

**UNIVERSITY OF COLORADO BOULDER  
CUSG JOINT BOARD ON RECREATION**

**POLICY MANUAL**

**REVISED OCTOBER 25, 2016**

I. Purpose and Philosophy of Recreation Services.....	1
A. Recreation Services Mission .....	1
B. Vision Statement.....	1
C. Core Values & Goals.....	1
D. Philosophy.....	1
II. CUSG Joint Board on Recreation.....	2
A. Board Jurisdiction .....	2
B. Recreation Board Membership.....	2
III. Implementation of Policy.....	4
A. Recreation Board .....	4
B. Recreation Services Director and Staff .....	4
IV. Memberships .....	5
A. Primary Memberships.....	5
B. Secondary Memberships .....	6
C. Other Memberships .....	6
V. Facility Usage .....	6
A. Priorities.....	7
B. Scheduling & Facility Rental Criteria .....	8
VI. Programs and Services .....	9
VII. Finances.....	10
A. Budgets .....	10
B. Fees .....	10
VIII. Changes to the Policy Manual.....	12

## **I. Purpose and Philosophy of Recreation Services**

### **A. Recreation Services Mission**

The mission of Recreation Services is to promote overall student wellness. We accomplish our mission by providing organized as well as informal programs designed to engage the body and mind for the purposes of fun, fitness, social interaction, competition, skill acquisition, and adventure.

### **B. Vision Statement**

Recreation Services will continue to offer premier recreation, education, and fitness & wellness programs, while investing in new and improved facilities to meet the needs of our highly active campus community.

### **C. Core Values & Goals**

- Build Campus Community
- Provide Safe, Healthy Programs and Facilities
- Emphasize Sportsmanship and Buff Pride
- Promote Fun, Fitness and Competition
- Build a Climate of Respect and Trust
- Serve with Honor, Integrity and Accountability

### **D. Philosophy**

"Health Education, Physical Education, Recreation and Intercollegiate Athletics are related areas which share common objective and similar physical facilities. Due to their related goals, they are important parts of one very significant University responsibility. They each interrelate for instruction not only at the undergraduate and graduate level, but also provide a learning experience for life after leaving the University. The Regents of the University recognize the interrelationship of these four areas as an integral portion of the University's instructional program..."

(Regent Harry Carlson's resolution, passed unanimously by the Board of Regents, November 22, 1972)

In keeping with the spirit of equal opportunity, Recreation Services shall not discriminate on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, physical handicap, and/or gender.

Recreation is an activity motivated by personal desire and satisfaction while serving a vital function in the educational mission of the University of Colorado Boulder. Recreation Services must provide recreational opportunities that challenge and stimulate the growth of the individual through participation in those opportunities.

The goal of the recreation program is to provide optimal opportunities, be it for groups or individuals, that are equipped to meet the personal recreational needs of every individual of the University. This policy has grown out of an ever-expanding need for a recreation complex that accommodates a wide range of activities, while affording maximum participation by the student body.

To this end, the Joint Board on Recreation Services (hereafter referred to as the Rec Board) accepts as its responsibility, the role of leadership in providing programs and facilities that fulfill the recreational

needs of the University of Colorado Boulder (CU-Boulder) community.

## **II. CUSG Joint Board on Recreation**

The Rec Board is a policy and decision making body whose effort is directed toward the development of policies, procedures, programs, and facilities which assure the highest standards of recreational excellence to all individuals at CU-Boulder.

This joint Board will initiate and/or approve all policies governing the planning and operation of Recreation Services run from the Boulder campus. It is established through the legally constituted authority of the University of Colorado Student Government (CUSG), the University of Colorado, and its Regents.

### **A. Board Jurisdiction**

The jurisdiction of the Rec Board will extend in the following areas:

- 1) Recommend and approve policies which give direction to the total operation on matters regarding development, utilization, and management of Recreation Services facilities, services, and programs.
- 2) Review and approve acquisition, design, construction, and maintenance of facilities and areas under control of Recreation Services, with an emphasis on user safety.
- 3) Review and approve the annual budget or special finance requests for the department.
- 4) Approve fees, rental rates, and all other charges for departmental services with the exception of Club Sports.
- 5) Review the implementation of policies by the Director and staff regarding effectiveness and adherence to the philosophy of Recreation Services.
- 6) Set procedures to govern its own deliberations and actions, consistent with the CUSG Bylaws.

