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CR Purpose Statement:

**Campus Recreation**

**Implied Needs of CI Students:**
- Students have a need to interact with others and be involved with CI activities
- Students have a need to be healthy and learn solutions to healthy lifestyles

**CI Team promises to CI Students:**
- Engage students
- Offer solutions to healthy lifestyles
- Offer solutions to maintaining healthy lifestyles
- Offer physical fitness & recreation activities

The purpose of Campus Recreation is to **engage** students in creating and maintaining healthy lifestyles by balancing the demands of academic pursuits with the benefits of wellness through physical fitness and recreation **activities**.

CR provides programming and activities in the following categories: Health & Wellness, Intramural Sports, Informal Recreation, Sports Clubs, Waterfront Programs, Outdoor Adventures, and Special Events.

**First Steps After Being Hired**

To become a Campus Rec Team member you must visit Human Resources (HR) and provide the following documents:

1) Original Social Security Card
2) Photo ID
3) Copy of Student Assistant Position Description
4) Copy of Student Assistant Requisition Form
5) Copy of Employment Application

**Directions:**
Please have original social security card and photo ID with you. If necessary, bring the remaining documents listed above. (Ask CR Coordinator For Confirmation Paperwork (Copy of Position Description and Application). Visit Human Resources (Directly Across From the Bell Tower) and sign the appropriate paperwork. After appropriate documents are completed, bring the approval card from HR and give to CR coordinator.
Early Move In / Housing

CR staff can request early move-in into student housing with special approval. Move in dates will be confirmed by CR staff and if it is training related, Campus Recreation pays the $27.75 per night rate. Once CR student staff member have notified, CR professional staff, students must link to the following: https://cidaa.wufoo.com/forms/request-to-movein-early-for-fall-2012/
Requests must be submitted before August 10.

New Staff Orientation

New staff members should become acquainted with the facility and understand the basic check-in and equipment check-out procedures. All individuals that enter the facility must have their Student ID or Dolphin Passport. Locks are available with the exchange of an ID. The key is kept on the ID and given back when requested. Once the lock is returned, the ID is given back.

Student Hours

Student hours are determined through your desired schedule and class schedule. A student supervisor will be assigned the task of scheduling the entire CR team. The schedule goes out a minimum of two weeks before the actual work date. Once the schedule is posted, it is your responsibility to work it or find a substitute.

Staff Development/Training

CR offers trainings and a variety of workshops and meetings that are mandatory for professional development. Staff development is strongly encouraged. Please inform the coordinators on educational opportunities that can benefit the CI students and CR Team.

University Policies

Please see DSA Policies & Procedures at CI on the CSUCI.edu web site.
First Day

Computer Sign-In

New CR staff members will be given a CSU Channel Islands student email (example: first name.last name(student)#@csuci.edu). The initial log-in must utilize the passcode given by the CSU Channel Islands Information Technology Help Desk.(Use Student Log-In) During the first log-in, the user is asked to change their password. Once the user is logged on, the first step is to set up their Microsoft Outlook email account.

Outlook Set-Up

Steps:
1) Start/Control Panel/Mail/Add/Type in the Student’s Name/Continue
2) Click Microsoft Exchange Server
3) Type in the server: snapper.csuci.edu
4) Type in students User Name & Passcode
5) Open Microsoft Outlook

Once Outlook is open, the email should load and the student will receive a welcome email from Microsoft Outlook.

Outlook Calendar

CR staff members must become acquainted with Outlook features such as:
  a. Calendar and Tasks.
     a. Skills that need to be learned include;
        i. how to request a meeting
        ii. how to check others availability
        iii. creating email folders
        iv. creating group email lists
        v. inputting contacts

Printer Set Up

Please Start/Printer & Faxes/ Add Printer/ Next/Next/Next and then find & select ARO-HP-CM551-01, and then select.
Fitness Center TV Set Up

Connecting to the Ultra VNC Viewer is simple. Follow server link to the T:\Office Operations\Personnel file and open the Rec Center Display icon.

CR Internal Resource Page

Make the CR Internal Resource Page one of your favorites. After log-on, visit: http://www.csuci.edu/recreation/internalresourcepage.htm, and then select the Add Favorites icon (yellow star at top left).

Know Your Basics (Resources, Hours-of-operation, Equipment & Sports)

Campus Recreation has many resources and encompasses a variety of equipment, challenges and games. It is essential that you understand the proper way to use this equipment and what the rules are of each game.

Required Understanding:

Hours of Operations
Fees
Rules of Facilities
Rules of CR Program
Rules of Sports
Rules of Challenges
Rules of Recreation
(If we do not have the rules on file, we make them!)

Know Your Campus

Campus Recreation has many resources around the entire CSU Channel Islands campus. You are responsible to know where each building is.
**Recreation Center Address**  
California State University Channel Islands  
Recreation Center  
One University Drive  
Camarillo, CA 93012  
(805) 437-8902  
(805) 437-3808 Fax

**Channel Islands Boating Center (CIBC)**  
California State University Channel Islands  
CIBC  
3880 Bluefin Circle  
Oxnard, CA 93035  
(805) 437-2628(BOAT)

**Recreation Center Hours**
- Monday - Thursday: 10:00 a.m. - 10:00 p.m.  
  - Friday: 10:00 a.m. - 5:00 p.m.  
  - Saturday: 12:00 p.m. - 4:30 p.m.  
  - Sunday: 5:00 p.m. - 10:00 p.m.

