



First Baptist Church Raytown, MO

User Policy Manual

Purpose Statement:

**The ROC exists to
engage First Baptist Raytown members
in intentional Christian outreach
through sports & recreation activities.**

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You can help keep The ROC safe and clean by reading and following this policy manual. First Baptist Raytown and its staff are not responsible for bodily injuries or for property loss or damage suffered by any person while at the ROC. Participants assume all risks of injury or loss in using the facilities. A liability waiver form must be signed by each adult and by a parent for any person under age 18. All users are urged to have regular health exams and to carry health insurance. Parents are responsible for their children while at the ROC and should read and discuss these policies with their children.

Aerobics Room

1. No one is allowed in the Aerobics Room unless he or she is part of the aerobics class.
2. Please be discerning about the exercise clothing worn in The ROC:
 - a. Shorts must be worn over tights, leotards and biking shorts
 - b. Half tops are prohibited; men must wear shirts
 - c. Sport bras must be covered by a T-shirt, leotard or tank top
 - d. Shorts must not be too tight or too short (use discretion)
3. Only work out shoes are allowed on the aerobic floor.
4. All participants must check-in at the Recreation Office and have a completed PAR-Q (Physical Activity Readiness Questionnaire) on file.
5. We recommend that you tell the aerobics instructor if you are new to aerobics or if you have not worked out recently.
6. Report any injuries to The ROC staff.
7. Students must be at least in the 9th grade to participate in an aerobics class without a parent present.
8. Do not over-exert yourself. You do not have to do everything the instructor does.
9. Participants are responsible to measure their level of physical exertion several times throughout each class by measuring their heart rate, checking their rate of perceived exertion and using the talk-test. For assistance with these safety measures, talk to a member of our fitness staff or to the class instructor.
10. Only ROC staff may operate the sound system.
11. Participants must wait for a ROC approved instructor to begin working out in the aerobics room.
12. No food, gum or drink other than bottled water is allowed.

Age Requirements

1. Children 10 years and younger are not allowed in the ROC exercise areas, unless they are with a program specifically designed for their age group.
2. When students or children are in The ROC as a special group or for a special program, the group sponsor is responsible for the proper number of adult supervisors.
3. Students ages 11 – 15 must be trained by ROC personnel on proper equipment use. After such training, students may use the exercise equipment only if supervised directly by a parent/legal guardian (not a sibling or another child's parent).
4. Students 16 years and older may use the exercise equipment without a parent/legal guardian present.
5. Children younger than 16 years may not use the adult locker rooms unless accompanied by a parent/legal guardian.
6. Children younger than 16 years may not have their own locker.
7. Students must be 16 years or older to join The ROC fitness center on their own.
8. Once students are out of college or are 23 years old, they cannot be on their parent's membership. They must have their own membership.
9. First Baptist Raytown provides supervised childcare for children ages 6 weeks through 10 years.
10. All members and guests must complete a ROC registration form and equipment orientation before exercising in The ROC.

Assumption of Risk

1. Users assume a risk of physical injury or even death while participating in recreation or exercise activities.
2. Users also shall be responsible to keep possessions safe and under their control. Any loss or damage of personal property by a user or guest shall not be the responsibility of FBR or its staff.

Cancellation of ROC Membership

1. Membership must be canceled in writing. (Direct debit or electronic transfer of funds can only be stopped by a written notice.)
2. Any outstanding balance at the time of cancellation must be resolved before a membership will be reinstated at a later time.
3. There will be a \$100 reinstatement fee for reapplication of memberships that have been dropped due to non-payment or for other violation of policy or rules..
4. Once a member has canceled his membership, he will have to pay the \$100 application fee to rejoin at a later time.
5. FBR and the ROC reserve the right to deny re-application to any previously cancelled participant.

