



# **CR STAFF INTRO. HANDBOOK**

## Contents

<b>CR STAFF INTRO. HANDBOOK</b> .....	1
CR Purpose Statement: .....	4
First Steps After Being Hired.....	4
Early Move In / Housing.....	5
Student Hours.....	5
Staff Development/Training .....	5
First Day.....	6
Computer Sign-In.....	6
Outlook Set-Up .....	6
Microsoft Outlook Calendar .....	7
Printer Set Up.....	7
Fitness Center TV Set Up.....	7
CR Internal Resource Page.....	7
Know Your Basics.....	7
Required Understanding: .....	8
Know Your Campus .....	8
Fun Facts .....	9
Time Sheet .....	9
False Hours .....	11
Substitution of Assigned Hours .....	11
Dismissal .....	11
Attire.....	12
Hygiene .....	12
CR Team Tasks/Assignments & Station Sheets.....	12
Payroll .....	13
Daily Operations.....	13
Opening Procedures.....	13
Closing Procedures .....	14
Daily Attendance Record & Statistics.....	14
Emergency Situations.....	14
Uncomfortable/Awkward Situations .....	15
Telephone Guidelines .....	15
II. Procedure for Blood or Body Fluids Cleanup.....	16
Introduction of CR.....	17
Campus Orientations (Fall & Spring).....	17
CR Categories.....	18
Incident/Injury Report Instructions .....	20
Dolphin Passport .....	21
Eligibility .....	21
Student Membership.....	21
Faculty, Staff & University Glen Residents.....	22
Dolphin Passport Process.....	22
Recreation Center Guidelines See posted guidelines! .....	23
Discipline Steps for Any Misconduct Members in the Recreation Center.....	23

Recreation Center Game Ejections.....	23
Recreation Center Orientation Script .....	24
STAFF FORMS .....	24
Student Assistant Evaluations.....	24
Procedures for Utilizing Potrero Field After Hours .....	25

# 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: Fitness, 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 will be emailed by an HR representative and prompted to complete 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 an 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 the appropriate documents are completed, bring the approval card from HR and give it to CR coordinator.

## **Early Move In / Housing**

CR staff can request early move-in into student housing with special approval. The rate per night is \$30.50. Go to <https://www.csuci.edu/housing/apply/how-to-apply.htm> to learn how to apply for on-campus housing. If moving in early for training, Campus Recreation may cover the costs.

## **New Staff Orientation**

New staff members should become acquainted with the facility and understand the basic check-in and equipment check-out procedures. This will be done with Jett Marquez and Student Leader: Claire Ryan.

## **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 at least two weeks before the work date. Once the schedule is posted, it is your responsibility to work it or find a substitute.

## **Staff Development/Training**

CR offers training and various workshops and meetings mandatory for professional development. Staff development is strongly encouraged. Please inform the Student Leader of educational opportunities that can benefit the CI students and CR Team.

Campus Recreation training will be held in the Recreation Center. This training will include learning processes and procedures specific to Campus Recreation. This includes what to do in case of an emergency as well as how to keep the REC clean and running smoothly.



## First Day

### Computer Sign-In

New CR staff members will be given a CSU Channel Islands student email (example: first name.last name#@csuci.edu). The initial log-in must utilize the passcode given by the CSU Channel Islands Information Technology Help Desk. (Use Student Log-In)

### 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 Username & Passcode
- 5) Open Microsoft Outlook

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

You can also access your calendar through the web browser, following these steps.

- 1) Sign into your myCI portal
- 2) Select “Webmail”

## Microsoft 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

## TEAMS

TEAMS is a CR communications tool used to inform, assign, and follow-up on individual & group tasks, and projects assigned by Lead’s, Captains, and professional staff. This is where you will find specific daily tasks Nathan or Lauren give to you. You can access Asana on your computer or through the app on a smartphone.

## Printer Set Up

1. Press the Windows button & “R” on your keyboard
2. Please type [\\iceberg](#) and press enter
3. Look for ARO-HP-CM551-01 and then select.
4. Finish

## Fitness Center TV Set Up

Use remote to turn on and off TV.