*See updated schedule*

**Fun Facts**
- Campus Lap (Around Main Road) 1 3/10 mile  
- Lap Around South Quad- 3/10 mile  
- 3 miles Around South Quad-10 laps  
- Campus to Ocean- 7 miles  
- Campus to County Line/Neptunes Net- 14 miles  
- Campus to Malibu- 20 miles

**Time Sheet**

Know Your Scheduled Hours! (20-Hours Max per week for each student)  
6-Hour shifts must include an unpaid 30-minute lunch  
4-Hour shifts must include a 15-minute break

**WORK IN PAIRS & CLOSE IN PAIRS!**

The Following are essential for CR Staff:  
1. Judgment  
2. Mechanics and Technique  
3. Knowledge of the Rules  
4. Physically Fit to Perform the Job Responsibilities
5. Dress Code
6. Never Stop Learning
7. Quick and Positive Decisions
8. Don’t be the Center of Attention
9. Respect Fellow Employees
10. Keep the Game/Activity on Schedule
Day-By-Day

Attire

As a CSU Channel Islands Student Employees we hold you to high-standards. Campus Recreation will provide you with new shirts that are to be worn (ONLY) during scheduled working hours. Proper shoes must be worn (No Open-Toed Shoes). Special event attire will be provided. Please wear proper attire for each event. (Check Employee Calendar for Details). Please wash according to washing instructions. You are responsible for your shirt(s) and if it is destroyed in any way, you will need to purchase a new one. No Shorts unless they are approved by the CR Coordinator. You are requested to wear BLACK or SILVER/GREY workout pants. All other colors must be approved by CR Coordinator. Please keep clothing clean and presentable at all times. If wearing a hat, please wear a CI logo hat. Note: You are now an extension of the University and should demonstrate appropriate mannerisms while on campus or off campus.

Hygiene

Be considerate of others! Please take showers, use deodorant, brush your teeth, use mouthwash (if needed), brush your hair and wash your hands. Note: Certain foods/spices can cause body odor.

CR Team Tasks/Assignments & Station Sheets

Team members will be assigned specific CR stations. Tasks will be defined and refined according to each student’s abilities. The Team Assignments sheet is used to specify the responsibility of each CR Team Member. When assigned a task or event, that individual will be responsible for the entire implementation.

The Station Assignment Sheet/email is used to inform each CR Team Member of the specific responsibility of that individual. We work as a team to accomplish weekly goals. Please complete tasks in priority order.

Payroll

Before a student can begin working, they must fill out the appropriate paperwork. Paydays are the 15th of every month. Checks will be available for pick up in the VP for Student Affairs & Dean’s Office (Bell Tower East-1804).

Time Cards

Time cards must be filled out in electronic format, and are due when requested. Please discuss with student supervisor for details.
False Hours

Submitting false hours violates the state and federal law. Students can be charged with forgery. If found guilty, the result will be an immediate termination of employment at CSU CHANNEL ISLANDS.

Substitution of Assigned Hours

If you desire to reschedule your hours, please find a substitute. It is your responsibility to find a substitute for your scheduled hours. Substitution forms are available in the Rec Center Office and must be submitted for approval two weeks prior to request. It is a good idea to have an updated phone list with your team member’s numbers for emergency situations. (Do not wait until the last minute to look for a substitute.) If you cannot find a substitute, you must be there for your scheduled work hours.

Dismissal

Employees may be placed on probation, suspended, or dismissed for any of the following:
1. Lack of production
2. Poor attendance
3. Not performing job responsibilities
4. Mistreating individuals
5. Failure to follow the student conduct code
6. Other causes may result in dismissal as determined by the CR Coordinator

Daily Operations

Opening Procedures

When no access code or key is available to open the Rec Center, the University Police must be called by using ext. 8444. Please inform them that you are a CR staff member and would like the facility opened.

Upon Entering:
1) Please look for and pick up any obstacles or trash.
2) Turn on all lights (Front Entrance, Flex & Stretch, Court, Fitness Center and Bathrooms)
3) Turn on all treadmills & steppers
4) Turn on all fans in Fitness Center (Medium Setting). Turn on roof fans if necessary. Note: If the air is hotter outside, the roof fans should remain off.
5) Turn on radio
6) Check Open Rec Schedule for Net put-up or take-down
7) Open Potrero Field Gate (Wipe off display board & replace outdated postings)
8) See what’s in To-Do-Folder(s)
9) Follow Fab Five Things To Do (Perform Needed Tasks)
10) Check your e-mail

Closing Procedures
Prepare the Recreation Center for next day and set up the CR Staff for success.

1) Make sure facility is vacant
2) Turn-Off All Machines
3) Place all equipment & weights back in original positions
4) Turn-Off Stereo
5) Turn off all Lights
6) Empty Trash
7) Straighten Magazines
8) Close Lockers
9) Clean and Close/Latch Front Office Window
10) Check Laundry
11) Vacuum
12) Log-Off the computer
13) Verify that every door is securely locked before leaving. If door is not locking or key is not available, please call campus police to lock up. (Ext. 8444)

Daily Attendance Record & Statistics

Students, faculty, staff and University Glen residents must swipe their ID card or sign the Rec Center Sign-In Sheet. (Date/Time/ Member & Category) Please have members print/sign name legibly.

Student Assistant To-Do-Folder- Student assistants must check their To-Do-Folder and E-mail daily for communication & tasks that need to be performed.

Reconciliation Process for Employees of the Rec Center-
Recreation Center Attendance Records & Statistics Folder is located in black cabinet in the Rec Center office.

Event/Activity Attendance-CR Staff will keep attendance and time calculations. Please input the; number of participants and at what times individuals participating on the Events, Activities, Leagues, and Competition(EALC) report.

Emergency Situations
Know the campus (Phones (Blue-Light Phones)), Buildings, who to get in touch with, where fire extinguishers are, etc.) Know how they work, etc. Before every major event, please check Emergency Kit for proper replenishment, and then bring to location. Every event should have a
designated FIRST AID Person. *(Note: Assess Scene, Be Safe, Use Rubber Gloves, Direct Others-Notify Proper Authorities, Care)*

**Uncomfortable/Awkward Situations**

If you ever feel uncomfortable or awkward with members or other staff members, please call campus police at extension 8444 or University Human Resources Department at extension 8409.

**Telephone Guidelines**

Phone operation should be mastered. When answering the phone, please follow the following instructions & script:

1. **Always answer the phone with a smile.** “Hello, Thank You for Calling the Campus Rec, this is YOUR NAME, how can I help you? Please always ask the person for their name. “Who Am I Speaking With?” Find out who the person is calling. “Who are you calling for?” Find out the specific reason for the call. “What is the reason for this call?”

2. **Phone Operation** All phone calls should be answered within two rings. After finding out the person who is calling and the reason for the call, transferring can be done by pushing TRANSFER, then dialing the extension. (Coordinators Ext. 3266) When the extension is picked up/answered, please explain who is calling and the reason for the call. If the call is accepted, then push TRANSFER again. Important- If the call is not accepted; please ask for appropriate time to return the call. (Detailed messages are important!)