### **B. Recreation Board Membership**

The Rec Board is composed of nine (9) voting members and a variable number of non-voting members.

#### **1) Prospective members**

If a position is open, students can apply to become a board member. Any student that is eligible of becoming a member of the Rec Board will follow the proper application process in order to be considered. The student will fill out the proper application offered on the CUSG website as well as sending in the proper documents if needed. Selection will be as follows:

- Rec Board members will review prospective members' applications and determine who is best qualified for the position.
- Qualified members will be contacted by the Chair and brought in for an interview with the other members of the Rec Board.
- If necessary, a second interview may be made with candidates after which they will receive an invitation to join the Rec Board if more than one half of the Rec Board votes in favor of their membership.

New members will be given an official orientation by the Director, Chair, and/or Vice-Chair within three weeks of accepting the invitation to join.

Before being ratified, elected members will thoroughly read the Joint Board on Recreation Services Bylaws as well as the Joint Board on Recreation Services Policy Manual, and make sure they understand the documents.

## **2) Voting members**

### **a. Students**

The Rec Board shall include seven (7) fee-paying student voting members. Four (4) shall be appointed by the incumbent board and ratified by the Legislative Council. One (1) shall be a Legislative Council Representative-at-Large, and appointed by the Legislative Council as specified in the Legislative Council Bylaws. One (1) shall be appointed from the Executive(s) as specified in the CUSG Constitution. One (1) shall be a graduate student appointed by the United Government of Graduate Students (UGGS) as specified in the UGGS Bylaws. Terms for voting members will be until resignation or graduation. Student members may not be Recreation Services employees unless provided an exception by the Legislative Council.

### **b. Non-students**

The Rec Board shall include two (2) non-student voting members bringing total voting membership of the Rec Board to nine (9). Legislative Council approval of non-student appointments is not necessary.

- Non-student members will not vote on approval of the final budget, which the Rec Board will present to the Joint Finance Board.
- In all other matters, non-student members of the Rec Board will have full franchise on the Rec Board.
- There is no term limit for non-student voting members. However, continued membership requires a majority vote of the Rec Board every two years.

### **c. Voting by Proxy**

In the event of their absence, voting board members may submit a paper or email proxy dictating their vote, but these proxies will not count toward quorum. A voting board member may also designate another board member (or the secretary) in order to vote on their behalf. This absent voting member should arrange to receive a copy of the minutes prior to the next meeting. These physical proxies will count toward quorum. Voting board members must notify the Chair of the Rec Board of their intention to proxy and to specify which form this proxy will take at least three hours prior to the Rec Board meeting.

### **d. Voting by Email**

In the event the Rec Board is not able to meet or if more time is needed to vote on a motion, the Chair may approve an email vote. The Chair will email the motion to all Rec Board members; discussion can occur via the "reply-all" function. The Chair must specify the timeframe for both discussion and at what time the votes are due. If any member objects to the email vote, the motion must be voted upon in a scheduled meeting.

## **3) Non-voting Members**

The Rec Board may also appoint non-voting members as it deems appropriate. These members may be students or non-students. These members have full membership on the Rec Board except in the matter of votes put to the Rec Board, from which they are restricted.

There is no limit on the number of non-voting members that may sit on the Rec Board. Non-voting members are welcome in Executive Session at the discretion of the Chair.

### **III. Implementation of Policy**

#### **A. Recreation Board**

- 1) This joint Board will initiate and/or approve all policies governing the planning and operation of Recreation Services on the Boulder campus. It is established through the legally constituted authority of CUSG, the University of Colorado, and its Regents.
- 2) The organization and functions of the Rec Board are set forth in its current Bylaws, as amended.
- 3) The Rec Board will continuously and conscientiously seek input from the students and Recreation Services members and serve as their representative regarding Recreation Services policies.
- 4) Furthering the achievement of its goals, the Rec Board will:
  - Formulate, consider, and adopt policies which are necessary to fulfill the philosophy and purposes of Recreation Services,
  - Conduct a continuous review of all Rec Board policies as to their consistency with and achievement of their philosophy and purposes.
- 5) The Rec Board will be notified of any administrative decision regarding any changes in individual staff responsibility within Recreation Services.
- 6) Activities, programs, or events which contradict any part of these written policies must have prior documented approval of the Rec Board.