## 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.

## Required Understanding:

- Hours of Operations
- Fees – Faculty, Staff, Community
- Rules of Facilities
- Rules of CR Program
- Rules of Sports (if working with Intramurals)
- Rules of Challenges (If working with Intramurals)
- Rules of Recreation

*Note: (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.



<b>Recreation Center Address</b> 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) <b>California State University Channel Islands</b> <b>CIBC</b> <b>3880 Bluefin Circle</b> <b>Oxnard, CA 93035</b> <b>(805) 437-2628(BOAT)</b>
<b>Recreation Center Hours</b> Monday - Thursday: 9:00 a.m. - 9:00 p.m. Friday: 9:00 a.m. - 5:00 p.m. Saturday: 12:00 p.m. - 5:00 p.m. Sunday: 5:00 p.m. - 9:00 p.m.	<b>Boating Center Hours</b> Monday - Friday: 10:00 a.m. - 4:00 p.m. Saturday: 10:00 a.m. - 2:00 p.m. Sunday: 10:00 a.m. - 2:00 p.m.

### Fun Facts

- Campus Lap (Around Main Road) | 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/Neptune's 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!**

Access the time sheet on your MyCI portal under CI Personnel. From there click on Self Service, Report Time, Timesheet. This should take you to your time sheets. Fill out your time sheet before the end of each month.

If you miss your online time sheet, please communicate that with Nathan & fill out a paper timesheet. The paper timesheet, along with other reporting information and guides, can be found: <https://www.csuci.edu/hr/payroll/time-and-absence-reporting/student-payroll.htm>

Cheat Sheet for logging Hours:

**Step 1:** Log onto your MyCI account

**Step 2:** Click **CI Personnel** (add to pinned services to make it easier)

Edit Pinned ⚙ Display Options ▾

**Pinned Services** (What's this?)



**CI Records**  
Student registration and records system



**CI Personnel**  
Employee and departmental records and data management



**CI Learn**  
View course information and materials using Canvas

**Step 3 & 4: Click Self Service, then Report Time**

**Menu**

Search:

- › My Favorites
- › Portal Objects
- › **Self Service**
- › Apsian
- My Personalizations
- My System Profile

Main Menu >

## Self Service

Navigate to your self service information and activities.

**Time Reporting**  
Report and review your time, schedules, request absences and more.

**Report Time**

**Step 5: Click Timesheet**

Main Menu > Self Service > Time Reporting >

**Report Time**

Report your time and request planned overtime and absences.

**Timesheet**

Report your time and task details for a day, week, or time period.

**Step 6:** Once you get to this section you will **ONLY** put **3 hours on August 18<sup>th</sup>** under the **Brdg Stdnt Asst** line

After, you will submit from **August 19<sup>th</sup> – August 31<sup>st</sup>** under the **Student Asst** line.

Name	Empl Rcd Nbr	Department	Department Description
Brdg Stdnt Asst	2	550104	CR - Campus Recreation
Student Asst	3	550104	CR - Campus Recreation

**Step 7:** Input your regular hours for the time period and put **REG – Regular Hours Worked** under **Time Reporting code**, then submit. (see pic on next page)

You can either do this every shift or once a week.

From Monday 08/16/2021 to Sunday 08/22/2021

Timesheet

Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21	Sun 8/22	Total	Time Reporting Code
			2.00	4.50			6.50	REG - Regular Hours Worked ▾

Then you are done! 😊

Below is the link for the 2021 Payroll Calendar for date reference:

<https://www.csuci.edu/hr/payroll/documents/21-payroll-legal.pdf>

## 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. If you know you will be out of town or busy, it is recommended you try to find a substitute at least two weeks in advance. It is a good idea to have an updated phone list with your team members' numbers for emergency situations. You can also find a substitution through the Campus REC staff group text. *(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.

To finalize a substitution, you must email the student office operations staff member and CC both Lauren & Nathan. Once the email is sent, the student office operations staff member will update the staffing schedule.