Cardio & Strength Training Areas

1. All participants must check-in at the Recreation Office.
2. Before beginning a program, each participant should go through an exercise orientation with a member of the Wellness Staff to understand proper use of the equipment.
3. Each participant is required complete a PAR-Q (Physical Activity Readiness Questionnaire) before using the equipment.
4. If others are waiting to use the equipment, participants must limit themselves to 30 minutes that piece of equipment.
5. Children 10 years and younger are not allowed in the Strength Training Area.
6. After training by ROC staff, students ages 11 – 15 may use the strength training equipment only if supervised directly by a parent/legal guardian (not a sibling or another child's parent).
7. Students 16 years and older may use the strength training equipment without a parent/legal guardian present.
8. Participants may track their progress using the Wellness System.
9. Personal trainers are available to ROC Participants by appointment.
10. Personal trainers other than ROC Wellness Staff are not allowed to work with clients in The ROC.
11. Participants must bring a towel with them to exercise.
12. Wipe off seat, controls, floor and railings when you are finished working out.
13. Be sure to warm up and cool down properly.
14. Please replace dumbbells and plates in the appropriate racks when finished.
15. No food or drinks, other than water, are allowed in the Strength Training Area.
16. Participants are responsible to measure their level of the physical exertion several times throughout each work-out by measuring their heart rate, checking their rate of perceived

exertion, and using the talk-test. For assistance with these safety measures, talk to a member of our fitness staff or to the class instructor.

17. Please be discerning about the exercise clothing worn in The ROC:
 - a. Shorts must be worn over tights, leotards and biking shorts
 - b. Half tops are prohibited; men must wear shirts
 - c. Sport bras must be covered by a T-shirt, leotard or tank top
 - d. Shorts must not be too tight or too short (use discretion)
18. Report any injuries to The ROC's staff.
19. Adjustments and repair to equipment to be done by ROC staff and/or approved technicians only.

Childcare

1. Childcare provided by FBR is for the use of ROC Participants while parents utilize the facility.
2. Reservations must be made in order to insure a spot in childcare. Reservations can be made at least 24 hours in advance by calling **????**
3. Childcare passes can be purchased at The ROC Registration Counter:
 - a. Child Care is \$2.00 per session per child.
 - b. Punch cards for 10 visits can be purchased for \$20
 - c. A maximum of \$6.00 will be charged per family per session.
(A session is up to 2 hours).
 - d. Single visit passes are also available for \$2.
4. Childcare is provided during the following hours:
 - a. Monday – Friday
 - i. 8:00 a.m. – 11:30 a.m.
 - ii. 6:00 p.m. – 9:30 p.m.
 - b. Saturday
 - i. 8:00 a.m. – Noon
 - c. Sunday
 - i. 4:00 p.m. – 6:00 p.m.
5. Childcare is provided for children ages 6 weeks through 10 years.
6. The childcare staff will occasionally take the older kids from the designated childcare room to the indoor and outdoor playgrounds. However, parents wanting supervised care for children under the age of 10 years must drop them off at the designated childcare room, not the playgrounds.
7. Children are welcome for up to two hours per visit. Beyond 2 hours, you will be charged for an additional session.
8. Children with an illness or fever are not allowed in childcare. Children must be free of fever for 24 hours to attend childcare.
9. Please mark all personal items with the child's name to prevent loss.
10. A log sheet is to be used in the childcare area for the safety of our families.
11. The childcare staff members are certified in CPR and First Aid.
12. Parents must remain in The ROC while their children are in childcare.
13. Parents should take their children to the restrooms before dropping them off in Child Care.

Dress Code

1. Modest, appropriate attire should be worn at all times. Please use discretion and sensitivity about the exercise clothing worn in The ROC:
 - a. Shorts must be worn over tights, leotards and biking shorts
 - b. Midriff must be covered by shirt or top. No half-tops are permitted.
 - c. Men must wear shirts and keep shirts on at all times.
 - d. Sport bras must be covered by a T-shirt, leotard or tank top
 - e. Shorts must not be too tight or too short (use discretion)
2. Appropriate athletic footwear should be worn whenever playing on any surface or using recreational areas. Open-toe shoes are strictly prohibited in the free weight area.
3. No jeans are allowed to be worn while using the exercise equipment.
4. ROC staff reserves the right to make decisions about appropriate attire, in their absolute discretion, and may ask participants to modify their attire or to leave.