#### **B. Recreation Services Director and Staff**

- 1) The Recreation Services Director and staff are responsible for developing, implementing, maintaining, and evaluating those services, programs, facilities, and activities which are necessary to fulfill the goals and objectives of the Recreation Services department. These facilities and programs will include but are not limited to
  - All Recreation Services facilities;
  - Building Services;
  - Equipment Services;
  - Fitness & Wellness;
  - Intramural Sports;
  - Outdoor Program;
  - Recreation Services maintenance;
  - Recreation Services risk management;
  - Scheduling of facilities;
  - Special events;
  - Sport Clubs;
  - Sustainability programs.
- 2) In coordinating responsibility with the functions of the Rec Board, the Recreation Services Director shall:
  - Take the necessary administrative action to implement Rec Board policy and decisions,

- Provide appropriate administrative procedures and regulations for continuing in adherence to Rec Board policies and purposes,
  - Provide pertinent and necessary information on Recreation Services operations which will allow the Rec Board to perform its functions,
  - Maintain staff morale and service orientation at a level commensurate with departmental policies and philosophy,
  - Coordinate departmental services and activities with the needs of the University community to maximize the attainment of the department's goals and objectives.
- 3) As mandated by the Colorado State Personnel statutes, Chapter 10-1-3(c), the Recreation Services Director will, internally, have unitary authority and responsibility for handling all personnel matters affecting classified and unclassified Recreation Services staff members.

#### IV. Memberships

To promote recreational opportunities for members of the University community and to provide balance between the academic and non-academic demands of campus life, the Rec Board establishes the following membership categories in addition to the standard membership granted to all full-fee-paying students enrolled at the University of Colorado Boulder.

For each membership category the appropriate proof of affiliation, confirmation of employment and/or proof of enrollment must be presented when purchasing the membership.

CUSG and Graduate School policies state that graduate students or approved doctoral candidates who do not pay full student fees have no automatic membership to Recreation Services facilities. That person may elect to pay the full Recreation Services student fees at the Bursar's Office, or if qualified, may join as an alumnus. Graduate students teaching at least 1/2 time with a verification letter from their academic department may purchase a Faculty/Staff membership.

All membership refunds will be assessed a processing fee. The cancellation of a primary membership will result in the cancellation of all secondary memberships.

##### A. Primary Memberships

**Continuing Student** - purpose: to allow students who are registered in the spring semester, pre-registered for the fall semester, but are not registered for the summer session access to recreational facilities.

**Student Affiliate** - purpose: to provide recreation programs and facilities to those University of Colorado students who are not full-time CU-Boulder enrollees. This includes Continuing Education, Time-Out Program, Health Sciences Center, UCD, and UCCS students. Memberships are sold only a semester at a time.

**Faculty/Staff** - purpose: to facilitate interaction between students and faculty/staff and to offer recreational opportunities to employees of the University of Colorado-Boulder. This applies to faculty/staff employed with any percentage of appointment within the University of Colorado, CU Foundation employees with offices in Boulder and employed at 50% or more, and retirees. .

**Alumni** - purpose: to promote the continued contact with the University of Colorado Boulder and to foster the relationship between the University and former students for the benefit of both. Alumni are individuals who are members of the Alumni Association.

**University Affiliate** - purpose: to facilitate interaction between students and University Affiliates and to offer recreational opportunities to affiliates of the University of Colorado. This applies to individuals who are members of the Alumni Association, those holding adjunct appointments on the Boulder Campus, persons involved in University of Colorado research projects with

department verification, research park employees, CU Foundation personnel employed at least 50% OR with offices on other campuses, and the employees of any companies approved by CU-Boulder as University Affiliates.

**Special Use** - purpose: to allow access to unique facilities otherwise not available in Boulder. Community members seeking to use Recreation Facilities which are not otherwise available in the Boulder community, i.e. the Ice Rink, may buy a special use membership available on an annual basis only.

## **B. Secondary Memberships**

Secondary memberships may be purchased only in conjunction with a primary membership.