## Dismissal

Employees may be given a write up or may be placed on probation, suspended, or dismissed for any of the following:

- Lack of production
  - Poor attendance
  - Not performing job responsibilities
  - Mistreating individuals
  - Failure to follow the student conduct code & CR Staff Rules
  - Other causes may result in dismissal as determined by the CR Coordinator
- (Three write ups will result in a dismissal)***

The Following are essential for CR Staff:

- Judgment
- Mechanics and Technique
- Knowledge of the Rules
- Physically Fit to Perform the Job Responsibilities
- Dress Code
- Never Stop Learning
- Quick and Positive Decisions
- Be Inclusive
- Respect Fellow Employees
- Keep the Game/Activity on Schedule

## Day-By-Day



## Attire

As CSU Channel Islands Student Employees, we hold you to high standards. Campus Recreation will provide you with new shirts 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 and wash according to washing instructions. *You are responsible for your shirt(s) and will only be given two shirts per year.*

No short-shorts, skirts, or ripped jeans. You are requested to wear colors that compliment your staff shirt. (Example: No neon pink leggings or shorts) Please always keep clothing clean and presentable. 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 mouth wash (if needed), brush your hair and wash your hands.

## CR Team Tasks/Assignments & Station Sheets

Team members will be assigned to a specific specialty area (Intramurals, Sports Clubs, Facilities, Fitness, Office Operations). Each specialty area, when working in the office, completes the daily task list. Tasks may be defined and refined according to each student's abilities. If assigned a

specific task or event, that individual will be responsible for the entire implementation. In addition to the daily task list, specialty tasks will be assigned using Asana.

We work as a team to accomplish weekly goals. Please complete tasks in priority order.

## Payroll

Twenty staffing hours (20 hr.) per: student/week is allowed beginning each Saturday and ending on Sunday of each week. Before a student can begin working, they must fill out the appropriate paperwork. Paydays are the **15<sup>th</sup>** of every month. If the 15<sup>th</sup> falls on a weekend, you will be paid on the 13<sup>th</sup>. You can also sign up for a direct deposit and have your paycheck a day earlier. Checks will be available for pick up in the Dean's Office (**Bell Tower 2565**).

## 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) Put out A Frame by back entrance (If needed)
- 3) Turn on all lights (Front Entrance, Flex & Stretch, Court, Fitness Center and Bathrooms)

- 4) Turn on all treadmills
- 5) Turn on the fan in Fitness Center (50% Medium Setting) and adjust accordingly. Note: If the air is hotter outside, the roof fans should remain off, however if air circulation is necessary turn-on roof fans.
- 6) Turn on the computer for music, and TV in Fitness Center.
- 7) Check display boards & replace outdated postings
- 8) See what's on the task list for the day
- 9) Check-in by swiping your ID at the front office, and discovering information through talking with colleagues, and/or checking the communication boards for updated assigned and daily tasks.
- 10) Check your TEAMS and email for personal and group projects.

## 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 treadmills, the TV, and computer music
- 3) Place all equipment & weights back in original positions
- 4) Empty Trash
- 5) Close Lockers
- 6) Clean and Close/Latch Front Office Window
- 7) Check Laundry
- 8) Vacuum (If necessary)
- 9) Log-Off the computer
- 10) Turn off all Lights
- 11) Verify that every door is securely locked before leaving. If the door is not locked or key is not available, please call campus police to lock it up. (Ext. 8444)

## Daily Attendance Record & Statistics

Students, faculty, staff must swipe their ID card. The member binder holds all up-to-date records of who has signed up to be a member.

**Student Assistant To-Do-Folder-** Student assistants must check their Asana as well as the daily task list posted on the whiteboard, and e-mail daily for communication & tasks that need to be performed.

## 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. Don't forget to fill out an Accident Report.)*

## **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?"
  - 1) Please always ask the person for their name. "Who Am I Speaking With?"
  - 2) Find out who the person is calling. "Who are you calling for?"
  - 3) 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 an appropriate time to return the call. (Detailed messages are important!)
3. The telephone should be used for business purposes only. Personal calls by any employee, student campus rec member, 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 during work hours is not encouraged. Usage of cell phones while making rounds in the gym is not allowed unless you are utilizing your phone to complete tasks of reference Asana. If in the front office, please stay off your cell phone at the front desk.