3. **The telephone should be used for business purposes only.** Calls by any employee, player or spectator are prohibited unless approved by supervisor. Note: Disciplinary action will be taken for inappropriate use.

**Basic Etiquette Rules for Cell Phones**

Using cell phones are not allowed in the Fitness Center or on the Court. Cell phone etiquette is really just common courtesy. It’s imperative that some basic etiquette rules be followed in order to remain respectful of others time and space. Here are seven basic rules that can be easily followed:

1. **Ensure your mobile phone is turned off or on silent mode during meetings.**
2. **Do not answer calls during meetings (unless you are an administrator on call and need to respond to an emergency situation).**
3. **Do not send text messages during meetings.**
4. **Do not leave your mobile device on the table in vibrate mode.**
5. **If you are expecting an important call during a meeting, let the participants know at the beginning of the meeting.** When you receive the call, discreetly excuse yourself from the room.
6. **Don’t check e-mails/ texts during meetings.** If necessary, turn on ‘out of office’ to alert those e-mailing you that you will be in a meeting and are unable to respond immediately.
7. **In case of a personal emergency, if at all possible, ask family members to contact your office support staff so they may locate you in person.**
Blood Cleanup Procedure

*Universal Precautions* are desirable so that all exposures are handled the same!

I. **Bleach Kit** (Located in the front office in the Black Cabinet.)

   B. Small bottle of chlorine bleach
   C. Empty 4 ounce bottle, labeled with 2 lines for measurement:
      1. *Bleach* (1 part bleach)
      2. *Mixed* (10 parts water)
   D. Latex gloves
   E. Cotton Balls
   F. Sponge
   G. Instruction sheet on outside of kit

II. **Procedure for Blood or Body Fluids Cleanup**

   A. If safe and trained to do so, remove exposed person(s) and bleeding person to the washroom.
   B. Uncontaminated person puts on latex gloves.
   C. Make a fresh mixture of chlorine and water - do not store mixture.
   D. Moisten cotton ball with mixture and apply to stain. The stain may not come all the way out - we are sanitizing, not just trying to remove the stain. For a larger stain, put garment in sink and pour solution over.
   E. Wet sponge with plain water and wipe off chlorine solution (or run plain water over garment).
   F. Use remainder of bleach solution mixture to wet and sanitize the dirty cotton ball, sponge and gloves.
   G. Empty the mixed solution and rinse bottle with plain water.
   H. Discard sanitized cotton ball.
   I. Sponge and gloves may be washed with soap and water and reused if properly sanitized in step #G.
Orientation

Introduction of CR

Admissions and Recruitment department takes prospective students on tours of campus and brings these groups though the Rec Center. CR staff are required to give an introduction to the Recreation Center and describe what programs CR offers. CR Team Members must communicate our main categories of H & W, IR, IM, OA, and W.

Campus Orientations (Fall & Spring)

Fall Orientation usually begins in July and has approx. 5 Freshman Orientations and two Transfer Orientations. It is important that we convey our offerings and encourage new students to participate.

Spring Orientation usually begins in January and has approx 3 Freshman Orientations and one Transfer Orientations. It is important that we convey our offerings and encourage new students to participate.

CR Categories

Health & Wellness
The Health & Wellness program The Recreation Center is home to the Health and Wellness component of Campus Recreation. The fitness area provides opportunities to develop cardiovascular endurance, muscular strength, muscular endurance and flexibility. Cardiovascular amenities of the fitness center include treadmills, stair climbers, recumbent cycles, stationary cycles and elliptical trainers. The resistance training amenities include selectorized Cybex stations, a power cage, a cable crossover, a selection of free weight benches, a large selection of dumbbells from 2 – 125 pounds, and more than 2,000 pounds of Olympic plates. Cardiovascular training, general conditioning, resistance training, and flexibility programs are offered free of charge Dolphin Passport holders.

Intramural Sports & Extramural Sports
This program offers the University community the opportunity to participate in organized sports competition. The Intramural Sports program provides a variety of structured sporting events to satisfy as many skill levels as possible. Scheduled tournaments, league play, and challenges are offered throughout the year. Opportunities include men’s, women’s and co-recreational play with appropriate rules presiding over each. Tournaments and/or leagues are offered in basketball, Quickball, volleyball, flag football, Ultimate, soccer and more.
Extramural sports opportunities satisfy the need for structured sport activities between students from our University and other institutions. The University may utilize the champions from intramural sports in these programs. These experiences will be organized on a regional, state and national basis. They may also be organized to allow anyone, not specifically champions an opportunity to represent our institution.

Informal Recreation
The Informal Recreation program provides an outlet for the University community to participate in a variety of sports. Scheduled times are provided for individuals to participate at their leisure whether it is to just shoot some hoops, play in a small pickup game or work on skill development. The campus recreation areas have specified hours that are designed for informal (open) play, which includes volleyball, basketball, soccer, Ultimate Frisbee and more.

Court and field schedules are based on informal recreation schedule, leagues, tournaments and other campus events that might be taking place. Priority is given to scheduled events and fields are to be utilized on a first-come-first-basis. Play should be open for all that want to play during informal schedules.

Sports Clubs
The strength of the sports club program relies solely on you, the student. A sports club is a group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and/or competition. These interests may be competitive, recreational, instructional or a combination thereof. Clubs may represent the University in intraclub competition or conduct interclub activities such as practice, instruction, social and tournament play. Sports clubs are designed to be a learning experience for the members through their involvement in leadership, sportsmanship, fundraising, public relations, organization, administration, budgeting, marketing, management and scheduling, as well as the development of physical skills in the particular sport. Involvement in a group and team situation helps enhance the student’s overall education while living in the University setting. Clubs may vary in focus and programming, even year to year, since the members are active participants in the leadership, responsibility and decision making process of the clubs’ activities. All sports clubs must be registered to be eligible for facility use and financial assistance at CSU CHANNEL ISLANDS. Various workshops in the subject categories such as: How to start a sports club, fundraising, budget and fiscal management and Advisor’s workshops are available.

