



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
September 15, 1975

Number
AD 1.17

Revision Date
December 1, 1980

Revision No.
A

Control and Scheduling of Athletic Facilities

General

1. The facilities operated by the Department of Athletics and Recreational Services, serve primarily to satisfy the physical educational, athletic and recreational needs of programs operated for students, faculty and staff of Simon Fraser University.
2. These facilities include the East and West Gymnasiums and all the support facilities within these structures, i.e. weight rooms; swimming pool etc.; tennis courts; the track and the playing fields.

Policy

1. In order to ensure the proper distribution and the maximum productive use of all such facilities, the Manager, Athletics and Recreational Services, will be the sole coordinating and approving authority for the scheduling and use of these facilities.
2. The use of any particular facility will be primarily, although not necessarily, restricted to those activities for which the particular facility was originally designed, and the following priorities for allocating facilities will be employed:
 - a. Scheduled physical educational classes.
 - b. Scheduled varsity matches.
 - c. Scheduled club matches.
 - d. Practice for both men's and women's Varsity teams. (In season).
 - e. Club practice and intramural programs organized by the Recreation Department.
 - f. Organized recreational programs for children.
 - g. Scheduled general recreation periods for unorganized (student/faculty/staff) activities.
 - h. Large university sponsored, or approved student and faculty events. i.e. concerts, dances, meetings, etc. (Normally, only one per semester)
 - i. Off campus groups such as schools, churches, community clubs, provincial or federal funded athletic events, etc. who may wish to rent University facilities.
3. Regardless of priority status, all requests for the use of a particular facility during a given semester, must be submitted to the Department of Athletics and Recreational Services at least six weeks before classes begin for that semester.

AD 1-17 - Addendum 1

September 1, 1979

Safety Regulations – Swimming Pool

The Department of Athletic and Recreational Services is required by law to meet standards set out by the B.C. Health Act concerning safety regulations in the swimming pool. It is therefore prudent for us to establish the following criteria for groups using the swimming pool facility. Funding for lifeguard salaries will be the responsibility of the Department using this facility.

1. General Recreation Users

When the pool is open to general recreation users, 2 staff members must be on duty; one of the staff members must be a lifeguard, the other must be conversant with the emergency plans for the pool.

2. Scheduled Recreational Activities

When the pool is being used by groups such as water polo and underwater hockey, and is not open to the public, the pool must be under the close supervision of a lifeguard who is conversant with pool emergency plans.

3. Scheduled Instructional Classes

When the pool is being used for instruction in skin

1. Recreational User

A. Policy

The climbing wall is open during normal facility hours for recreational use to all members of the campus community and off-campus guests who are gym members.

B. Procedure

1. Each person wishing to use the climbing wall must be prescreened by the Director of Recreation. This process involves the completion of a questionnaire administered by and in the presence of the Director. Permission to use the wall will be granted, based on the response of the requesting individual, to the questionnaire.
2. If permission is granted, the Director will sign the questionnaire.
3. The individual then will go to the Equipment Room and present the authorization (the questionnaire signed by the Director) to the Equipment Room staff member.
4. The staff member will ask the individual to sign a waiver releasing SFU from liability, pointing out that if the individual is not 19 years of age, then his parent or guardian must sign for him. (Ref: Appendix I).
5. The individual's name and signature will be recorded in the climbing wall log book and the two forms filed. The individual will then be an authorized user of the wall and will be entitled to sign out the key for the wall.

2. Instruction Classes

A. Policy

The Recreation Department runs rock climbing classes throughout the year. There are two types of classes:

- i. adult instruction classes in the General Education non-credit program; and
- ii. children's instruction classes in the Children's Summer Recreation Program

B. Procedure

1. Off campus groups must name an instructor who has agreed to supervise the group's use of the wall.
2. The group in question must send a letter acceptable to the Director, indemnifying SFU. (Ref: Appendix II).
3. The instructor will then be authorized to take the group on the wall.
4. Each member of the group must sign the waiver form. Waiver forms must be submitted to the Director, 48 hours prior to each session.
5. The Director will forward the completed waiver forms to the equipment room.
6. A newly completed waiver form must be submitted for each session.
7. The equipment room staff shall be responsible for ensuring that the waiver forms are properly completed.

5. Signing out Climbing Wall Keys

A. Policy

1. An instructor is the only person who shall be allowed to sign out a key on his own signature.
2. The key signing out process otherwise requires a minimum of two users, one of whom must be an authorized user.

B. Procedure

1. Authorized users' names and signatures are checked off against the list of authorized users.
2. If both individuals are authorized users, then one is required to sign for the climbing wall key and assume responsibility for the key and the wall climbing activities.
3. An authorized user may take a maximum of one (1) authorized user onto the wall.