Introduction

A.1 Disclaimer

The purpose of these policies is to provide guidelines for the users of the Wellness Center facility. Our goal is to create a safe and enjoyable environment for participants of the center. The use of the Wellness Center is a privilege, and individuals not cooperating with established policies may be asked to leave or may have their privileges revoked. Wellness Center staff reserves the right to make judgment and the final decision on policies not covered in this participant policy manual.
Introduction

A.2 Standardization and Control of Wellness Center Documentation

PURPOSE

To document the format and process for creating a new or updating an existing Participant Policy Manual.

SCOPE

This policy applies to all controlled paper and electronic Wellness Center Participant Policy manuals.

POLICY

A. General Procedures

1) The Director of Wellness Facilities will assist in the creation or the updating of an existing policy.
2) Student Wellness Advisory Committee will review and have an opportunity to make recommendations on all policies.
3) Wellness Center Management Team will make final approval on all policies.
4) When changes are made to an existing policy or a new policy is created, the Director of Wellness Facilities will notify those people who hold hard copies.
5) An annual review will be administered by the Director of Wellness Facilities in conjunction with the Wellness Center Management Team

B. Creating a New Policy

1) When a new policy is created, a new reference page (ex: A – 1) must be displayed in the top right corner of the new document.
2) The new document must be added to the table of contents under the correct heading.
3) The effective date must be recorded in the footer of each document; this is the date the policy was created.

C. Updating an Existing Policy

1) When changes or updates are made to an existing policy; the updated date must be added and/or changed in the footer, directly below the effective date.

D. Deleting a Procedure

When it is determined that a procedure is no longer needed, that procedure should be removed and that reference page (ex: A – 1) will be referred to as open in the table of contents and may be used when a new procedure is created.
A.3 Code of Conduct

In order to maintain a high level of service to our users, the Wellness Center enforces a Code of Conduct that all participants must follow. The Wellness Center staff appreciates your cooperation in creating a friendly and positive environment for wellness opportunities in all areas of our facility.

Participation in all programs and recreation at the Wellness Center is a privilege. All users who participate in activities or who utilize the Wellness Center facility agree to adhere to the following Code of Conduct:

Participants are expected to:

- Treat the Wellness Center staff and facility with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all others in the Wellness Center facility.
- Refrain from vulgar language and offensive conduct. Such language that is deemed offensive to others will not be tolerated.
- Adhere to the rules and policies included in this document and set by the Wellness Center and University of North Dakota in its facility.
- Act in a safe, responsible manner regarding themselves and others.
- Participants engaging in inappropriate behavior or violating Wellness Center policies may be subject to have their privileges of participation revoked and could face possible University disciplinary action.
Introduction

A.4 General Information / Emergency Phone Numbers

Wellness Center General Number............................................(701) 777-9355

Website Address......................................................... www.wellness.und.edu

Emergency numbers are listed below in primary contact order:

1. Fire-Ambulance-Police..............................................911

2. Wellness Center On-Call Emergency Cell Phone............(701) 740-0128

Safety Management Team
3. Director of Wellness Facilities........................................(701) 777-0729
4. Coordinator of Guest Experience ......................................(701) 777-0232
5. Coordinator of RecSports and Special Events..............(701) 777-3256
6. Coordinator of Fitness....................................................(701) 777-2943
7. Assistant Director of Membership and Team Wellness........(701) 777-4864
8. Coordinator of Nutrition.....................................................(701) 777-0769

Other Important Phone Numbers:

University of North Dakota Police.........................(701) 777-3491

UND Safety and Environmental Health Office...........(701) 777-3341

Facilities 24-hour Communications Desk..............(701) 777-2591