Instructional Programs
The instructional programs offered by Campus Recreation provide learning opportunities for participants in such a way as to improve their skills and knowledge in order to enhance enjoyment relevant to sports participation. Clinics, workshops and skill sessions are used towards achieving this goal. Examples of instructional programs include dance, yoga, martial arts, golf, SCUBA diving and tennis. Examples of instructional categories include; Sailing, Kayaking, CPR, First Aid, Wilderness First Responder, Lawn Games and Mind & Body classes.

Outdoor Adventures
Our Outdoor Adventures/Waterfront program couples sport-like activities with the aesthetic
pleasures of the outdoors. Outdoor adventures utilize nature’s resources (oceans, mountains, rivers, and wilderness) to challenge the physical body as well as the mind.

**Waterfront**
Our waterfront program is located in the Channel Islands Harbor and offers programs in boating instruction and safety, sailing, kayaking and more.

## Incident/Injury Report Instructions

1) **Accident Report** - [http://www.csuci.edu/hr/hr_documents/Accident_Report.pdf](http://www.csuci.edu/hr/hr_documents/Accident_Report.pdf)
   
   a) Please check the box for “STUDENT,” “VISITOR,” or “VENDOR” regarding the status of the party that is injured.

   b) Fill out your employee name and information.

   c) Gather information from the injured party and fill in appropriate boxes.

   d) Include at least 2 witnesses in the witness box of the form.

   e) Describe the accident in detail in the appropriate box given from the injured party.

2) Please number the incident numerically and place the date in required field followed by the name of the person injured and the type of injury.

3) Place the actual report (EH&S FORM A) on top of the previous accomplished report. This allows numerical accountability.
Dolphin Passport

Eligibility

Student Membership
Students that have registered and have a student picture ID’s are eligible to utilize the Recreation Center.

Faculty, Staff & University Glen Residents
All faculty, staff and University Glen Residents must pay a nominal semester or annual fee to utilize the Recreation Center.

Dolphin Passport Fees & Summary
See Updated Rates for Details

Dolphin Passport Process

Students: CSU CHANNEL ISLANDS Students are required to fill out the Dolphin Passport Physical Activity Questionnaire before they can utilize the Recreation Center. Once this form is completed, a CR Team member will give an orientation and then they can use their CSU CHANNEL ISLANDS Student ID upon entering. Note: CSU CHANNEL ISLANDS Student picture ID’s are required before questionnaire is accepted.

How to Register Students Summary:
1. Have student complete the Dolphin Passport Application (Student ID is required!)
2. Complete the quick CR orientation.

Faculty, Staff & University Glen Residents: CSU CHANNEL ISLANDS Faculty, Staff and University Glen Residents are required to fill out the Dolphin Passport Physical Activity Questionnaire and Dolphin Passport Payment Form, pay fees at Parking Services and deliver paperwork with receipt to the CSU CHANNEL ISLANDS Rec Center office. Once this paperwork is completed, a CR Team member will give an orientation and a Dolphin Passport card is created that can be used upon entering the Rec Center. Note: Proof of working at the university, living in University Glen must be available at the time of sign up before forms are accepted.

How to Register Faculty, Staff & University Glen Residents Summary:
1) Have individual fill out Dolphin Passport Application & Payment forms. Forms must be signed by CR staff member.
2) Individual must pay fees at Parking Services located at the Public Safety office (At Campus Entrance) to pay fees. (Check, Visa or MasterCard are accepted) Cashier will give a receipt for payment.
3) Receipt must be delivered with Dolphin Passport Application & Payment form to Recreation Center Office with faculty/staff ID or driver’s license. University Glen residents need to bring an official photo ID with proof of residence.
4. A guided orientation given by CR staff member.

Note: All individuals who participate in any Campus Recreation sponsored activities will be doing so at their own risk.

**Inputting Dolphin Passport Member Information in the Database.**
See Handbook Information.

**Laminating Cards**
Place cards into Laminating Pouches (Folded End placed against closed end of lamination card-pouch.) Place lamination pouch/with card into folded protection sheet. Place protection sheet(folded-end first) into laminator until laminator grabs card. Laminator will seal card.

**Distribution of Cards**
Please alphabetize cards and check off name sheet once card is distributed. If cards are not picked up, member must be contacted via email or phone to distribute card.

**Rec Center Sign-In Procedures**

**For New Members**
1. Ask to see ID
2. Complete forms
3. Participant must sign Dolphin Passport Application and Passport Payment Form *(if Applicable)*
4. Go through orientation on the fitness equipment. *(Safety Is Top Priority)* *(See Orientation Notes For Appropriate Information)*

**CR Student Employee Notes:** Passport information must then be inputted in database, then filed alphabetically in CR Folder under; Student, Faculty, Staff or Other Category.

**For Daily Dolphin Passport Members**
1. Check Dolphin Pass or University ID *(Make sure sponsor is present & Dolphin Passport Application is on file.)*
2. Make sure every member is accounted for on the Sign-In-Sheet every day. *(They must complete all information)*
Orientations and Workshops

Campus Rec staff present on many topics. It is important for student staff to understand topics and be able to present on them.

Captains Meetings & Trip Meetings

Captains Meetings and Trip Meetings are scheduled and posted in the Recreation Center Office. Captains Meetings are related to intramural sports and at the meeting Team Packets will be distributed that include important league information. Trip meetings are related to Outdoor Adventures and at the meeting Trip Packets will be distributed that include important trip information.

Recreation Center Guidelines

See posted guidelines!

Discipline Steps for Any Misconduct Members in the Recreation Center

1. First Offense- Member will be verbally warned by staff
2. Second Offense- Meeting is scheduled with CR Coordinator/ Director
3. Third Offense- ID is confiscated and meeting is scheduled with Dean

Recreation Center Game Ejections

1. Do not tolerate unsportsmanlike behavior.
   a. Arguing with Others
   b. Taunting opponents
   c. Excessive physical contact
   d. Excessive Foul Language

2. Eject a player if they attempt to punch, kick, or shove an opponent.

3. Any player that is ejected from an intramural game will face a minimum of a one game suspension from league. The player is suspended from play until he or she meets with the intramural director to discuss the incident.

4. An ejected player must leave the premises of the intramural game immediately. If the player does not comply, the game will be forfeited with their team receiving a loss.

