



Recreation Services Membership Policy

University of New Brunswick

Effective September 1st, 2017

Preamble:

Vision

UREC is committed to being recognized as an innovative and knowledgeable organization and a centre of recreation excellence.

Mission

UREC is dedicated to:

- **DELIVERING** high calibre programs and services rooted in recreation and guided by wellness
- **INCREASING THE QUALITY OF LIFE** of all our patrons through engaging recreational opportunities that stimulate the body, mind and spirit
- **ADVOCATING** a healthy and active lifestyle that is accessible and attainable regardless of age or ability.

Values

- **People:** Our focus is on the individuals we serve. We respect the needs of each person and are committed to providing personalized attention and services to foster their sustainable health and wellness.
- **Quality and Excellence:** We offer innovative programs and services and dynamic, highly qualified leaders in a supportive and impeccable environment.
- **Leadership and Teamwork:** We are proud that our program and service leaders are highly qualified and trained in relevant health and wellness fields of study and/or have achieved national accreditations. They bring practical experience to our organization in the fields of wellness, health, recreation, sport, teaching/training and special skills in motivation, communication, teamwork and management. As leaders, our staff works as a team to inspire our patrons to achieve their personal wellness goals.
- **Collaboration:** In order to best serve the health and wellness needs of our patrons, we collaborate with appropriate university and external expertise to support our offerings.
- **Efficiency:** We continuously strive to ensure the responsible allocation and use of our human, spacial and financial resources.

Recreation Services is committed to providing an enjoyable physical activity experience for students, faculty/staff, alumni and general public.

Recreation Services would appreciate that all patrons demonstrate respect for others by adhering to all policies and caring for property.

Members and guests should familiarize themselves with the facility rules and regulations posted at each individual facility. Our staff will be happy to assist patrons if help is needed.

All participants are expected to recognize and accept the inherent risks of their activities; all users should consult a physician prior to participation. If you have special health considerations, allergies or serious health conditions, please inform the Recreation staff. The University of New Brunswick does not accept responsibility for injuries sustained by persons participating in recreational activities. Patrons are required to sign a liability waiver prior to using Recreation Services facilities.

Organizational Structure:

Recreation Services is a unit, which falls under the jurisdiction of the Faculty of Kinesiology. The Director of Recreation Services reports to the Dean of the Faculty of Kinesiology.

Code of Conduct:

Recreation Services is committed to creating a safe, inclusive, respectful, comfortable and enjoyable experience for members.

This Code of Conduct applies to all URec patrons. All patrons are expected to be aware of, and comply with, the Code of Conduct and its related policies.

The Code of Conduct cannot anticipate every possible event or situation and patrons are expected to use their best judgement in the spirit of this Code of Conduct.

Contravention of this Code of Conduct is a serious matter to URec and will be treated as such.

Any violation of the Code of Conduct may result in discipline, up to and including programs and services suspension.

Revision – This Code of Conduct is a dynamic document meant to reflect URec’s changing needs, realities, and responsibilities. Therefore, as URec evolves and new issues arise, the Code of Conduct will be periodically reviewed and modified to reflect the current environment.

Patrons are required to:

Adhere to the standards described in this Code of Conduct;

Treat everyone with respect and dignity, regardless of their race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age or physical and mental ability;

Not engage in inappropriate and unprofessional conduct in the facility. Examples include:

- Profanity
- Swearing
- Ignoring facility rules and regulations
- Insulting or negative comments that can affect other members and URec staff
- Demonstrating little or no respect for others and/or their personal belongings
- Conduct that is unsporting
- Obtaining entrance without valid identification or under false identification

Disciplinary Actions – Breaches of this Code of Conduct may result in discipline measures. Recreation Services reserves the right to suspend the programs and services without a refund.

Inquiries – Should anyone have any questions or comments of the Code of Conduct, please feel free to contact Gansheng Xu, Director of Recreation Services at 506-453-5049 or gx@unb.ca

Ejection:

- Recreation Services reserves the right to eject anyone whose behaviour is unruly or illegal in nature. Membership privileges will be revoked without a refund and the individual(s) will be escorted from the facility.