**Dependent Children (Family)** - Membership privileges for children only are not available. A primary membership must be purchased first. Dependent Children memberships apply to dependents aged 5-17 years. Those 18 years or older must purchase a separate membership if eligible. Children 15 years old and under must be directly supervised by a parent/guardian at all times in Recreation Services areas. Those 15 years old and younger are not allowed in the Free Weight or Fitness areas at any time. Dependent children 16 or older may enter Recreation Services facilities without parental supervision.

**Single Parent Family** – Residents of Family Housing who are single parents and Boulder Campus full fee-paying students may acquire a family membership free of charge. Same policies as those listed in Family Membership above apply.

**Spouse/Partner** - Must show proof of relationship such as marriage or domestic partnership documentation or joint bank account and same residence.

**Primary-Spouse** – If a university member does not have a primary membership, their spouse/partner is still able to purchase a primary membership as long as the university member is eligible for a primary membership.

## **C. Other Memberships**

**Senior Members** - Individuals 65 years or older may purchase a membership for 1/2 the current fee for the appropriate category.

**Guest** - When accompanied and sponsored by a member, a guest may use the Recreation Services facilities on a daily or weekly basis for the current daily or weekly fee. Members and full fee-paying students may sponsor up to three guests per day. This is done at the Guest Services desk. Boulder Campus Faculty and Staff, non-member students, as well as dues-paying members of the Alumni Association, may buy themselves a guest pass, as well as sponsor up to three additional people per day, but must show proof such as a Faculty/Staff ID, Buff OneCard or valid Alumni Association ID.

**Conference Participants** - Conference participants are considered to be invited guests of the University and may purchase a membership on a daily or weekly basis for the duration of their conference. Conference attendees need to present a conference badge or a memo from the host department unless other arrangements have been made with the Guest Services Coordinator.

## **V. Facility Usage**

The wide range of facilities available on the campus and through Recreation Services falls into different classifications, each requiring its own usage policy. The brief outline given here is intended to assist Recreation Services staff in its programmatic planning, the goal being to promote widespread and optimum recreational opportunities.



## **A. Priorities**

Recreation activities are given prime consideration throughout the Recreation Services facilities.

In the interest of maintaining a balance between formal and informal recreation, the Rec Board must recognize its obligation to the students when considering the overall operation of Recreation Services facilities, which includes budgeting and scheduling decisions.

Furthermore, the Rec Board must assure recreational opportunities through a set of core services. These core services will be defined as those programs services, and facilities which do not require an additional fee or service charge beyond the mandatory student fee. These core services include the following:

### **1) Indoor Recreation Facilities**

- Cardio fitness areas
- Climbing wall
- Cycle studio
- Free weight areas
- Gyms
- Ice rink
- Indoor running track
- Indoor turf gym
- Lobby areas
- Locker rooms
- Mat studio
- Meeting rooms
- Multipurpose studios
- Racquetball courts
- Rowing studio
- Satellite facilities
- Squash court
- Swimming pools

### **2) Outdoor Recreation Facilities**

- Basketball Courts
- Challenge course
- Outdoor swimming pool
- Recreation Fields
- Sports dome
- Tennis Courts

### **3) Services:**

- Athletic training room
- Equipment check-out
- Lockers
- Maintenance
- Security
- Supervision

Student fees provide a partial subsidy for the Intramural Sports, Outdoor Programs, Sport Clubs, and Fitness and Wellness. The remaining costs of such programs are covered by the user fee charged in order to participate.

## **B. Scheduling & Facility Rental Criteria**

In order to meet the recreation and leisure needs of the CU-Boulder community, Recreation Services facilities may be scheduled for use by CU-Boulder students, faculty, staff, University groups and departments, or other University affiliated individuals and organizations. Scheduling is governed by CUUF (Campus Use of University Facilities) policy as it pertains to "Special Use Facilities" and will be coordinated through the Events and Facilities Scheduling Coordinator and Associate Director of Facility Services.

When scheduling facilities for groups or individuals the following criteria are proposed to assist the Recreation Services staff in determining whether or not a group or individual qualifies for usage (the list may not be comprehensive):

- CU-Boulder affiliated group or individual.
- Proposed activity conforms to all known University rules and regulations, and to civil law.
- Event meets the vision, mission, and goals of Recreation Services.

