing circumstances and environments.
- Exhibit knowledge of Recreation Centers programming and events and clearly communicate information to others.
- Perform all other tasks assigned by the Communications Coordinator.

Staff Contact(s)

Communications Coordinator: Olivia Nottingham

Office Location: GH2900

Contact Information: (p) 434.582.8947 (e) ondunn@liberty.edu

Associate Director of Marketing & Communications: Rylie Culkin

Office Location: GH2900

Contact Information: (p) 434.592.3057 (e) reisbrenner@liberty.edu

Appendix I: Athletic Training Staff

Staff Attire

Whenever on the clock, staff must be in the provided staff shirts, closed toe shoes and **khaki pants**. Your uniform should look clean, pressed, and neat. No hats or flip flops while on duty. Jackets are available at the front desk. Non-issued Recreation Centers jackets or sweaters are not permitted. During the summer, non-ripped jeans may be worn.

Homework Policies

- Homework can be done while at work **ONLY** if approved by the Athletic Training Coordinator.
- Completing homework without the approval of the manager will result in a receiving violation points.
- Materials limited to 1 book and 1 notebook

Phone Policy

Employees are **not allowed** to use cell phones (to call or text) at any work desk. You must keep your phone on you as long as it remains off. If there is a personal emergency that requires an employee to use their cell phone during a shift, this must be done in the break room while on an approved break from the manager on duty. Using a cell phone inappropriately during a shift will result in immediate disciplinary action.

Computer Use

Athletic Training staff may only use the computer for work purposes.

- During the semester all employees must refrain from using, viewing, and/or referencing Facebook/Social Media/Video/Gaming sites while using LaHaye computers
- During the summer employees at the checkout desk may use the computer for viewing, and/or referencing Facebook/Social Media/Video/Gaming sites- however appropriate posture and awareness of members must be displayed.
- These devices must not distract you from any of the job responsibilities listed above or privileges will be revoked.

Disciplinary System

The Recreation Centers hold a three strike system concerning disciplinary action. This system and its severity is left to discretion of the acting manager, coordinator or director in each area of the department. Warnings may or may not be given depending on individual circumstance. After the documented three strikes have been reached, the employee will be subject to termination.

1. For every written warning, a follow up email will be written by the manager on duty.
 - a. The Coordinator or Director must be CC'd into each email.
2. For every strike, a written report will be given by the Coordinator or Director.
3. The Coordinator or Director will then keep an updated form of all warnings and strikes.
4. The student worker will have 72 hours to appeal any strike.

This includes but is not limited to

- Dress code violation
- Using a cell phone
- Using internet for personal reasons
- Excessive socializing on duty
- Eating at desk
- Tardiness:
 - Less than 15 minutes

- More than 15 minutes (w/o contact to manager)
- Missing a shift/meeting (sick/emergency)
 - Manager is notified
 - Manager is not notified
- Leaving a shift early without approval
- Completing homework or reading w/o manager approval
- Disrespectful/inappropriate behavior

Warnings/Strikes will be given **without exception**. If the employee does not agree with the accusation, they will have 72 hours to appeal to the Assistant Director of Operations.

Job Description

Position Title

Athletic Training Staff

- Help oversee the safety of Campus Recreation users.
- Assist with overseeing the emergency care, evaluation, treatment, rehab, documentation, and other miscellaneous tasks assigned by the athletic training coordinator.
- Function as a preceptor for Liberty ATEP.
- Ability to work nights and some weekends.
- Confidence while handling emergency care situations.
- Keep accurate log of patients and injuries.

Qualifications and Credentials:

- Degree from CAATE certified athletic training program
- Certified Athletic Trainer, or eligible to sit for examination
- NATA BOC is required by start date
- Licensure or ability to obtain licensure in the state of Virginia
- Current CPR/AED certification

Abilities and Competencies Essential to the function of the Job

Communication and Comprehension:

- Ability to effectively communicate both verbally and in writing to convey clear, well-articulated information.
- Possess public communication skills that allow professional representation of Liberty University to a variety of business and community customers and associates.
- Strong organizational skills.
- Excellent computer skills

Problem Solving

- Intuitively able to reason, analyze information and events, and apply judgment in order to solve problems of both a routine and complex nature.

Physical and Sensory Abilities

- Frequently required to travel to local and campus locations.
- Frequently required to sit for extended periods to perform deskwork or type on a keyboard. (If not administrative duties, such as labor, define general physical abilities.
- Regularly required to hear and speak in order to effectively communicate orally.
- Frequently required to stand, walk, and climb stairs to move about the building.
- Handle materials, reach overhead, kneel or stoop in order to conduct business.

Staff Contact(s)

Associate Director of Operations – Sam Seaborn

Office Location: GH2900

Contact Information: (p) 434.592.3062 (e) sseaborn@liberty.edu

Athletic Training Coordinator– Kevin Fortier

Office Location: GH2900

Contact Information: (e) kwfortier@liberty.edu