Attire:

- UNB Recreation Services is committed to a safe, inclusive, respectful and hygienic environment. All patrons are encouraged to be scent aware while using our facilities. Patrons are required to wear upper and lower body clothing and appropriate footwear.
- Clothing that is loose may catch on equipment and cause injury to yourself and/or the equipment. Other items considered unsafe include: clothing with buttons, sauna suits/shorts and shirts or pants with large holes. Recommended attire includes: t-shirts or athletic pants.
- Note: Certain programs and/or classes may allow participants to wear other apparel.
- Patrons who choose not to abide by URec policies should refer to the URec Code of Conduct. Please speak to URec staff if you have any questions.

Membership Categories:

Student

- All UNB full-time students who have enrolled in four or more credit courses and paid the mandatory Facility Access Fee are automatically considered as members;
- All UNB part-time students (and Co-op Students on a work term) have the option of paying the Facility Access Fee if they wish to be Recreation Services Members. **Please note:** Part-time students who are employed by the university on a full-time basis pay Faculty/Staff rates. Post-Doc students pay Faculty/Staff rates;
- A full-time UNB employee, who is also a part-time student, is subject to pay the Faculty/Staff rates. As well, a part-time student who is the spouse of a UNB full-time employee and receives the tuition benefit would also be required to purchase their recreation membership under the Faculty/Staff rates, in the “Family” category.

Faculty/Staff

- All UNB full-time and part-time faculty & staff
- Visiting professors/researchers (not Academic Scholars)
- Retired UNB employees

UNB Affiliate

- Personnel from organizations located on campus:
 - NRC Institute for Information Technology — e-Business
 - Bank of Montreal (campus branch)
 - Commercial Tenants of Student Union Building
 - Contract Cleaning Services (employed on campus)
 - Contract Food Services (employed on campus)
 - Federal & Provincial Government Organizations (Provincial Archives)
 - Honorary Research Associates
 - Enterprise UNB occupants including commercial tenants and RPC
 - College Hill Daycare Co-op Ltd.
 - Max Health Institute
 - UNB Nursing Clinical Preceptors & Clinical Associates
- Students from other colleges/universities (ex. STU, NBCC, College of Craft and Design, Atlantic College of Therapeutic Massage, etc.)
- Capital City Road Runners

Alumni

- The office of UNB Associated Alumni determines the eligibility as all graduates and all persons who have attended classes for at least one year. For those who did not graduate but did attend for at least one year, a minimum of four years must have passed since they last attended classes.

General Public

- Individuals of 19 years of age or older in the community who have no verified affiliation with the university.

Children/Youth

- Individuals under 19 years of age, who are not UNB students, can be included in the family memberships.
- Ages 16-18 require their parent's/guardian's written consent to purchase a membership.
- Ages 15 and under must be accompanied by a parent/guardian/supervising adult who is 19 years of age or older, at all times when in the facilities, including the Sir Max Aitken Pool

- Ages 13 years and younger are not permitted to use the Strength Centre spaces (on the 1st and 3rd floor).

Family

- Family refers to the member, his/her spouse/common-law partner, and their immediate children (under 19 years of age). Parents, siblings, and grandchildren are not eligible for "Family" memberships. Any student or member wishing family privileges must pay the appropriate fee.

Visitor

- Members of the general public may access recreation facilities as a visitor under the following conditions:
 - The day pass fees are paid at the Membership Services Office in The Richard J. CURRIE CENTER or in the Lady Beaverbrook Gymnasium at \$10.00/visit for adults (19 years of age and older) and \$5.00/visit for children (18 years of age and younger).
 - Children 15 years of age and younger must be accompanied by a parent/guardian/ supervising adult who is 19 years of age or older.
 - A waiver must be signed prior to entry.
- First-time visitors may receive a complimentary day pass

Guest

- Individuals who seek access to the facilities for a limited period of time (see "Groups on Campus" below) may be issued guest passes through Recreation Services. Requests for guest passes should be made in writing to the Membership Services Office in The Richard J. CURRIE CENTER.

Groups on Campus:

- Conference groups may make arrangements for participants to obtain access to the Recreational Facilities upon payment of the appropriate fees, i.e. \$10.00/visit for adults and \$5.00/visit for children.
- Modifications may be made to the above fee schedule based on consideration of the following:
 - length of time the group will be on campus;
 - number of individuals in the group and percentage using the facilities;
 - amount of free time available to group participants for use of facilities;
 - requests for facilities and/or programs beyond the regular schedule;
 - nature of group - commercial, non-profit, sports governing body, educational, etc.;
- Conference groups wishing to use the facilities must apply through the Membership Services Office in The Richard J. CURRIE CENTER;

Membership Term:

- Annual Membership – The expiration date is calculated a full year from the initial effective date; Three-term Intramural, and Sport Club are not considered Annual.

