



PROCEDURES AND REGULATIONS

www.bccfitness.com

910-846-BFIT (2348)

MISSION STATEMENT

The Dinah E. Gore Sports & Aquatics Complex at Brunswick Community College (BCC), located in the Dinah E. Gore Building (building L,) is a community-minded complex that was established to encourage a healthy lifestyle among local community members, BCC students, and employees. Our goal is to promote health, fitness, and wellness in a welcoming atmosphere. As a part of the BCC campus, the Sports & Aquatics Complex will have combined usage with academics, athletics, member activities, and contracted events. Complex regulations are in place to ensure the safety of members, students, and the general public.

COMPLEX HOURS	POOL HOURS
MONDAY through THURSDAY 5:30a.m.-9:00p.m.	MONDAY through THURSDAY 5:30a.m.-8:30p.m.
FRIDAY 5:30 a.m. - 6:00 p.m.	FRIDAY 5:30 a.m. - 5:30 p.m.
SATURDAY 8:00 a.m. - 4:00 p.m.	SATURDAY 8:00 a.m. - 3:30 p.m.
SUNDAY 1:00 p.m. – 5:00 p.m.	SUNDAY 1:00 p.m. – 4:30 p.m.

Pool closes a half hour before building closes.

HOURS OF OPERATION

The Dinah E. Gore Sports & Aquatics Complex reserves the right to close any, or all of the complex for special programs and events. Additionally, the complex, or portions of the complex, may be closed for maintenance or repair as needed. Hours of operation are subject to change based upon complex utilization patterns. The complex operating hours are posted in the building and can be viewed on our website.

HOLIDAY HOURS

The complex will be closed during some holiday dates. Please visit the website for more information.

ELIGIBLE USERS

All members must present, upon entering the building, a valid complex key tag. The complex staff can, at any time, ask for a proper key tag and if the person does not have it, that person may be asked to leave the complex.

GENERAL POLICIES FOR ALL USERS

1. Neither BCC nor its employees are responsible for any loss or damage of user personal property. All lost and found items will be kept for two weeks and then they will be donated if not picked up.
2. ALL individuals must stop at the front desk to check in regardless of their reasoning for entrance and sign the visitor log.
3. ALL members must swipe their active membership card when entering the building.
4. NO loitering is allowed.
5. Locker rooms are to be used only for bathroom purposes, showering, and changing clothes. Hanging out or loitering in any locker room is prohibited.
6. Members and guest are expected to adhere to dress code policies at all times (see specific area rules).
7. No weapons, firearms, dangerous items, drugs, etc., are permitted (except by BCC Police Department/Officers, or authorized law enforcement agencies/officers on duty).
8. No pets are allowed inside the complex except for service animals (e.g., guide dogs).
9. Bicycles, skateboards, roller skates, or other similarly wheeled apparatus are not allowed.
10. This is an alcohol and tobacco-free complex.
11. Children under the age of 15 **must** be accompanied by an adult member (18 or older) while using the complex. This applies to guest passes, complex rentals, event spectators, as well as memberships. Children cannot be dropped off if they are under the age of 15.
12. No photography, videotaping or audio recording (including cell phones) is permitted on the premises without the permission of complex management.
13. Literature may not be distributed, nor any solicitation made in the complex without consent of the complex or BCC. A community bulletin board is located near the front desk. Information must be approved by the complex Director prior to posting.
14. NO outside food allowed in the complex unless affiliated with an organized function (ex: BCC event, basketball game or swim meet).
15. Usage of any complex stereo equipment is prohibited by any members. NO personal music can be used without headphones. Be mindful of others.
16. ALL members must vacate the complex by daily closing hours. Failure to comply will result in disciplinary action.
17. Do not wear scents of any kind to class as other members may be sensitive and/or allergic. These include, but are not limited to, scented oils, deodorants, cologne, perfumes, aftershave, or body sprays.