5. Call University Police if a person is out of control Ext. 8444
Recreation Center Orientation Script

(Customize To Your Professional Speaking Style)

<table>
<thead>
<tr>
<th>Know How To Respond To The Following:</th>
<th>Call-In’s</th>
<th>Walk-In’s</th>
<th>Scheduled Orientations</th>
</tr>
</thead>
</table>

FOR ORIENTATION CALL-IN’S for the first three weeks of the semester.

Call-In Outline

Greetings

1. Use Of Facilities
   a. Students, Faculty & Staff
   b. Amenities
2. Recreation Center Hours
3. Orientation Dates & Times

Example Script:

“Hello, I am YOUR NAME, what’s your name? Are you a: Student, Faculty Member, Staff or University Glen Resident? (LISTEN LISTEN LISTEN To What They Are Interested In!)

Our Rec Center includes a Fitness Center and the Rec Center. We are open from 11:30 a.m. to -------- Monday thru Friday. On weekends we are open from -:- p.m. to -:- p.m. on Saturday’s and -:- p.m. to -:- p.m. on Sunday’s. We have orientation times every 15-minutes after each hour. When would you like to schedule an orientation?

SCHEDULED ORIENATIONS

Orientation Outline

Walk-In Outline

1. ID
2. Sign In
3. Orientation
   a. Activities
   b. Locker room
   c. Showers
   d. Locks & Lockers
   e. Bring a lock, leave with a lock
4. Circuit
   a. “Exercise every major muscle group!”
5. Modular Unit
6. Free Weights
   a. “Over 2,000 lbs of weights”
7. Flex & Stretch Area
8. Drinking Fountains
9. Introduce To Staff

Orientation for: STUDENTS, FACULTY, STAFF & UNIVERSITY GLEN RESIDENTS
Example Script:

“Hello, I am YOUR NAME, what’s your name? Nice to meet you. Are you a: Student, Faculty Member, Staff or University Glen Resident? Great, the Recreation Center is for you to use. We have the fitness center and the court area. We are open from 11:30 p.m. to 9:00 p.m. Monday thru Thursday. On Fridays we are open from 11:30 a.m. to 6:00 p.m. On weekends we are open from 12:00 p.m. to 5:30 p.m. on Saturday’s and 2:00 p.m. to 9:00 p.m. on Sunday’s.

Each day when you come in, you show your California State University Channel Islands ID or Dolphin Passport, Sign In and do your workout, etc. Since this is your first day, you must fill out our Dolphin Passport Application and Dolphin Passport Payment Form (If Applicable) Please sign in now, I will be right back to give you a tour.”

“Hello, are you ready, Great! Have you been a member to a gym/fitness center before? If Yes, give brief orientation, If No, give more detailed information. (This is for you to determine, make sure that members leave informed and feeling great about being apart of the Recreation Center.)

Campus Recreation is in charge of providing; (H.I.I.S.O.W.) Health & Wellness, Informal Recreation, Intramural Sports, Sports Clubs and Outdoor Adventures and Waterfront. Please see the calendar of events and Open Rec. schedule. If you have a specific interest, you can sign onto the Most Wanted List that will be available for all that promotes to others that are interested in a specific activity.

We offer volleyball and open court sessions (Go Over Schedule) You can exchange your ID for a volleyball and basketball from the front office. Proper attire is required (No Open-toed shoes). (Workout sweats or shorts are recommended, please no Levis, Belts, Jewelry, etc. (We want to protect seats from wearing out)” On the gym floor, you must wear non-marking/soft-sole shoes, preferably basketball shoes. Please store all your belongings in the locker room and always bring a lock and leave with your lock. In the Fitness Center we require that you bring a work out shoes and towel to wipe down machines after each use.

IF YES/ They have been members of a gym before- “Here is the aerobic area, safety is the key, before you start the treadmills, we recommend that you clip the safety-clip to your clothing (Magnet should be on target area!), straddle moving belt, then start the machine. Notice that all machines have the ability to obtain your heart-rate through the handles. Compare your heart-rate with the averages on the tray on the treadmills. If you want your personalized heart-rate just ask us and we will give you a formula. Here is the circuit where if you use each machine, you can feel confident that you will be exercising each of your major muscle groups. Please make sure that you get lower back support and that you never over-extend your knees, elbow joints, etc. Here is the Free-Weight section, please make sure that you use a spotter and that you use the clips, especially with the curling bar. Here is the modular unit. When you look at all these machines check out the directions and notice the different muscle groups that they work.”

Points of Interest

1) Health & Wellness
2) Informal Recreation
3) Intramural Sports
4) Sports Clubs
5) Outdoor Adventures
6) Waterfront
Orientation Outline

1) Sign-In
   a. Every day you come in, you must show your picture ID & Dolphin Passport. Please sign-in and include appropriate date and time.

2) Dolphin Passport Application
   a. Please answer the health questions on the Dolphin Passport Application and understand that you should consult with your doctor before doing any physical activity.

3) Recreation Center Hours
   a. We are open (See Updated Hours)
   b. If you prefer other times or have suggestions, please fill in a survey card. If you have a special interest, place your name on the sports clubs. We will do our best to accommodate you or put you in contact with others that are interested in similar activities.

4) Our Department (Campus Recreation)
   a. CR organizes H.I.I.S.O.W.
   b. Please check the list of scheduled events

5) Use Of Facility
   a. V-Ball- See Open Rec. Schedule
   b. Ball Exchange for ID

6) Locker Rooms
   a. Showers
      i. Amenities (Soap, Shampoo, Towels)
   b. Locks
      i. Bring A Lock/Leave with your lock

7) Fitness Center
   a. Proper Attire
      i. No Open Toed Shoes, dress shoes or sandals
      ii. No Spikes Or Belts
      iii. No Levis
      iv. Towels- Please be courteous to others and wipe down machines after use
   b. Circuit
      i) Notice that all machines have instructions and show the muscle groups they train.
      ii) “Every Major Muscle Group
      iii) Equipment
         (1) Leg Press
            (a) Muscles Trained
            (b) Proper Adjustment
            (c) Form
            (d) Leg Press- show how the machine should be properly adjusted (sled should be set so that when the participants feet are set about shoulder width apart on the platform, his/her upper thighs are parallel
or slightly below parallel to the platform), explain muscles worked, demonstrate proper form. (Do not have feet lower than knee.)