Exercise Orientation

1. Those wanting to learn how to use the exercise equipment and wanting an exercise program designed personally for them can sign up for a free exercise orientation appointment at The ROC Registration Counter.
2. We recommend that you see a member of our Fitness Staff before you start a training program. Each participant should go through an exercise orientation to understand proper use of the equipment.

Group Reservations

1. In addition to the following guidelines, groups are required to refer to and adhere to First Baptist Raytown's Facility Usage Information and Fees document.
2. Bible study classes and other FBR groups are welcome to have parties in The ROC.
3. All church group requests to use any facilities within The ROC must be submitted in writing on a Calendar Request form through a FBR staff member. The staff member will submit a Calendar Request for the area you wish to reserve, which will be subject to approval by The ROC staff. You will then be contacted concerning the status of your request by the church staff member who turned in your request.
4. We cannot accept verbal requests for group use of The ROC.
5. Reservations for groups must be made two weeks in advance.
6. All groups must have one adult sponsor who will be in charge of the activities. All groups are responsible for their own activities.
7. Adequate adult supervision must be supplied by the group reserving The ROC areas for children and youth. Adult supervisors are defined as anyone 18 years of age or older. The ratio of adult to children must be as follows:
 - a. Grades PK – 3 1 adult for every 5 children
 - b. Grades 4 – 5 1 adult for every 8 children
 - c. Grades 6 – 8 1 adult for every 10 students
 - d. Grades 9 – 12 1 adult for every 15 students

Guests

1. The staff of The ROC encourages FBR members to bring guests. Guests are those who are not members of FBR.
2. Guests are given free access to The ROC exercise areas for a maximum of three visits so long as they are present with a FBR member.
3. Guests must fill out a Guest Registration Form and a PAR-Q (Physical Activity Readiness Questionnaire and liability waiver form) on their first visit and then sign-in on any subsequent visits.
4. Guests must abide by all ROC policies and rules, including conduct rules..
5. Guests may leave before their host member leaves, but guests may not stay after their host member leaves.
6. Guests are expected to follow all instructions from The ROC staff members, as wells as all FBR staff members and security.
7. Guests must leave a drivers license or car keys in order to check out equipment.
8. The ROC has the right to revoke guest privileges at any time.

Gymnasium

1. The gym can be separated by a curtain. Please do not pull or handle this curtain. If the curtain is down, please be respectful of those activities going on in the gym.
2. Players must play in tennis or basketball shoes only. No black soled or running shoes will be permitted on the gym floors.
3. Nothing may be thrown from the gym floor to the running track or from the track to the gym floor.
4. Scheduled activities will have priority over free gym play. Call the Recreation Office for scheduled programs before coming to the church for free gym play. (Scheduled activities include, but are not limited to, league play and practices, church events, Bible study class parties, or other requests submitted by church staff.)
5. Scheduled activities have exclusive use of the gym. Participants cannot disturb practices, games or programs that are scheduled.
6. All guests must be accompanied by an FBR member and sign in at The ROC Registration Counter.
7. Each FBR member may bring no more than three guests at a time.
8. Registered guests are allowed a maximum of three visits for use of the gym unless approval is given by the Recreation Outreach Pastor.
9. An FBR member may turn in a request to the Recreation Outreach Pastor to bring more than three guests for outreach purposes provided that:
 - a. The date must be requested several days in advance so that the event can be placed on the church calendar.
 - b. A list of guest names must be provided at least a day before the event.
 - c. All guests must report to The ROC Registration Counter to fill out a Guest Registration Form and a PAR-Q (Physical Activity Readiness Questionnaire).
 - d. Guests must leave when group host leaves

Hours of Operation

1. Notice of closing times for special events and holidays will be posted in The ROC and on-line at www.fbroc.com.
2. Hours of operation are subject to change due to facility usage and church worship schedules. Check at The ROC Registration Counter or on-line at www.fbroc.com for any changes.