It's imperative that some basic etiquette rules be followed to remain respectful of others' time and space. Here are seven basic rules that can be easily followed while in meetings:

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).
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. Do not 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 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
  1. Empty 4-ounce bottle, labeled with 2 lines for measurement:
    - 1) *Bleach* (1 part bleach)
    - 2) *Mixed* (10 parts water)

### **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 or other safe area.
- B. Uncontaminated person puts on latex gloves (option to wear gown as well).
- C. Using blood clean-up kit, disperse absorption mix over the blood/bodily fluid
- D. Open Red Biohazard bag
- E. Use scoop and paper towels to scoop mixture into red bag
- F. Once it is cleaned up, use Blood Clean-up spray bottle to sanitize the surface
- G. Properly remove and dispose of gloved in biohazard bag
- H. Tie bag securely closed and place red biohazard bag in the janitor's closet
- I. Wash your hands thoroughly with warm water and soap
- J. Email facilities to notify them of a biohazard bag pick up
- K. Make sure you or a colleague completes the Accident Report Campus Recreation Programs

## Introduction of CR

The Admissions and Recruitment department takes prospective students on tours of campus and brings these groups through the Rec Center. CR staff must introduce the Recreation Center and describe what programs CR offers. CR Team Members must communicate our main categories of F, SC, IM, OA, and W.

## Campus Orientations (Fall & Spring)



Fall Orientation usually begins in June and has approx. 4 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 Orientation. It is important that we convey our offerings and encourage new students to participate

## CR Categories



### Fitness

The Recreation Center is home to the Fitness 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, AMTS, recumbent cycles, stationary cycles, and elliptical trainers. The resistance training amenities include Precor 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 for Dolphin Passport holders.

We offer free fitness classes to all students that change depending on our student instructors but range from Zumba, Kickboxing, Bootcamp, Yoga, and Personal Training.

### **Intramural Sports & Extramural Sports**

This program offers the University community the opportunity to participate in organized sports competitions. 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, pool, volleyball, flag football, softball, 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 designed for informal (open) play, including volleyball, basketball, soccer, Ultimate Frisbee and more.

Court and field schedules are based on informal recreation schedules, leagues, tournaments and other campus events that might be taking place. Priority is given to scheduled events and fields to be used first come-first. 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 the students. A sports club is a group of students voluntarily organized to further 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 intracub 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 specified 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.

### **Outdoor Adventures**

Our Outdoor Adventures/Waterfront program couple 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. This program offers both day hikes and overnight trips.

**Day hikes** are free to all students. They are students lead by staff that work with the OA program. Usually, students will meet on campus and carpool to the trailhead.

**Overnight trips** are subsidized and therefore students only pay a small fee to go on the trip. Students who do not own their own camping gear can check out backpacks, tents, sleeping bags, and sleeping pads from the OA program. Trips happen both in the Fall and the Spring. An example of some of the trips that have been taken include Santa Rosa Island (with volunteering at the Research Station), Santa Cruz Island (With kayaking), Santa Barbara Rock Climbing, Big Sur camping, and backpacking in Los Padres National Forest.