With respect to scheduling of Recreation Services facilities, it will be policy that Recreation Services activities have first priority. Scheduled facilities and services are to be made available only to those individuals and groups who adhere to Recreation Services policies and regulations.

In the effort to provide optimum services to the maximum number of individuals possible, it will be the policy of the Rec Board to encourage reservations with minimum displacement of the facility users in order to maintain minimal impact on recreational and programmatic activities.

Requests may be received for special use of Recreation Services facilities. Except for those requests requiring approval by the Rec Board (as outlined below), the Recreation Services Associate Director of Events & Facility Operations will have the discretion to approve requests, deny requests, or approve requests with conditional use requirements. This position will determine whether in his/her judgment the proposed use by the potential lessee is in conformance with the general guidelines and requirements for permitted uses of Recreation Services facilities and is in the best interests of the Recreation Services members. The Associate Director of Events & Facility Operations will inform the Rec Board of special use approvals on at least a monthly basis. Any group who has had their request turned down may appeal the decision to the Rec Board.

If any of the following conditions are present, the special use request will require approval of the Rec board:

- Involves 151 or more participants, excluding outdoor fields
- Group is requesting a reduced rate or fee waiver
- Group is requesting exclusive use of any facility during prime time hours (11:00 a.m. to 8:00 p.m.)
- At the discretion of the Events and Facility Scheduler, the request has the potential to unreasonably disrupt informal recreation

The following applies to events that are external to Recreation Services only: In order to allow informal recreation for student users, there is a cap of four events per month with no more than one special event on the same weekend, and no two consecutive weekends can have an event in the same area without Rec Board approval. The Events and Facility Scheduler will vet events that exceed four per month and will bring forward to Rec Board for consideration.

In these cases, the Associate Director of Events & Facility Operations, after receiving sufficient information from the requesting group, will apply the approval requirements to the request and make a recommendation to the Rec Board to approve, deny, or approve with conditions.

The Rec Board will determine whether, in the judgment of the Rec Board, the proposed use by the potential lessee is in conformance with the guidelines and requirements for permitted uses for Recreation Facilities and is in the best interest of the students of the University of Colorado Boulder.

Approval of facility requests will be at the Rec Board's sole and absolute discretion. The Rec Board, through a majority vote of present voting members will decide whether requests to lease Recreation Services facilities are acceptable.

Facility requests must be provided to members of the Rec Board at least 24 hours ahead of regularly scheduled board meetings. If a request cannot be voted on by the Rec Board while in session, it must be emailed to members of the Rec Board and subject to an email vote within 72 hours of distribution. If a final decision is not reached within the stipulated time frame, the Chair, or if the Chair is unable, the Vice Chair along with the Recreation Services Director has the authority to make a final decision.

General Criteria for Reviewing Special Use Requests:

- 1) The use proposed for the Recreation Services facility is reasonably consistent with the purpose and permitted uses of the facility.
- 2) Recreation Services members will not be materially inconvenienced by the proposed use and will not be unnecessarily precluded from using the Recreation Services facilities.
- 3) Recreation Services will recover costs associated with use of the facility.
- 4) Insurance requirements are met and there is not unreasonable assumption of risk by CU-Boulder.
- 5) Recreation Services facilities will not be subject to unreasonable wear and tear or damage resulting from the proposed use.
- 6) Recreation Services will be able to provide reasonable staffing and security of the facility and equipment.
- 7) Financial security in the form of a deposit or other reliable recourse from the sponsoring group is available for any damage resulting from the use of the facility.
- 8) Parking required for uses of the facility can be reasonably accommodated by the campus parking facilities.
- 9) If refreshments are dispensed, proper distribution and consumption can be assured as to not damage the facility.
- 10) Organizations must supply no fewer than one supervisor for every 25 participants. This ratio may vary depending on the nature of the group.
- 11) Payment for usage will be arranged in advance with the Recreation Services staff.
- 12) A certificate of insurance may be required when necessary according to the campus Risk Manager.
- 13) All scheduling and rental agreements must comply with CUUF policy and Recreation Services Facility Rental Policy.
- 14) All request forms (e.g., Event Management Form) must be received no later than ten days prior to the date of the request.
- 15) Other requirements as recommended by Recreation Services staff or as required by the Rec Board unique to the type of event being sponsored.