Monday - Friday	5:30 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 4:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Locker Rooms & Lockers

1. The ROC and First Baptist Raytown are not responsible for articles left in lockers.
2. The ROC and First Baptist Raytown are not responsible for lost or stolen items.
3. Children younger than 16 years of age will not be allowed in the adult locker rooms unless they are accompanied by a parent.
4. Although children are allowed in the locker rooms accompanied by a parent, they may not have their own locker.
5. Please do not leave sweaty or soiled clothing in the lockers.
6. Please do not leave valuables unlocked or unsecured in the dressing room.
7. ???For your protection, all articles must be placed in a locker.
8. Participants may use a locker during their visit to The ROC by putting their own lock on a locker.
9. Lockers will be provided on a daily basis only, on a first come first serve basis. Lockers are not available for overnight use.
10. Locks left on lockers after The ROC closes for the day will be cut off & items will be given to local charities.

Magnetic Key Cards

1. All participants are required to attain a magnetic key card from the security office.
2. Once a patron has submitted the proper registration forms and received an equipment orientation, his/her card will be programmed to allow him/her access to the exercise areas.
3. Participants must use their magnetic key card to access the exercise areas.
4. Guests must check-in and leave car keys or a drivers license to receive a guest magnetic key card.
5. Guest magnetic key cards must be turned in before leaving the premises.

Membership (Church Member)

1. Any member of First Baptist Raytown is eligible to apply for membership to The ROC without registration fee or monthly user charges.
2. The operating expenses of The ROC are paid for by the tithes and offerings of First Baptist Raytown members.
3. An FBR member may bring up to three non-member guests with him or her.

4. Guests are given free access to The ROC for a maximum of three visits so long as they are present with a FBR member.
5. Students must be 16 years or older to apply for individual membership in The ROC fitness center on their own.
6. Free membership does not include any league, tournament or class fees.
7. Those wanting to join The ROC must submit the following items fully completed:
 - a. Enrollment Form
 - b. PAR-Q (medical history and liability release form)

Membership (Non-Church Member)

1. 500 non-church memberships to The ROC are available to the community for a \$100 registration fee plus the following monthly rates
 - a. Individual Student Rate \$23/month
 - b. Individual Adult Rate \$45/ month
 - c. Family Rate \$69/month
 - i. This membership includes access to any aerobics classes.
 - ii. Family shall include parents and dependent children, including college students up to age 23, living in the same house or household.
2. Students must be 16 years or older to submit an Individual Student application for membership in The ROC fitness center. Students under 18 must have written approval of a parent or legal guardian, who shall sign or co-sign the PAR-Q form and liability release.
3. Once students are out of college or are 23 years old, they cannot be on their parent's membership. They must have their own individual or family membership.
4. Membership to The ROC is not necessary to play on ROC sports teams.
5. Membership fees for The ROC and league registration fees are completely separate.
6. Those wanting to join The ROC must submit the following items fully completed:
 - a. Enrollment Form
 - b. PAR-Q (medical history and liability release form)
 - c. Payment Options Form
 - d. Payment and/or voided check
7. Membership fees are collected one of four ways:
 - a. Monthly debit from a checking account
 - b. Monthly billing
 - c. Semi-annual billing
 - d. Annual billing
8. Membership must be canceled in writing. (By law, direct debit or electronic transfer of funds can only be stopped by a written notice.)
9. Any outstanding balance at the time of cancellation must be resolved before a membership will be reinstated at a later time.
10. There will be a \$100 reinstatement fee for reapplication of memberships that have been dropped due to non-payment or other violation of policy or rules.
11. Once a member has canceled his membership, he/she will have to pay the \$100 application fee again the rejoin at a later time.