PERSONAL CONDUCT RULES AND REGULATIONS

1. Disrespectful conduct/behavior that negatively impacts members/guests may result in ejection from the complex and revocation of membership. In the event that your membership is revoked, you will be refunded the remaining balance of the unused portion of prepaid membership fees effective the date of the revocation.
2. Disrespect and/or disobedience toward any Complex Staff or Administrator will result in removal from the property, and repeated actions are subject to further disciplinary action, including revocation of membership and or not allowed back on property of the complex. This includes members and guest that enter the complex.
3. No profanity, excessive noise, racial/sexual innuendos, immature behavior, etc., will be tolerated and is subject to disciplinary action.
4. Anyone deliberately damaging complex property, equipment, etc., can be held criminally and civilly liable for repair/replacement costs and face disciplinary action, including revocation of membership without refund.
5. The opening and/or propping of locked doors will be subject to disciplinary action, including revocation of membership.
6. Any disciplinary actions taken against a student will be reported to student services and will be documented in the student's record.
7. NO harassment of any kind will be tolerated and will result in revocation of membership or permanently banned from the complex property.

COMMUNICATION

Information about at the Sports & Aquatics Complex can be found in the following locations:

- Our website, www.bccfitness.com.
- Facebook and Instagram under BCC Fitness & Aquatics Center.
- Our information rack located at the front entrance.
- The BCC inclement weather phone number, 910-755-7300.
- To sign up for Dolphin Alerts, text #main to 910-202-4330.

MEMBERSHIP FEES

Monthly memberships require a one-time, non-refundable joining fee of \$25.00 per person. Membership fees are posted in the complex and on our website and are subject to change. Replacement key tags are \$5.

MEMBERSHIP FREEZE

1. An annual member can freeze his/her membership for a minimum of one (1) month and up to a maximum of six (6) months, one time during the membership year. A freeze must be done in consecutive one-month increments. To freeze your membership, please see a member of complex management.
2. The entire membership must be frozen. You cannot freeze one individual who is part of a couple or family membership.

3. If you are medically unable to use the Fitness & Aquatics Complex, you can request medical leave. You must provide a doctor's letter at the time of requesting medical leave.

MEMBERSHIP CANCELLATION

MONTHLY MEMBERSHIPS

1. Refunds are not given for monthly memberships if cancelled within the month of payment.
2. If a member has paid monthly membership dues in advance, they must notify complex management that they would like to cancel the membership.
3. A check for the remaining balance of the membership will be mailed to the cancelling member's address.

ANNUAL MEMBERSHIPS

1. If you need to cancel your membership, please contact a member of complex management, or fill out a cancellation request form at the front desk.
2. Memberships and service refunds are only considered for the following reasons:
 - a. If upon a doctor's written order, you cannot physically receive the Services because of a significant physical or medical disability for a period of three (3) months.
 - b. If you move your residence out of the county. Proof of your new address such as a copy of a lease, mortgage, or utility bill must be provided.

JOINING FEE

1. Monthly memberships require a one-time, non-refundable joining fee of \$25.00 per person.
2. Refunds are not given for joining fees under any circumstances.

SPECIFIC RULES FITNESS AREA

1. Children aged ten and under are not permitted in the Fitness Complex. Children ages 11-14 must be supervised by an adult at all times.
2. Anyone under the age of 11-17 is required to have an equipment orientation before using the equipment in the fitness complex.
3. Proper athletic/fitness apparel must be worn including a shirt/sport top (midriff covered), shorts or sweatpants, and athletic shoes. No jeans, dress pants or cargo pants allowed. Open-toed footwear is NOT permitted.
4. No cell phone use while on equipment.
5. Weights must be re-racked after each use.
6. No more than 5 people in a group in the free weight section at one time.
7. Members must clean equipment after each use with the cleaning supplies provided.
8. The use of a towel is recommended.
9. Bags, umbrellas, etc. must be placed in lockers. Bags are not permitted in the fitness complex.
10. No food or beverages (other than water in a re-sealable container) are permitted.