## **VI. Programs and Services**

It will be the policy of Recreation Services to support and promote programs and activities such as, but not limited to:

- Challenge Ropes Course,
- Climbing Gym,
- Equipment check-out and rental,
- Fitness and Wellness
- Ice skating,
- Informal recreation,
- Intramural Sports,
- Outdoor Program,
- Special Events
- Sport Clubs

- Strength and cardio training
- Swimming.

The purpose of supporting and promoting these programs and services is to provide every student and member with an opportunity to meet their personal recreational needs through participation in a variety of sports and activities. The overall objective is to provide structured and unstructured recreational opportunities, both on and off campus, both competitive and noncompetitive in nature, to an optimal number of individuals regardless of skill level, gender, or ethnicity.

Sport Clubs must be officially recognized as such in accordance with administrative procedures. Failure to comply with the policy set forth by the Rec Board can result in withdrawal of the club's authorization to function as a university sponsored group under Recreation Services. The Sport Clubs Executive Board will develop policies and guidelines which will govern the Sport Clubs, under the supervision of the program's administrators as well as under the jurisdiction and review of the Rec Board.

## **VII. Finances**

### **A. Budgets**

The Recreation Services Director will prepare an annual budget covering all financial operations of Recreation Services for the forthcoming year. This budget will serve as:

- A guideline for allocating resources in order to best achieve departmental policies and goals,
- A basis for measuring the effectiveness in achieving these policies and goals through financial management of departmental resources,
- A basis for determining and justifying annual requests for the allocation of student fees to the department.

The Recreation Services budget(s) will be reviewed and approved by the Rec Board to examine the consistency of budget presentation with the implementation of Board policy. The Rec Board will aid Recreation Services staff in the presentation and justification of the approved Recreation Services budget to the Joint Finance Board and Legislative Council.

Any significant changes made in financial operations or budgets by the Recreation Services Director will be reviewed by the Rec Board for consistency with current policies.

### **B. Fees**

During the annual budgetary process, the Rec Board will review and approve the fee structure proposed by the Recreation Services staff. This fee structure includes all membership fees, daily/weekly guest fees, locker rental rates, and facility rental rates.

The Rec Board will regulate eligibility requirements and fees for each membership category. Fees for each category are based on the recreation fee paid by full-time students at CU-Boulder. The recreation fee paid by students is defined as the portion of student fees imputed to Recreation Services.

Fees will be rounded to the next higher whole dollar with the exception of the guest fee as described below.

## Primary Memberships

Category	Per Semester	Summer	Annual
Full-Fee Students	\$0	\$0	Not available
Base-Fee (students who pay partial Recreation Fee)	Difference between full fee and fee paid	10-week (pro-rata)	Not available
Continuing Students	N/A	10-week (pro-rata)	Not available
Student Affiliate	Full fee + 5%	10-week (pro-rata)	Not available
Faculty/Staff	Full fee + 10%	Student rate + 10%	Two semesters + Summer
University Affiliate (including Alumni)	Full fee + 15%	Student rate + 15%	Two semesters + Summer
Special Use	Not available	Not available	Same as University Affiliate

## Secondary and Other Memberships

Category	
Dependent Children (Family)	One-third of primary rate
Single Parent Family	Free if parent is full-fee
Spouse/Partner	One-third of primary rate
Primary Spouse	Same as primary of appropriate category

## Other Memberships

Category	
Senior Citizen	50% of appropriate category fee
Guest	Available on daily or weekly basis only
Conference Participant	Daily or weekly basis only

During years when the Rec Fee decreases compared to the year before, the Director and staff of Recreation Services, upon approval of the Rec Board, will have the discretion not to change (e.g., decrease) memberships as prescribed by the formulas above.

## **VIII. Changes to the Policy Manual**

Amendments will be incorporated into this document as needed. The Rec Board policy manual will be reviewed at least every two years. It will be the responsibility of the Recreation Services Director to provide Board members with current document changes. It will also be the responsibility of the Recreation Services Director, in conjunction with the Rec Board chair, to provide an updated copy of this manual to all new Rec Board members after CUSG ratification and before their first meeting as a voting member.