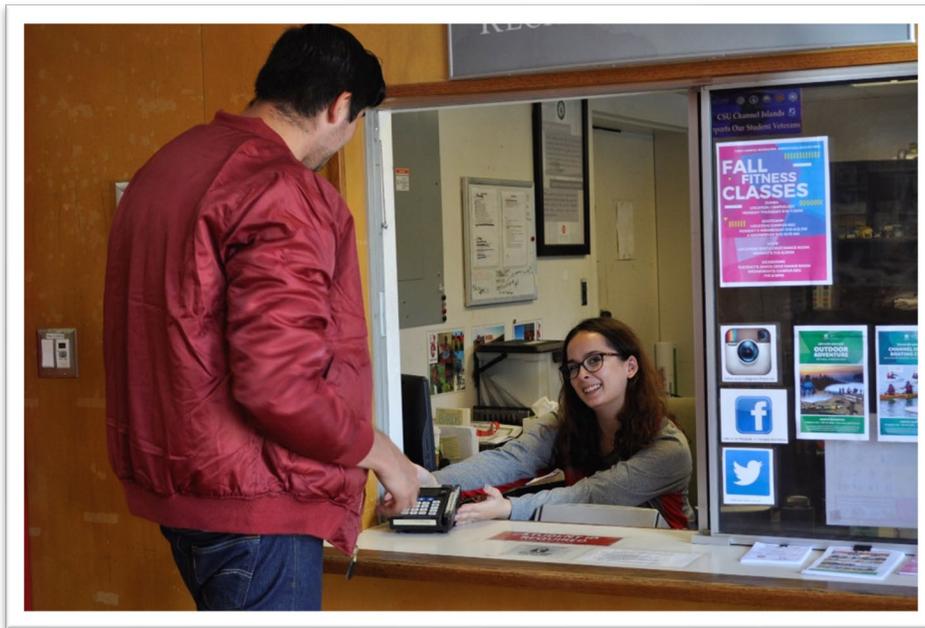
### **Waterfront**

Our waterfront program is located in the Channel Islands Harbor and offers programs in boating instruction and safety, sailing, kayaking and stand-up paddle boarding. Free introduction to sailing courses are also available. These classes are free for CI students and open to community members for a fee.

## **Incident/Injury Report Instructions**

- 1) [Accident Report- https://www.csuci.edu/rm/documents/accident-report-2-2013.pdf](https://www.csuci.edu/rm/documents/accident-report-2-2013.pdf)
  - a) Please check the box for "STUDENT," "VISITOR," or "VENDOR" regarding the status of the party that is injured.
  - b) Fill out your employees' names and information.

- c) Gather information from the injured party and fill in appropriate boxes. **MOST IMPORTANT:** Please check if they have their own insurance or not.
  - 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) Scan and send the report to the Risk Manager
  - 3) Please number the incident numerically and place the date in the required field followed by the name of the person injured and the type of injury.
  - 4) Place the actual report (EH&S FORM A) on top of the previously accomplished report. This allows numerical accountability.



# Dolphin Passport

## Eligibility

### Student Membership

Students that have registered and have a student picture ID can use 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. Please reference the current fees here:

<https://www.csuci.edu/recreation/dp-passport.htm>

## Dolphin Passport Process

**Students:** CSU CHANNEL ISLANDS Students are required to fill out the Campus Recreation Liability waiver online. They can find this at:

<https://csuci.campuslabs.com/engage/submitter/form/start/190227>.

This allows students to use our facility. The waiver must contain the student's ID number and agreement to both. Once this waiver is completed, they can use their CSU CHANNEL ISLANDS Student ID upon entering.

## How to Register

### Students:

- I. Have student complete the Student Campus Recreation Member form (*Student ID is required!*)

**Faculty, Staff & University Glen Residents:** CSU CHANNEL ISLANDS Faculty, Staff and University Glen Residents are required to fill out the Dolphin Passport form through CISync & pay fees using the Cashnet link. 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:

Individuals fill out Faculty/Staff Recreation Center Membership Application (For Faculty and Staff) and CI Alumni/CSU Passes Application (For Alumni and University Glen Residents) and complete the Payment forms. Forms must be signed by CR staff members.

They must also pay their fees through a separate link that can be found under the link to the Membership form on our website. This will help them access the payment on Cashnet.