11. In consideration of other members, limit your time on any cardio equipment (treadmill, elliptical, bike, and rower) to 45 minutes during busy hours.
12. Please handle all dumbbells, weight plates and benches in an appropriate manner. Return all equipment to the appropriate rack when finished.
13. Weight equipment should not be rearranged by members.
14. Any equipment used must be returned to its original location. NO equipment allowed in the locker rooms.
15. If you do not know how to use a piece of equipment, please ask a Fitness Coordinator for assistance. Do not use any equipment without prior knowledge.
16. The use of "spotters" is encouraged and expected for safety considerations.
17. If you are performing multiple sets on the strength training machines, allow others to use the equipment between sets. Fitness etiquette dictates that "working in"—when you alternate strength-training sets with another person—is perfectly acceptable. Be polite as you do so, waiting until the user has finished a set to ask, "Would you mind if I work in?"
18. No profanity or loud noise is permitted in the Fitness Complex. This includes yelling, excessive grunting, and dropping/slamming weights.
19. All personal training sessions must be done with a Fitness & Aquatics Complex Personal Trainer. Trainers not under contract with the Fitness & Aquatics Complex will not be allowed to provide their services at the Complex.
20. ALL equipment must be wiped off after each usage using our wet wipes provided in the fitness complex.

SPECIFIC RULES AQUATICS AREA

1. Programs and classes are scheduled in both the lap and shallow water pools daily. During these times it is our goal to keep the pools open for members.
2. There may be instances when the pools must be closed for maintenance, repair, or staff training.
3. In the event of lightning or thunder the pools will be closed and will remain closed for 30 minutes after the last flash of lightning is spotted or thunder is heard. (mandated by American Red Cross)
4. The Aquatics Area closes 30 minutes before the building closes. All patrons are expected to exit the Aquatics Area by the posted closing times.
5. Please enter and exit the Aquatics Area through the locker rooms. Swimmers must shower before entering the pools.
6. Any swimmer who is ill, has an open wound, communicable disease or diarrhea is not allowed in the pools.
7. Any swimmer not completely toilet trained **MUST** wear a tight-fitting swim diaper under their swim wear. Regular disposable diapers are NOT allowed. Cloth diapers are allowed only if covered by tight fitting rubber/plastic pants. Please **DO NOT** empty water from inside diapers or pants into the pool or onto the pool deck or bleachers.
8. Proper swim wear is required for all swimmers.
9. ALL swimmers must be covered up in the hallways.

10. Non-swimmers under the age of 6 must have an adult in the water with them. The adult should remain within arm's reach of the non-swimmer.
11. Proper behavior is expected, including: no running, hitting, pushing, dunking, or rough play.
12. Water Exercise Equipment is for use by adults only unless approved by Complex Staff.
13. Swimmers should not climb, sit or stand on ladders or railings or on the tile wall located in the shallow pool.
14. Jumping is permitted provided swimmer jumps feet first, away from the tile wall and stairs and away from other swimmers. Spinning, flipping and 'belly flops' are not allowed.
15. Diving and use of the starting blocks is not allowed unless directly supervised by a Complex-approved diving coach.
16. Lap swimmers are encouraged to share lanes as needed.
17. Swimmers should not hang on lane ropes unless in need of assistance from the Lifeguard.
18. Food and beverages other than water are not permitted and glass is not allowed in the Aquatics Area.
19. Pets, other than service animals, are not allowed in the pool area.
20. Swimmers may bring floatation devices and toys to the pools, but use of these must be approved by the Lifeguard and will depend on the number of swimmers in the pool.
21. NO cell phones allowed in aquatics complex.
22. Photos may be taken ONLY if the swimmers are with your group. Photos that include anyone not of your group, including Complex staff, may not be shared, or posted to social media without permission of the individual.
23. During busy times the Lifeguard may restrict the use of certain equipment or disallow certain activities (such as jumping) for the safety of all patrons. Patrons are expected to comply with the directions of the Lifeguards and Complex Staff. Anyone who does not follow the rules or is disrespectful to staff members or other patrons will be ejected from the Complex and risks having their membership terminated.

POOL LANE CANCELLATION POLICY

All lanes must be cancelled within two hours of reserved time. Failure to cancel lanes within two hours is a violation of our lane cancellation policy. Lane reservations that are not cancelled within two hours are considered a late cancellation. Lane reservations that are not cancelled are considered a no-show.

1. First offense: Members will be given a warning.
2. Second offense: Member will be charged a \$10 penalty.
3. Third offense: Member will lose advanced reservation privilege.

