

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

POLICY MANUAL REVISED OCTOBER 30, 2014

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I. Purpose and Philosophy of Recreation Services

A. Recreation Services Mission

The mission of Recreation Services (RS) 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 Board or the Recreation 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 Recreation 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 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 By-Laws.

B. Recreation Board Membership

The 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 Recreation 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:

- Recreation 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 Board.
- If necessary, a second interview may be made with candidates after which they will receive an invitation to join the Board if more than one half of the 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 Recreation Board will include seven full student fee-paying student voting members. Three to be appointed by Legislative Council; three to be appointed by the Recreation Board with Legislative Council ratification; and one to be appointed by the executive, with Legislative Council approval, from the Representative Council each session. Terms for voting members will be until resignation or graduation. If the Legislative Council Appointments Committee is not in session, the Board will recommend candidates to Legislative Council. Student members may not be Rec Center employees unless provided an exception by Legislative Council.

b. Non-students

The Recreation Board may include two non-student voting members bringing total voting membership of the Board to nine. Legislative Council approval of non-student appointments is not necessary.

- Non-student members will not vote on approval of the final budget which the Board will present to the Joint Finance Board.
- In all other matters, non-student members of the Board will have full franchise on the Board.

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 Recreation Board of their intention to proxy and to specify which form this proxy will take at least three hours prior to the Recreation Board meeting.

d. Voting by Email

In the event the Board is not able to meet or more time is needed to vote on a motion, the Chair may approve an email vote. The Chair will email the motion to all 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 Recreation 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

Board except in the matter of votes put to the Board, from which they are restricted. There is no limit on the number of non-voting members that may sit on the 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 Board are set forth in its current By-Laws, as amended.
- 3) The Board will continuously and conscientiously seek input from the students and Recreation Center members and serve as their representative regarding Recreation Services policies.
- 4) Furthering the achievement of its goals, the 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 Board policies as to their consistency with and achievement of their philosophy and purposes,
- 5) The 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 Recreation 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;
 - Intramural Sports;
 - Collegiate Sport Clubs;
 - Fitness & Wellness;
 - Outdoor Program;
 - Scheduling of facilities;
 - Building Services;
 - Recreation Services risk management;
 - Sustainability programs;
 - Recreation Services maintenance;
 - Special events;
 - Equipment Services.
- 2) In coordinating responsibility with the functions of the Board, the Recreation Services Director will:
 - Take the necessary administrative action to implement Board policy and decisions,
 - Provide appropriate administrative procedures and regulations for continuing in adherence to Board policies and purposes,

- Provide pertinent and necessary information on Recreation Services operations which will allow the Board to perform its functions,
 - Maintain staff morale and service orientation at a level which 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 Recreation Board establishes the following membership categories in addition to the standard membership granted all full-time fee-paying undergraduate students enrolled at the University of Colorado Boulder. Students enrolled for more than one class or one class of more than five credit hours must pay full student fees and will gain access to recreational facilities.

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

All memberships 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 do not pay student fees. 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, as well as CU Foundation employees with offices in Boulder AND employed at 50% or more.

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 at least in 50% University of Colorado research projects, 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. Dependent Children aged 16 or older may enter the Recreation Services facilities without parental supervision. Dependent Children under the age of 16 must enter Recreation Services facilities with parental supervision, are not allowed in the Free Weight or Fitness Areas at any time.

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. The same policies as those listed in Family Membership above apply.

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

Primary-Spouse – A Spouse/Partner may purchase a pass without one of the memberships listed in the **Primary Memberships** section.

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 Recreation Services facilities on a daily basis for the current daily fee. Members and full fee-paying students may sponsor up to 3 guests per day. This is done at Guest Services. 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 University Faculty/Staff ID and other affiliates, 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

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

In the interest of maintaining a balance between formal and informal recreation, the Recreation 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 Recreation 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

- Training room
- Racquetball courts
- Squash courts
- Swimming pools
- Ice rink
- Gyms
- Free weight and fitness areas
- Indoor running track
- Cycle Studio
- Meeting rooms
- Lobby areas
- Locker rooms
- Satellite facilities

2) Outdoor Recreation Facilities

- Tennis Courts
- Basketball Courts
- Recreational Fields
- Challenge Course

3) Services:

- Lockers
- Supervision
- Security
- Maintenance
- Equipment checkout

Student fees provide a partial subsidy for the Intramural Sports Program, Outdoor Program, Collegiate Sport clubs, Fitness & Wellness and other programs. 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, campus recreational facilities may be scheduled for use by CU-Boulder students, faculty, staff, university groups and departments, or other university affiliated individuals and external organizations. Scheduling is governed by CUUF policy (Policy on the Use of University Facilities) as it pertains to "Special Use Facilities" and will be coordinated through the Recreation Services Associate Director of Events and Facility Operations.

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.

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 Board to encourage rental of portions of the facilities during times when the rental will have the least impact on recreational and programmatic activities.

Organizations outside the CU-Boulder community may request special use of Recreation Services facilities. Except for those requests requiring approval by the Recreation Board (as outlined below), the Recreation Services Director will have the discretion to approve requests, deny requests, or approve requests with conditional use requirements. The Director 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 Director will inform the Recreation 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 Recreation Board itself.

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

- Involves 40 or more participants
- 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. - 6:00 p.m.)

In these cases, the Director, after receiving sufficient information from the requesting group, will apply the approval requirements to the request and make a recommendation to the Recreation Board to approve, deny, or approve with conditions.

The Recreation Board will determine whether, in the judgment of the 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 Board's sole and absolute discretion. The Recreation Board, through a majority vote of present voting members present, will decide whether requests to lease Recreation Services facilities are acceptable.

Facility requests must be provided to members of the Recreation Board at least 24 hours ahead of regularly scheduled board meetings. If a request cannot be voted on by the Board during a meeting while in session, it must be emailed to members of the 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 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 less than one supervisor for every ten 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 Committee on Use of University Facilities (CUUF) policy.
- 13) All scheduling and rental agreements must comply with CUUF policy and Recreation Services Facility Rental Policy.
- 14) All request forms 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 Recreation 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:

- Collegiate Sport Clubs,
- Intramural Sports,
- Outdoor Program,
- Fitness & Wellness program,
- Equipment checkout and rental,
- Informal recreation,
- Free weight and fitness training,
- Swimming,
- Ice skating,
- Climbing Wall,
- Challenge Course.

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.

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

examine the consistency of budget presentation with the implementation of Board policy.

The Recreation 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 Recreation Board for consistency with current policies.

B. Fees

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

The Recreation 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. Fees will be rounded to the next higher whole dollar with the exception of the guest fee as described below. The recreation fee paid by students is the portion of student fees imputed to Recreation Services.

Primary Memberships

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

Secondary and Other Memberships

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

During years when the full fee decreases from the year before, the Director and staff of Recreation Services, upon approval of the Recreation Board, will have the discretion not to change (decrease) membership price as prescribed by the formulae above.

The Recreation Board will review and approve Unit Area Rental fees as proposed by the Recreation Services staff annually. A Unit Area Rental fee is defined as the rental rate for a specific area within

the Recreation Center, for events not sponsored by the Recreation Services department.

VIII. Changes to the Policy Manual

Amendments will be incorporated into this document as needed. The Recreation 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 Board chair, to provide an updated copy of this manual to all new Recreation Board members after CUSG ratification and before their first meeting as a voting member.