- 4-Month Membership – The expiration date is calculated 4 full months from the date of the initial effective date;
- 1-Month Membership – The expiration date is calculated one full month from the date of the initial effective date;
- Academic Term Membership – The expiration date is calculated according to academic term (i.e. Fall: *Sept. – Dec.*; Winter: *Jan. – Apr.*; Summer: *May – Aug.*) and is only available for Sports Club, and Intramural.
- 1-Week Membership – The expiration date is calculated one week from the initial start date;
- Daily Admission – The admission is valid for the entire day of the usage.

Membership Types:

- Base Membership – This type of membership entitles members to have access to The Richard J. CURRIE CENTER, and the squash courts and climbing wall in the Lady Beaverbrook Gymnasium.
- Base Membership Lunch Express – This type membership entitles members to have access to The Richard J. CURRIE CENTER and squash courts and the squash courts and climbing wall in the Lady Beaverbrook Gymnasium from 11:00am to 2:00pm on weekdays plus weekends.
- Aquatics Membership – This type of membership entitles members to have access to Sir Max Aitken Pool in the Lady Beaverbrook Gymnasium.
- Combined Membership – This type of membership entitles members to have access to all recreation facilities, i.e. The Richard J. CURRIE CENTER and the Lady Beaverbrook Gymnasium.
- Intramural Sports Membership – This type of membership entitles those non-members to have access only to Intramural Sports.
- Sports Club Membership – This type of membership entitles those non-members to have access only to the Sports Club program.

Membership Benefits:

- Base Membership

The Richard J. CURRIE CENTER

- Day-use lockers
- Access to cardio and strength training equipment
- Complimentary orientation to cardio and strength training equipment
- Open recreation times in the recreational gymnasiums
- Wireless internet access (available to Students and Faculty/Staff)
- Group fitness classes, including spinning
- Indoor Track
- Equipment rentals; e.g. badminton rackets, basketballs

The LB Gym

- Squash Courts
- Climbing Wall

The Aitken University Centre

- Free skating at the Aitken University Centre

Others

- Discounts on recreational programs and services (*e.g. Pilates, Yoga, Children's Swim, personal training and fitness testing services, etc.*)
- Membership appreciation events

➤ Aquatics Membership

The LB Gym Sir Max Aitken Pool

- Day-use lockers
- Family and lap swim

Others

- Discounts on recreational programs and services (*e.g. Pilates, Yoga, Children's Swim, personal training and fitness testing services, etc.*)
- Membership appreciation events

➤ Combined Membership

- All of the above benefits included in both the Base Membership & Aquatics Membership.

Membership Fees:

- Information on membership fees for various categories are available at the Membership Services Office in The Richard J. CURRIE CENTER or on Recreation Services website at urec.ca
- Seniors (60 years of age and older) are entitled a 10% discount of respective membership categories, membership terms and membership types;

Membership Purchase:

- Memberships can be purchased at the Membership Services Desk on the 1st Floor of The Richard J. CURRIE CENTER;
- UNB students (both full-time, part-time, and Co-op) must visit the Financial Services office for their Facility Access Fee payment, including incoming students during the summer prior to their first year.

Membership Payment Options:

- Annual and 4-Month Memberships for Faculty/Staff can be processed through payroll deduction within 24 periods and 8 periods, respectively, immediately after the purchase;
- Other payment options also available include: cash, cheque, debit card, money order, Visa, Mastercard, or American Express;
- Credit card payment over the phone is accepted;
- 12 equalized credit card payments are available for annual memberships;

Membership Hold:

- Membership hold requests are permitted on annual memberships for the following reasons:
 - For Vacation: minimum of one (1) month and up to a maximum of two (2) months; this can be two separate hold requests with one month each per year;
 - For Medical Reasons, once per year for a minimum of one (1) month up to a maximum of six (6) months (we require a Dr.'s note for holds longer than 2 months);
 - For UNB Faculty's academic sabbaticals, staff's temporary employment leaves once per year for a minimum of one (1) month up to a maximum of six (6) months;
- Payroll (if applicable) will continue during the hold period;
- Membership hold requests must be submitted in writing (or by e-mail: urec@unb.ca) two (2) weeks in advance to the Membership Services Desk on the 1st Floor of The Richard J. CURRIE CENTER and must be for a specific time period;
- Membership holds will not be processed retroactively;
- Membership hold is not available for students who are paying an annual Facility Access Fee as part of the mandatory fees upon their tuition registration;

Membership Refund:

- Refunds are available on fully paid annual memberships only. A \$10 administration fee will be applied to all refunds. No refunds are permitted on four-month, one-month, Badminton, Intramural, and Sport Club memberships;
- Refunds will be pro-rated based on time used. Since the annual memberships are discounted substantially, refunds will only be issued during the first nine (9) months of the membership;
- Refunds will not be processed retroactively;
- Occasionally, certain facilities may not be available due to maintenance, special events, etc. Recreation Services will provide advanced notice whenever possible, but memberships will not be extended or refunded;
- Refund requests must be made in writing (or by e-mail: urec@unb.ca) two (2) weeks in advance to the Membership Services Desk on the 1st Floor of The Richard J. CURRIE CENTER and membership card(s) must be returned;

Membership Upgrade:

- Membership upgrade are only available on Annual Memberships and the upgrade needs to occur in the 1st month of purchase. A \$10 Admin fee will be applied to all membership upgrades. The member will pay the difference for the upgrade;
- The options for membership upgrade are:
 - Individual > Family
 - Lunch Express > Base
- Upgrade requests must be made in writing (or by e-mail: urec@unb.ca) to the Membership Services Desk on the 1st Floor of The Richard J. CURRIE CENTER.

Member ID:

- To enter Recreation Services facilities, members must have their current University or URec ID cards in hand. Members may be denied entry without a card. An ID card is also required to check out any equipment.
- Sharing of ID cards is forbidden. Sharing cards will result in suspension for both the cardholder and the patron involved.

Forgotten Card:

- Members are permitted to forget their membership card twice per academic term.
- On the third and subsequent visits in which a card is forgotten within the same academic term, a \$3 fee is applied with proceeds going to local charities.

Replacement of a Lost/Ruined Card:

- Membership cards can be replaced with a \$10.00 administration fee due to loss or damages;

Locker:

- Members have complimentary access to Day-use lockers;
- Members are advised not to leave their belongings in the Day-use locker overnight as all Day-use lockers will be cleaned out at the end of the day. A \$10.00 clean-out fee will be levied to the member if he/she wishes to claim his/her belongings and contents will be kept for 30 days after clean-out;
- Limited lockers are available for rent on a monthly, 4-month or annual basis at The Richard J. CURRIE CENTER and on a monthly, or 4-month at the Lady Beaverbrook Gymnasium;
- Locker rental fees are available at the Membership Services Office in The Richard J. CURRIE CENTER or on Recreation Services website at <http://unb.ca/fredericton/urec>;
- Recreation Services is not responsible for lost or stolen items

Towel Service:

- Towel service is an added service for members who do not want to bring towels back and forth to the gym. For an additional fee, URec will provide you with a clean towel to use. Stop by the Membership Services desk for more information.

Bags/personal items:

- All personal items are to be stored in a locker.
- Day-use lockers are available in both locker rooms.
- Recreation Services is not responsible for any stolen items in the locker rooms.

Lost & found:

- Please contact Recreation Services regarding lost or missing items.
- Lost items will be kept for 30 days; items that remain unclaimed will be donated to charity.
- Recreation Services is not responsible for lost or stolen items.

Cell phones:

- The use of cellular phones is permitted inside the Currie Center and the L.B. Gymnasium, provided they do not interfere with others' enjoyment of the facility. Please be courteous and move all cell phone conversations to a lobby or lounge area.
- While in the active space please be courteous to other members by not spending extensive amounts of time on your cellular phone in between sets.
- In fairness to other patrons, cellular phone use is prohibited in the locker rooms.

Photo & Video Policy

- Permission for photography or video recording within Recreation Services' facilities must be requested and approved by the Director of Facility Operations in advance. Consent forms are available at the Membership Services desk.

