

## Campus Recreation Student, Member, & Guest Responsibilities

Recreation facilities and programs are intended to be sources of fun, engagement, and physical activity. We are committed to creating and sustaining an environment where this is normative for all students, members, and guests. To accomplish this on an on-going basis, it is necessary that we maintain certain standards and processes. This document presents expectations of our students, members, and guests which are essential. In addition to these items, all University policies and procedures apply.

1. No activities which could be harmful to oneself, or others, are permitted (List of examples below, although not exhaustive)
  - Inappropriate use of facilities and equipment
  - Engaging in conduct that could be viewed as threatening, intimidating, and harassing
  - Creating a hostile environment based on race, color, national origin, sex, disability, religion
  - Fighting or physical intimidation
  - Use of alcohol, illegal drugs, or illicit controlled substances
  - Theft
  - Unauthorized possession of guns, ammunition, knives, explosives, or other weapons
2. No activities which could damage the facilities or equipment are permitted
  - Each area and piece of equipment has a specific purpose and must be used in that intended manner
3. Prescribed access procedures must be followed- Only valid students, members, or approved guests allowed
  - Allowing others to use your personal ID or membership is prohibited, and will result in loss of access both for the person inappropriately using someone else's identity, and for the person who granted use of their identity (if that is the case)
4. Cooperation with Campus Recreation staff is always required
  - Each staff member has a specific function and responsibility contributing to the efficiency and safety of the recreational environment. At times they will offer guidance and direction to this end. Compliance with their instruction is required.
5. All posted rules must be followed
  - Each room and activity area has posted rules. They are designed to provide an extra measure of guidance and safety. They must always be obeyed.

Failure to comply with these prescribed expectations could result in loss of access to facilities and programs. Restriction and restoration of access is the responsibility of the Department of Campus Recreation. Appeals may be requested through established Campus Recreation procedures. In addition, matters pertaining to students may be referred to the Office of Student Accountability, and subject to separate policies, procedures, and disciplinary measures. Campus Recreation policies and procedures may be superseded by determinations of the Office of Student Accountability or Campus Police at any stage or related to any issue.

## Policy Violation Procedures

1. Violation reported to Facilities Manager or Supervisor on duty
2. Facilities Manager/Supervisor confirms the circumstances and communicates with the individual reported to be in violation
3. If issue appears to have merit, the individual is notified of the unacceptable behavior, and the resulting outcome based on Campus Recreation policy. A Maxient report is submitted, providing details of the violation. Immediate access restriction may be initiated in the Facility Management system depending on the severity of the infraction
4. Director of Operations reviews report and discusses with reporting staff member as well as the Executive Director. Appropriate restriction of access as an outcome is confirmed or overturned at this point. Length of restricted access is dictated by the type of offense, as outlined in Campus Recreation policy
5. The individual reportedly in violation of Campus Recreation policy is notified of their resulting status by email, along with information about the appeals process
6. In the case of a student, if the Office of Student Accountability conducts its own investigation of the matter, Campus Recreation will abide by resulting directives and determinations
7. In any case, Campus Recreation will also abide by any directives from Campus Police regarding a given matter

## Policy Violation Outcomes

**Level 1 Offenses:** Displaying any behavior which is disruptive to facility users or violates departmental or University rules and policies, refusal to follow directives of Campus Recreation staff, exhibiting hostile actions, bullying or intimidation of staff, & illegal use of ID

- Offense 1: Verbal warning and letter sent (illegal use of ID skips this step)
- Offense 2: Facilities Manager conference & 2-4 week access restriction
  - Report sent to Office of Student Accountability for all student violations,
- Offense 3: Director of Operations conference & 4-16 week access restriction. Letter of apology and understanding of violation provided by individual in violation prior to restoring access
- Offense 4: Campus Recreation Hearing Committee\* conference

**Level 2 Offenses:** Includes fighting, theft, vandalism, inappropriate sexual conduct, under the influence of drugs or alcohol, sale or distribution of drugs or alcohol, assault, possession of a weapon or objects appearing to be a weapon.

- Students, members, or guests who commit offenses at this level will be restricted from Campus Recreation facilities and programs for a minimum of 16 weeks (or longer, depending on the nature of the infraction)
  - Campus police will be called to assist, if necessary, to manage situations where safety is a concern
  - Student violations will be reported to Office of Student Accountability
  - All sexual, discrimination, harassment and retaliation misconduct are handled by Office for Institutional Equity (OIE). Complaint form will be completed by staff
  - HR will be notified of UofM employee violations
  - All Level III violations will be evaluated by the Campus Recreation Hearing Committee to determine the appropriate length of access restriction
  - Campus Recreation policies and procedures may be superseded by determinations of the Office of Student Accountability or Campus Police at any stage or related to any issue

\* Campus Recreation Hearing Committee will be made up of the following: Director of Recreational Sports and Facilities, Director of Programming, Director of Operations, Campus Recreation Graduate Assistant, Student Representative.

## Campus Recreation Appeals Process

Students and members who have their access and participation privileges revoked may appeal the decision through the Campus Recreation Appeals process. Following are the steps which should be taken.

1. A written request for review of the decision in question is submitted to [campus.recreation@memphis.edu](mailto:campus.recreation@memphis.edu)
2. Campus Recreation Hearing Committee meets with student/member to consider the matter
3. Once hearing the appeal and evaluating the circumstances and severity of the infraction, the committee arrives at a decision
4. Prompt notification of the decision is communicated in writing to the appealing individual