Play Area Capacities

Indoor Preschool = 16

Indoor Elementary = 13

Outdoor Preschool = 40

Outdoor Elementary = 40

Parent Play Time

ROC City and the outdoor playgrounds will be open from 1:30-6:00 on weekdays for parents to bring their children in for parent-supervised play time. Both the indoor and outdoor playgrounds will be available during these times, and there will be a ROC staff person on duty in the playground office to check families in and to be available in case of emergency. Parents are welcome to bring guests and their children during this time, but capacity limits will be in effect. There is no charge FBR members and guests for Parent Play Time.

While participating in Parent Play Time, we ask that parents observe the following ROC City safety rules:

1. Children must be supervised by an adult (18 years or older) and are never to be left alone in any play area—inside or outside.
2. Parents will sign in with the ROC City staff member at the ROC City reception desk before entering the play areas.
3. All gates/doors are to be closed during playtime.
4. The indoor and outdoor preschool play areas are designed for children ages 2-5. Please do not allow older children to use equipment and/or toys in these areas. There is an infant/crawler area in the indoor preschool area for younger children.
5. The outdoor elementary playground is designed for children ages 5-12. Please do not allow older or younger children to play on this equipment.
6. No food or drink, other than water, is allowed in any of the ROC play areas.
7. Please do not allow children to climb on playground fences.
8. Children are not allowed to climb on the outside of equipment or to jump from the top of equipment.
9. ROC City is not available for parties, but parents are encouraged to have playdates with other families during Parent Play Time.

Registration Counter

1. All reservations for court times, leagues, and individual participation will be made through The ROC registration counter.
2. Participants may check out equipment by leaving their car keys or drivers license at The ROC Registration Counter.
3. The ROC staff cannot be responsible for any articles that are left unattended by participants at the counter.

Rules of Conduct

1. The ROC seeks to maintain a Christ-honoring atmosphere that is safe, clean and conducive to growing Christian character. As a condition for admission, participants agree to conduct themselves in an appropriate manner and in accord with the policies and rules contained in this manual.
2. The Recreation Outreach Pastor and The ROC's staff will be responsible for the enforcement and interpretation of all policies and rules, in their sole discretion.
 - a. Infractions of the policies, rules, or regulations may be handled in one of the following ways:
 - i. Warning and explanation of the rules
 - ii. Suspension of privileges
 - iii. Notification of parents (high school and below)
 - b. Major infractions will be handled on an individual basis by the Recreation Outreach Pastor.
3. Language should be respectful, courteous and kind at all times. Inappropriate, foul or offensive language, gestures or printed material are prohibited. Users should behave with courtesy and respect toward other users and toward the facility.
4. Modest, appropriate attire should be worn at all times. Please use discretion and sensitivity about the exercise clothing worn in The ROC:
 - a. Shorts must be worn over tights, leotards and biking shorts
 - b. T-Shirts should cover the full torso, including the midriff. No half-tops are permitted. Users must wear shirts and keep shirts on at all times.
 - c. Sport bras must be covered by a T-shirt, leotard or tank top
 - d. Shorts must not be too tight or too short (use discretion)
5. The use or possession of alcohol, and/or tobacco will not be allowed in any area of The ROC. No person shall be under the influence of any intoxicating beverage or substance.
6. Use or possession of any controlled or illegal substance is prohibited.
7. Possession of guns, knives or any dangerous weapon on FBR premises is prohibited.
8. Food, gum and drinks may not be taken into any of the recreation areas (gymnasium, cardio training area, strength training area, aerobics room, indoor playground).
9. Only water in closed non-glass containers may be taken into the gymnasium, cardio training area, strength training area, aerobics room and indoor playground.
10. Cell phone use is prohibited in activity areas, locker room facilities and restroom areas.
11. Users shall not:
 - a. Behave in any manner which can reasonably be expected to disturb other users or staff, including loud, profane, abusive, obscene, threatening or insulting language or by any other disturbing noise, conduct, or behavior.
 - b. Jostle, harass, interfere with or invade the privacy of another person.
 - c. Fight, insult, strike or interfere with staff or others.
 - d. Bring any animal into the ROC other than animals assisting blind and disabled Participants.
 - e. Carry any flammable liquid, explosive, acid, or other dangerous explosive liquid or substance or that which gives off offensive or excessive odor.
 - f. Use laser lights/pointers inside building.