Bicycles & other wheeled vehicles:

- Recreation Services supports the use of alternative transportation; however, wheeled vehicles (e.g., bicycles, skates, skateboards and scooters) are prohibited in the L.B. Gymnasium and the Richard J. CURRIE CENTER. Bicycles may be parked in the provided racks in front of the building.
- Bicycles locked to fences, handrails, trees or signs risk being removed. Skates, skateboards and scooters carried into the building must be stored in a locker.

Pets:

- Pets, other than guide animals, are prohibited in the facility.

Closures:

- Recreation Services facilities may be closed and/or reservations cancelled when warranted.

- During official university holidays and breaks, facilities may be closed or operate with limited hours. In addition, required maintenance and staff training may necessitate closure.
- For the most up-to-date cancellations and/or closures, be sure to follow us on Facebook and Twitter and sign up to be on our email list.

Emergencies & evacuation procedures

- In the event of a serious emergency, the URec staff and Facility Operations staff will direct patrons to a safe area. For your safety, and the safety of others, please follow all instructions given by the staff.

Food/beverage

- Water in a clear plastic container with a lid is allowed throughout the indoor facilities. Other food and beverages are restricted to the Lobby Area.
- Tobacco products, drugs and alcohol are not permitted in the facilities. Anyone exhibiting signs of being under the influence of a controlled substance will be denied entry.

Parking:

- Parking is available at both The Richard J. CURRIE CENTER and the Lady Beaverbrook Rink, however, parking permits are required from 8:00am to 4:00pm on weekdays;
- Parking permits can be purchased at the Membership Services Office in The Richard J. CURRIE CENTER;
- Parking permits are available for *1-Month*, *4-Month Permit* and *Annual Permit*. The cost for each type is available at the Membership Services Desk or on Recreation Services website at <http://unb.ca/fredericton/urec>;
- UNB Faculty/Staff and students are required to purchase their parking permits through UNB Security & Traffic located in the basement of the Wu Conference Centre;
- Vehicles with violation of parking regulations will be ticketed and towed at the owner's expense;
- Note: A parking permit does not guarantee a parking space as parking is subject to availability. Please ensure that your permit is clearly displayed.

Strength Centre Rules:

All members and patrons are asked to abide by Strength Centre rules as outlined below:

- Please return all equipment when finished.
- Collars are required on all barbells.
- Do not slam weights together or drop dumbbells, barbells or plates on the floor.
- Throwing of medicine balls is prohibited.
- Profanity is not permitted within the Strength Centre.
- Weights and dumbbells are not to be rested on benches, against walls or equipment.
- Please use spotters on all heavy lifts. Strength Centre Supervisors can assist with spotting.
- Members are asked to use the equipment efficiently so that all members can access equipment in a timely manner. Members are also asked to allow others to "work in" when necessary.
- Weights and other equipment may not be removed from the Strength Centre.

- Workout attire, including t-shirts and athletic shoes, are to be worn in the Strength Centre areas.
- Food and drink are not permitted, except for water in covered or closed containers.
- All personal belongings are to be stored in lockers located on the main floor.

Personal Training at URec:

- All personal training at UNB Recreation Services is conducted by URec employees. Training conducted by non-URec trainers is prohibited.

Nancy Webster McFadyen Indoor Track:

- Jogging/walking direction will be rotated daily. Please follow the posted direction.
- The two inside lanes are for walking and the one outside lane is for jogging.
- Clean athletic indoor footwear is required.
- Food is not allowed within the track area.
- Only drinks in unbreakable and closeable containers are allowed within the track area.
- Individuals of 15 years of age or younger must be accompanied by a parent or a guardian at all times.
- Courtesy should be given to walkers. Passing should be done on the outside of anyone moving slower than you are.
- For all participants' safety, neither sprinting nor loitering is allowed on the track surface.
- Sitting along the track or watching events/activities taking place in the recreation gym from the track is not permitted.
- Roller blades are not permitted on the track surface.
- Report any minor or major accidents to staff personnel.

Inquiries and Comments:

- To inquire about any information regarding Recreation Services or to provide comments/concerns, please contact the Membership Services Desk at The Richard J. CURRIE CENTER at 453-4579, or e-mail at urec@unb.ca, or visit Recreation Services website at www.urec.ca