POOL ETIQUETTE

1. If there is an exercise class in progress, the instructor will do their best to have their class participants leave room on the sides and the shallow part of the pool.
2. If you are doing stationary work and there are classes occurring or others walking laps, please utilize the sides of the pool to do your work out.
3. If you need to walk laps, work with others that are walking and discuss with them the best way you all can share the length of the pool

4. If the pool is crowded with recreation swimmers or swimming lessons, you can request the lifeguard to put the rope in.
5. Please check our pool schedules to find the most ideal times for your schedule and atmosphere preference.

SPECIFIC RULES GYMNASIUM/TRACK

1. Children under the age of 15 must be accompanied by a parent or guardian.
2. Shirts and proper footwear (athletic shoes only with rubber bottoms) must be worn at all times. Street shoes, or any shoes suspected of marking the court floor, are prohibited.
3. No food or drink products (other than water) are permitted in the gymnasium except during athletic events.
4. No food or drink products other than water are permitted on the track.
5. Adults should not shoot on goals set at youth height. Playing full court basketball is restricted to times when the gym is slow, and courts are empty.
6. Profanity, vulgar language, abusive behavior, horseplay or spitting on walls or floors is prohibited.
7. Do not kick or throw balls at the ceiling, walls, track, or divider screen. Do not kick or punch the protective wall mats. Do not hang on the basketball rims.
8. No music allowed; e.g., phones, radios, CD players, etc; this does not include BCC personnel and/or coaches who might be teaching class or team practice. Any music used by coaches can not have any profanity, sexual innuendos, or racial slurs.
9. Observe posted running/walking direction signs.
10. Do not stand or stop on any lanes of the track.
11. No hanging from basketball rims at any time
12. Do not stand, sit or climb on the railing surrounding the inside edge of the track.
13. Throwing objects from the track to the gymnasium below is prohibited.
14. Usage of the sound system is prohibited by members.

SPECIFIC RULES AEROBICS STUDIO/MEZZANINE

1. When not being used for scheduled classes, the studio/mezzanine is available for member use.
2. Children under the age of 15 must be accompanied by an adult.
3. No food or beverages (other than water in a re-sealable container) are permitted.
4. Shirts and proper footwear must be worn at all times. Street shoes, or any shoes suspected of marking the floor, are prohibited.
5. Do not wear scents of any kind to class as other members may be sensitive and/or allergic. These include, but are not limited to, scented oils, deodorants, cologne, perfumes, aftershave, or body sprays.
6. Classes can only be attended by current members including day pass members.
7. ALL equipment must be wiped off after each usage using the wet wipes provided.

SPECIFIC RULES FOR LOCKER ROOMS

1. Locker rooms are located in the pool area and outside the gymnasium.
2. Lockers are available for day use only; all locks must be removed at time of departure.

3. The Complex is not responsible for lost or stolen items.
4. Cell phone use and the taking of photos/videos is strictly prohibited.
5. Please respect others by not wearing/spraying heavily scented perfumes, colognes, etc.
6. Children age 4 and over must use the locker room appropriate for their gender. If a same gender adult is not available to accompany them, the family locker rooms in the Aquatics area should be used.
7. No loitering in the locker rooms. Locker rooms are to be used as bathroom purposes, showering, and changing.
8. Athletes are to use the athletics locker rooms only 30 minutes prior to games and practices.
9. Athletes are to keep their locker rooms clean, food needs to be disposed of each day and personal belongs needs to be kept in the lockers.
10. No visitors are allowed to use the Athletic locker rooms at any time.
11. No harassment of any kind will be tolerated and will result in the revocation of membership.

SPECIFIC RULES FOR CHILD WATCH AREA

1. The Child Watch room has a limit of 5 children per staff member.
2. Children ages 6 months to 11 years are permitted in the Child Watch room
3. Infants must be brought into the room in a child carrier.
4. Any child who is ill, has an open wound, communicable disease, diarrhea or is showing symptoms such as sneezing, coughing, runny nose, fever or rash is not permitted in the Child Watch room.
5. In the event of an emergency occurs, or if the child is disruptive or upset, parents will be notified immediately through the complex's intercom system.
6. At least one parent or guardian must have an active membership or guest pass and be working out in the complex while the child is in the Child Watch area.
7. Parents and guardians must remain in the Fitness and Aquatics Complex at all times while the child is in the Child Watch Area.
8. Child Information Form must be completed prior to initial use of this service.
9. Children in Child Watch must be fully clothed (i.e. shirts, shoes, pants, etc.).
10. Personal items (toys, pacifiers, etc.) brought from home should be labeled with the child's first and last name.
11. Children must be changed/or use the restroom before checking them into the Child Watch room. The parent will be alerted if a diaper change is needed.