(2) Leg Extension
   (a) Leg Extension- show how the machine should be adjusted (seat back should be set so that knees are aligned with black cam, lower leg pad should be positioned at a comfortable spot just above the ankle), explain muscles worked, demonstrate proper form.

(3) Leg Curl
   (a) Seated Leg Curl- show how the machine should be adjusted (seat back should be set so that knees are aligned with black cam, lower leg pad should be positioned at a comfortable spot just above the ankle, upper leg pad should be positioned comfortably on top of thighs), explain muscles worked, demonstrate proper form.
   (b) Dual Axis Chest Press-
      (i) Chest Press—show how the machine should be adjusted (seat should be set so that the line between the overhand grip runs through the centerline of the chest). Explain muscles worked, explain the use of the foot pedal, and show proper form.

(4) Lat Pull Down
(5) Over Head Press/ Shoulder Press
   (a) Shoulder Press—show how the machine should be adjusted (seat should be set so that the individual may raise and lower the weights so that the grip will come back down to the top of their shoulder without the weights touching again). Explain the muscles that are worked, show proper form; make sure to mention that they should not lock out their arms in the upward motion.

(6) Dual Axis Row
   (a) Seated Row—show how the machine should be adjusted (arms should be parallel to the ground when holding the grips, and hands should just be able to reach grips when chest is touching the pad). Explain muscles worked, show the proper form.

(7) Back Extension
   (a) Back Extension—show how the machine should be adjusted (move footplate so hips are aligned with black cam, and back pad sits comfortably on upper back), explain muscles worked, and demonstrate proper form.

(8) Arm Extension
   (a) Tricep Extension- Show how the machine should be adjusted; arms parallel to floor when elbows are touching pads, and elbows aligned with black cam when back is touching pad. Explain how to properly begin exercise by setting seat and pad adjustments first, and then raising handle to find grip before sitting into machine. Bringing the elbows to the pads the arms should form a 90 degree angle in the beginning position of the movement.
(9) Arm Curl
(a) Arm Curl-Biceps. Demonstrate how the machine should be adjusted; arms parallel to floor when elbows are touching pads, and elbows aligned with black cam when chest is touching pad. Explain how to properly begin exercise by setting seat and pad adjustments first, and then from a standing position with a firm grasp on handles gently ease into the seated position while maintaining a 90 degree bend at the elbow. This is to prevent hyperextension of the elbow joint.

(10) Crunch/Abdominal
(a) Crunch/Abdominal- show how the machine should be adjusted (seat should be set so that the chest pad sits comfortably on upper chest area, move foot plate so knees are flexed at about 90 degrees), explain muscles worked and how to put more emphasis on lower abdominal by placing feet behind foot pad, demonstrate proper form.

- Free Weights
  o Over 2,200 lbs of weights
  o Safety is the key
    ▪ Use Clips
    ▪ Use Spotter
    ▪ Watch where you walk

- Modular Unit
  o Use linear movements when working out

- Aerobic Machines (Note: All machines can obtain heart rate through handles)
  o Recumbent Bikes
    ▪ Seating Adjustment
    ▪ Control Panel will light up after you pedal
  o Standard Bikes
    ▪ Bikes (Regular, Recumbent)-Explain which muscles are involved and go through the routine of how to get the bike running using the Manual setting. Demonstrate the features of each bike, including how to raise and lower the seat on each bike.
  o Steppers
    ▪ Stair Climber-Explain which muscle groups the machine works and how it is different from the conventional stair climber. Demonstrate how the computer activates once you depress either foot-pedal and go through the routine of how to get the machine running using the Self-pace setting. Demonstrate proper form on the machine and show the features of the machine (time, calories, etc.)
    ▪ Stair Climbers-Explain which muscle groups the machine works and go through the routine of how
to get the machine running using the *Manual* setting. Demonstrate proper form on the machine and show the features of the machine (time, calories, etc.)

- Elipticals
- Treadmills

- Modular Unit
  - See all attachments and use leg strap to demonstrate

- Free Weights
  - Over 2,000 lbs

- Aerobic Area
  - Recumbent Bikes
  - Standard Bikes
  - Steppers
  - Elipticals
  - Treadmills

- **Treadmills** - Tell them to step to either side of the conveyor belt when getting on the machine. Go through the routine of how to get the machine running using the *Manual* program and show the features of the machine (incline, speed, time, distance, etc.)

- Drinking Fountains
- Introduction To Staff
- Cal State University Channel Islands Hall Of Fame
CALCULATE YOUR EXERCISE HEART RATE RANGE!!

This is the rate at which you work out to achieve maximum results!

Estimate:

1) MAXIMUM HEART RATE-
Take 220 - (subtract) Your Age= (Your Maximum Heart Rate)

Example: 220 - 25 = 195 (Maximum Heart Rate)

2) UPPER-LIMIT HEART RATE-
Take (Your Maximum Heart Rate) x (Multiply by .90) = (Your Upper-Limit Heart Rate)

3) LOWER-LIMIT HEART RATE-
Take (Your Maximum Heart Rate) x (Multiply by .60) = (Your Lower Limit Heart Rate)

EXERCISE HEART RATE RANGE = Between your Upper & Lower Heart Rate

Heart Rate is determined by 1) Counting the times your heart beats per minute, this can be done by: PICTURE OF TAKING PULSE, Proper Way!

Advanced Formula: 220-Age-Resting Heart Rate x (.70) = Individual Heart Rate

For most people, exercising at the LOWER RANGE of the exercise heart rate range for a longer time is better than exercising at the higher end of the range for a shorter time. Exercising at the lower intensity will improve your overall fitness. Medications for high blood pressure may affect your heart rate during exercise. Consult your physician to determine your own ideal heart rate.

From: American College Of Sports Medicine
STAFF FORMS

Select [http://www.csuci.edu/recreation/internalresourcepage.htm](http://www.csuci.edu/recreation/internalresourcepage.htm) for the following:

**Substitution Form**

The Substitution Form is used to reschedule your scheduled hours. Please submit to Coordinator for approval 24-hours before scheduled time.

**Dolphin Passport Application**

Please have all new participants fill out the Dolphin Passport Application. Inform applicant’s if they need to get doctors approval.