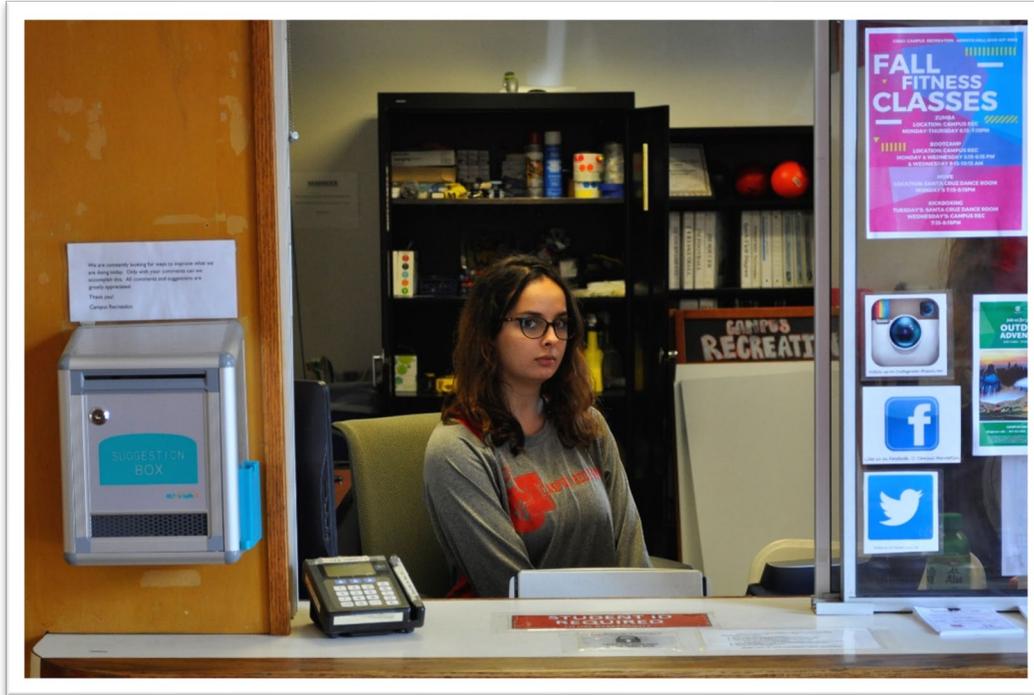
Note: All individuals who participate in any Campus Recreation sponsored activities will be doing so at their own risk.

### *Laminating Cards (Only When Requested By Professional Staff)*

For University Glen Residents who don't have an ID create a laminated card for them to use in place of an ID. This card must have their first name initial and their last name. The card should also have what semester(s) they have signed up for. You can refer to the Member Annual Pass Template on the S Drive: [S:\2 WELLNESS AND ATHLETICS\7. CAMPUS RECREATION\0 CR Student Lead\Office Operations\CR Membership Info](#)

### **Distribution of Cards**

Please alphabetize cards. Cards can either be given to the member or can stay at REC. If cards stay at Campus REC the member will give their name when they come in and we must check to make sure they have a card to ensure they have paid.



## **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/Asst. Director
3. Third Offense- ID is confiscated and meeting is scheduled with Dean

### **Recreation Center Game Ejections**

- I. 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)*

<b>Know How to Respond to The Following:</b>	<b>Call-In's</b>	<b>Walk-In's</b>	<b>Scheduled Orientations</b>

**FOR ORIENTATION CALL-INS for the first three weeks of the semester.**

Call-In Outline

Greeting

- I. 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 9:00 a.m. to 10:00 p.m. Monday thru Thursday, Fridays 9:00 a.m. – 9:00 p.m. & on weekends we are open from 12:00 p.m. to 9:00 p.m.

## STAFF FORMS

Select <http://www.csuci.edu/recreation/internalresourcepage.htm> for the following:

### Student Assistant Evaluations

During the semester, the CR Coordinator will evaluate all student employees relative to their job responsibilities. The evaluation gives constructive feedback on improving a worker's job

performance. There is always room for improvement. Awards, references, and continued employment are considered at the end of each semester. Examples of what will be looked at over the course of a semester are:

1. Dependability 2. Attitude 3. Judgment 4. Knowledge 5. Quality of work 6. Quantity of work

## 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) and ensuring the following procedures are enforced. In the event that a University entity wishes to utilize the Potrero 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.
- 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 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 a central location to avoid potential injury.
- To ensure full accessibility, gate #2 of the facility should be always utilized.
- Vehicles are not allowed on the field unless approved by Campus Recreation.
- Sprinklers must be marked prior to any vehicle entering 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.**