DRILLS

It is the goal of Brunswick Community College to ensure that everyone on campus is safe. As a part of the campus, weather and lock down drills participation will be required.

Complex management reserves the right to revoke any membership based on the rules and regulations above not being followed.



SPORTS AND AQUATICS COMPLEX WAIVER AND RELEASE OF LIABILITY

*All members 18 years or older must sign this form prior to using the complex

I wish to participate in or otherwise utilize or observe the facilities, services, equipment, programs, or activities of the Brunswick Community College Fitness and Aquatic Complex for any or all purposes. In return, I acknowledge and agree that:

1. I have had an opportunity to inspect the Brunswick Community College (BCC) Dinah E. Gore Sports & Aquatics Complex facilities and equipment or immediately upon entering or participating will inspect such facilities and equipment and have accepted the BCC Fitness and Aquatic Complex's facilities, equipment, and programs as being safe and reasonably suited for the purposes intended.
2. I release BCC and the Board of Trustees (both individually and collectively), administrators, employees, agents and volunteers (collectively the "Releasees"), from any and all claims and liability for any loss, damage, illness, or injury (up to and including death) which may occur to or be sustained by me during my presence at, participation in, or use of any program, activity, service, or equipment associated with or comprising part of the Dinah E. Gore Sports & Aquatics Complex; and I agree not to bring any legal action against any or all of the Releasees with respect to any such claims, liability, loss, damage, illness, or injury.
3. I agree to indemnify and hold harmless any and all of the Releasees, from any claims, liability, loss, damage, illness, injury, legal costs, and attorneys fees incurred by any of the Releasees, arising from my activities and presence in, upon, or about the BCC Fitness and Aquatic Complex.
4. I am aware of the inherent risks of participating, observing, or using the facilities and activities of the Dinah E. Gore Sports & Aquatics Complex and I do not know of any physical or mental health condition that would prevent me from, or could get worse by, my participation in or use of the facilities, equipment, programs, activities, or

services at the BCC Fitness and Aquatic Complex. I acknowledge I was advised to obtain an examination by a physician prior to engaging in physical exercise. To the maximum extent allowed by law, I assume ALL RISKS including those arising from the negligence of the Releasees, while on the premises, using equipment, or participating in any program of the Dinah E. Gore Sports & Aquatics Complex.

5. I acknowledge that I have read and understand the policies and regulations document. As a member of the Dinah E. Gore Sports & Aquatics Complex, I agree to comply with all policies set forth by the Complex and College staff.

6. I consent to BCC, its employees, or its assigns to use my photograph, name, and/or likeness to publicize the College and its programs. I release BCC from any further claims due to the above stated use.

7. I have read this release, understand it, and freely sign it. I also agree that this release is binding upon my legal representatives or anyone who tries to claim through me.

_____	_____	_____
Primary Member Signature	Date	Spouse Signature
_____		_____
Dependent 18 or over		Dependent 18 or over

If the membership application includes a dependent under 18, the parents/guardians must sign the following:

As the parent(s) or natural guardian(s) of the minor named below, I/we give permission for my/our child or ward to utilize or otherwise participate in the Complex's activities, programs, equipment and facilities. I/we have read and understand the Waiver and Release of Liability, and, on my/our behalf and on behalf of my/our child or ward, I/we agree to all of the terms and provisions of said Waiver and Release of Liability. I/we specifically agree to indemnify and hold harmless the Releasees with respect to any and all claims that may arise from the named minor child or ward's participation in or use of the Complex's activities, programs, equipment or facilities.

_____	_____
Name of Minor	Name of Minor
_____	_____
Name of Minor	Name of Minor

[Parent or legal guardian must sign below.]

Signature

Relationship

Date