**Dolphin Passport Payment Form**

This form must be filled out before payment can be made to Parking Services cashier.
Student Assistant Evaluations

During the semester, the Student Supervision or CR Coordinator will evaluate all student employees relative to their job responsibilities. The purpose of the evaluation is to give constructive feedback on improving a worker’s job performance. There is always room for improvement. Awards, references, and continued employment are all taken into consideration at the end of each semester. Examples of what will be looked at over the course of a semester are:

# Campus Recreation Opportunities

CR strives to be a catalyst for career opportunities for CR Team Members by offering opportunities for networking, letters of recommendations, developing; communication, interview skills, & presentation skills and encouraging career planning.

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Classification</th>
<th>Past Experience</th>
<th>CR Hiring Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Operations I</td>
<td>Level 1</td>
<td>No Experience Necessary</td>
<td>$8.00 - $9.25</td>
</tr>
<tr>
<td>Office Operations II</td>
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<td>Equivalent of One Year Experience</td>
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<tr>
<td>Office Operations Leader III</td>
<td>Level 3</td>
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<tr>
<td>Office Operations Leader IV</td>
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<td>Public Relations &amp; Customer Service II</td>
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<td>Public Relations &amp; Customer Service Leader III</td>
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### CR Raise Potential Key

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<th>Semester 1 After Semester</th>
<th>Term Raise Potential</th>
<th>Semester 2 Rate + Term Raise</th>
<th>Summer Carie Over Same Rate as previous Semester</th>
<th>Raise Potential</th>
<th>Please Pre-Approve Certification/Test Raise</th>
<th>Please Pre-Approve Workshop or Clinic Raise</th>
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### EXAMPLE

**Academic Year 1**

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<th>Workshop or Clinic Raise</th>
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**If Working Over the Summer/Summer Carie Over Potential**

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<th>Semester 2</th>
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**Academic Year 3**

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<th>Semester 2</th>
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<th>Workshop or Clinic Raise</th>
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**Academic Year 5**

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All Certification Raises Must Be Approved Prior to obtaining raise. Raises will be allocated in the following semester.

## CR Team Hiring Process

CR looks for innovative individuals to help the program reach its top potential. This program provides its members with “work experiences” that build skills for life. We strive to challenge all team members to reach their top potential. If you know someone who meets our criteria’s and would be an asset to the CR Team, encourage prospect to follow steps.

### Step One:

Visit the **CSU CHANNEL ISLANDS Career Development Center** - CR strongly suggests that all CR Team Members and applicants visit the CSU CHANNEL ISLANDS Career Development Center for resume’ assistance before submitting to CR or other entity. Call (805)437-2745 for details.
Step Two:

A: Application- Complete an official CSU CHANNEL ISLANDS application.

B: Resume- Resumes need to contain a brief summary of skills and work experience.

C: Paragraph- A paragraph explaining the reasons individual wants to work as an CR Team Member and a list of qualifications that justify applying for the specific position they are applying.

D: Class Schedule and a list of preferred working hours

The Interview- Applicant needs to dress appropriately and be prepared to provide precise and detailed responses to questions. These answers should differentiate them from other individuals that are applying for the same position. Examples of some common questions include: “What qualifies you for the CR Team?” or “Why do you think you would be an excellent member for CR Team?”

Procedures for Utilizing the Rec Center After Hours

In the event that a community member wishes to utilize the Recreation Center after hours, the following must be noted:

- One month’s notice is required to request the use of the Recreation Center.
- All requests must be submitted to: Lisa Racine of HRE-Conferencing/Summer Conferences.
- A CSU Channel Islands full-time professional summer conference staff member must attend annual recreation facility usage.
- A CSU Channel Islands full-time professional summer conference staff member must review Recreation Center procedures with full-time Campus Recreation staff annually and special events as needed.
- At least one first aid and blood kit must be provided by Summer Conferencing and be available at the facility for all summer conference events.
- A CSU Channel Islands full-time professional staff member must confirm their understanding of these procedures and commit to adhering to them.
- University police will need to be contacted to open and close the facility.
- The full time professional summer conference staff member is responsible for the safety and security of the building along with ensuring that the following procedures are enforced.
- In the event that any damage is caused to the facility, the Summer Conferencing/area hosting the event is responsible for full payment of repairs.
• **Any damage noticed upon arrival should be noted by Summer Conferencing and presented to Campus Rec staff prior to utilizing facility.**

**Procedures**

- No doors can be blocked at any time in order to ensure compliance with fire code and accessibility.
- Prior to the event beginning, the floor must be checked for any potential hazards (rocks, water, etc.)
- Roof ventilation will be left on, if the drain-trap evaporates and odors are present, run water, flush toilets, and pour water down the drains in the back restrooms.
- All personal items should be placed in one central location off of the gym floor to avoid potential injury.
- Injury and accident reports must be completed within 24 hours of accident or incident.
- Blood must be properly cleaned up and disposed of.
- In order to ensure full accessibility, the OPC entrance (back) of the facility should be utilized at all times.
  
  Note: A buzzer is located on the left side of the doorway.
- Please be sure not to use one plug for multiple circuits.
- Please cover cords with carpets.
- Prior to your event, please become familiar with the location of the four fire extinguishers in the building.
- In the event of an injury, ice is available in the freezer for use. Freezer w/Ice
- No individuals are permitted to enter the fitness area, office area or equipment room at any time.
- Only individuals wearing soft-sole/rubber shoes are permitted on the gym floor. Please check all shoes ensuring there are no hard-sole or high-heals on the gym floor.
- No tape should be used on court floor of Rec Center walls unless approved by CR staff.
- Floors should be kept dry at all times.
- The facility will be left in a tidy, clean manner and should be left in a similar condition (cleaning supplies are located in the janitor’s closet).
- Prior to leaving facility, confirm that all doors are latched & locked, and lights are turned off.