- g. Engage in any unlawful conduct as defined by city, state and federal laws. FBCR retains the discretion to make judgments, in the absolute discretion of staff, about whether conduct may be unlawful.
- 12. The use of The ROC and all equipment will be at the risk of the participant. First Baptist Raytown and The ROC do not assume liability or responsibility for any participant. Participants will sign a liability waiver which holds harmless First Baptist Raytown, its staff and volunteers.
- 13. Equipment must be used for the specific use for which it was designed.
- 14. Individuals who check out equipment are financially responsible for any equipment damaged or destroyed by improper use, or any equipment that is lost or stolen. Members are responsible for their non-member guests.
- 15. There will be no selling or soliciting of any kind allowed within The ROC, other than church approved. Gambling in any form is prohibited.
- 16. Report any injuries to The ROC's staff.
- 17. Persons who are found to be in violation of this policy manual or directives from staff may be ordered to discontinue the prohibited behavior or leave the FBR premises.. Any person who refuses or fails to obey such orders shall be guilty of violating these regulations, and staff may contact local authorities. Any suspension of privileges for violation of these rules shall not entitle the user to any refund for any portion of pre-paid fees.

Safety

1. All participants must fill out a PAR-Q (Physical Activity Readiness Questionnaire) before exercising in The ROC.
2. Any patron checking "yes" to a question on the PAR-Q will not be allowed to exercise in The ROC until a Physician's Approval Form has been filled out by a doctor and returned to The ROC staff.
3. After filling out a PAR-Q, if your health changes so that you would then answer "yes" to any of the questions, tell a member of our fitness staff before working out again.
4. Delay becoming much more active if you are not feeling well because temporary illness such as a cold or fever – wait until you feel better.
5. If you are or may be pregnant, delay becoming much more active until you have talked to your doctor.
6. The safest way to start an exercise program is to begin slowly and build up gradually.
7. Exercise is safe and helpful for the vast majority of people. However, for some people with diagnosed or undiagnosed health problems, exercise can be dangerous and even fatal. All ROC participants exercise at their own risk.
8. Report any injuries to The ROC's staff.
9. Participants are responsible to measure their level of the physical exertion several times throughout each work-out by measuring their heart rate, checking their rate of perceived exertion, and using the talk-test. For assistance with these safety measures, talk to a member of our fitness staff or to the class instructor.
10. Do not go into the restroom or shower stall – or anywhere else alone – if you are feeling ill or faint. Instead, immediately report to a ROC staff member.

The Underground

1. The Underground is provided for students in grades 6 – 12.
2. For more information on The Underground, please see the Student Ministry department.

Track

1. The inside lane is for running and the outside lane is for walking.
2. Fourteen laps equals one mile.
3. Basketballs, volleyballs, footballs and other equipment are not allowed on the running track.
4. Nothing may be thrown from the running track to the gym floor or from the gym floor to the running track.
5. Everyone must run/walk in the same direction. Directions are posted at the track and will change daily.
6. Students 16 years and older may use the track without a parent/legal guardian present.
7. Students ages 11 – 15 may use the track only if supervised directly by a parent/legal guardian (not a sibling or another child's parent).
8. Children may not play games on the track.
9. Report any injuries to The ROC's staff.
10. We recommend that you see a member of The ROC Wellness Staff before you start a training program.
11. Participants are responsible to measure their level of the physical exertion several times throughout each work-out by measuring their heart rate, checking their rate of perceived exertion, and using the talk-test. For assistance with these safety measures, talk to a member of our fitness staff or to the class instructor.