**Procedures that apply to indoor soccer:**

- Only indoor soccer balls may be used on the gym floor
- All goals must be light-weight and have pads attached to the bottom of all goals
- A carpet or other barrier must be used to protect the floor under each goal
- Goals must be weighted down with sandbags
- Storage of goals must be on court 4 (Pylons must be used)

**Procedure for Blood or Body Fluids Cleanup**

- Remove exposed person(s) and bleeding person to the washroom.
- Uncontaminated person puts on latex gloves.
- Make a fresh mixture of chlorine and water - do not store mixture.
- Moisten cotton ball/towel with mixture and apply to stain. The stain may not come all the way out - we are sanitizing, not just trying to remove the stain. For a larger stain, put garment in sink and pour solution over.
- Wet sponge with plain water and wipe off chlorine solution (or run plain water over garment).
Use remainder of bleach solution mixture to wet and sanitize the dirty cotton ball, sponge and gloves.
Empty the mixed solution and rinse bottle with plain water.
Discard sanitized cotton ball/towel with latex gloves and sponge in plastic bag.
Place plastic bag in trash can liner, tie and discard.

Procedures for Utilizing Potrero Field After Hours

The professional staff member is responsible for the safety and security of the field and storage buildings (facility) along with ensuring that the following procedures are enforced. In the event that a University entity wishes to utilize the Portrero Field after hours, the following must be noted:

- One week’s notice is required to request the use of Potrero Field. Exceptions to this rule may only be granted by the Dean of Students.
- A CSU Channel Islands full-time professional staff member must be present at all time.
- A CSU Channel Islands full-time professional staff member must confirm their understanding of these procedures and commit to adhering to them.
- University police will need to be contacted to open and close the facility.
- In the event that damage is caused to the facility or equipment, the department/area hosting the event is responsible for funding the repairs.

Procedures

- No gates can be blocked at any time in order to ensure compliance with fire code and accessibility.
- No dogs are allowed.
- Prior to the event beginning, the field must be checked for any potential hazards (rocks, water, etc.)
- All personal items should be placed in central location to avoid potential injury.
- In order to ensure full accessibility, gate #2 of the facility should be utilized at all times.
- Vehicles are not allowed on the field unless approved by Campus Recreation.
- Sprinkler must be marked prior to any vehicle entering on the field.
- Please cover electrical cords with carpets.
- Prior to your event, please become familiar with the emergency entrance and exit locations.
- The facility will be left in a tidy, clean manner and should be left in a similar condition.

In the event of emergency and/or any electrical issues, please call Campus Police at (805) 437-8444.
Facilities and Logistics How To Guide

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How To Open

**Step 1** Go around to the back and input your access code. If you don’t have an access code, ring the doorbell. If there is no response after 2 minutes, call the campus police ((805)437-8444) to have them open the door for you.

**Step 2** Enter the Rec. Center and turn on the lights which are located in 5 different areas: Stretch and Flex, the Fitness Center, both bathroom/locker rooms in the fitness center, in the office.

**Step 3** Turn on the TV in the Fitness Center.

**Step 4** Turn on the 2 fans on both sides of the fitness center. Pull the switch twice to turn them on medium.
Step 5 Turn on all fitness equipment. The switches for the treadmills are on the left side of each machine and the switches for the stair steppers are on the back between the machine and the dividing wall. See pictures below.
**Step 6** Open the front office service window by pulling the pin at the top left corner and then slide the window open and place card reader and registration station computer in window opening.

**Step 7** Open the middle doors to the front of the Rec. Center.

**Step 8** Open the door in the fitness center and place the gold sign holder so that it braces the door with the arrows pointing the correct direction.

**Step 9** Open Potrero field gate. Grab key from tan key box next to printer. It is the “ADF 1” key.
**Step 10** At Potrero, unlock and open the small gate on the right. Lock the chain to itself once the gate is open. *ONLY IF ASSIGNED,* unlock and open the drive through gate and prop open with a rock. Again, lock the chain to itself.

**Step 11** Check Outlook for additional tasks.
How to Refill Squirt Bottles

**Step 1)** Remove the top of the spray bottle by turning it counter-clockwise.

**Step 2)** Make sure you know the required ratio of water to solution.

**Step 3)** Fill bottle with required amount of water from sink in Janitor’s closet.

**Step 4)** Add required amount of solution.

**Step 5)** Place the top back on the bottle by turning it clockwise.

Once the top is on securely, you are ready for use.

**IMPORTANT**

Be sure to add **WATER FIRST** then add **SOLUTION SECOND**.
How To Clean Fitness Center Equipment

To be done every day

**Step 1**  Grab spray bottle cleaner and cleaning rag out of Janitor’s closet

**Step 2**  Spray all areas that facility members touch

**Step 3**  Wipe all areas that get touched by anyone.

**Step 4**  Wipe down any area where sweat can drip

**Step 5**  Put spray bottle back in the proper place on the shelf in the Janitor’s closet. Wash out rag in the sink, run it through towel wringer twice, and hang up to dry on pegs.
How To Clean Rec Center Office

To be done every day

**Step 1** Dust all flat surfaces in office. Desks, phones, key boards, and monitors as well.

**Step 2** Empty out all trash in office if full

**Step 3** Vacuum carpets using green vacuum (including under the desks)

**Step 4** Clean the front window in the office with cleaning solution and paper towels

**Step 5** Put your tools away and you have completed cleaning the office
How To Lubricate The Machines

By special assignment only

Step 1  Remove any casing around the pulley system

Step 2  Wipe down with a clean rag to remove all dirt

Step 3  Dab oil on a rag and wipe down the pulls (the oil is located in the Janitors closet)

How to Plow (To be done daily)

Step 1) Retrieve a plow towel
**Step 2)** Fill up the mop bucket (orange bucket) with the cleaning solution and water.

**Step 3)** Place the plow towel in the mop bucket with the cleaning solution and ring it out.

**Step 4)** Spread the towel out on the gym floor.
Step 5) Place the plow tool on top of the plow towel.

Step 6) Wrap the towel over the plow so the towel covers the entire plow tool

Step 7) Begin plowing the court
**Step 8)** Pull the rope connected to the plow in the direction you are cleaning.

**Step 9** Once you are done plowing unfold the towel from the plow tool and put the plow tool back in the cleaning closet.

**Step 10** Then you take the towel and put in the sink and rinse it off so the dirt gets off.
Step 11 Once you are done rinsing the plow towel ring it out with the mop bucket and hang it up on the rack in the cleaning closet.

Step 12 once the towel is hung up you have completed plowing the floor