JERABECK ACTIVITY & ATHLETIC CENTER HANDBOOK

4000 Mt. Vernon
Houston, TX 77006

Building Hours:

Sunday	**9:00 AM - 11:00 PM**
Monday – Thursday	**7:30 AM - 11:00 PM**
Friday	**7:30 AM - 7:00 PM**
Saturday	**8:00 AM - 7:00 PM**

Summer Building Hours:

Sunday	**9:00 AM - 7:00 PM**
Monday-Thursday	**7:30 AM - 9:00 PM**
Friday	**7:30 AM - 7:00 PM**
Saturday	**8:00 AM - 7:00 PM**

Hours may vary when classes are not in session or when special events are taking place.

Jerabeck Professional Staff

Director of Recreational Sports Athletics' Senior Woman Administrator Jerabeck Activity and Athletic Center Facility Manager domannj@stthom.edu	Jessica Domann (713) 942-5036
Athletic Director & Head Men's Basketball Coach tsmith1@stthom.edu	Todd Smith (713) 831-7225
Head Women's Volleyball Coach burtkd@stthom.edu	Keanne Burt (713) 831-7220
Head Men's Soccer Coach champea@stthom.edu	Aaron Champenoy (713) 831-7212
Head Women's Soccer Coach barjakn@stthom.edu	Nikola Barjaktarevic (713) 942-3490
Head Women's Basketball Coach ricksm@stthom.edu	Mike Ricks (713) 525-3537
Head Men's & Women's Golf Coach tatep@stthom.edu	Philip Tate (713) 831-7216
Coordinator of Health Promotion & Wellness moyerd@stthom.edu	Debra Moyer (713)-525-351

Webpage: http://www.stthom.edu/recsports
Facebook Page: UST Recreational Sports

Jerabeck Phone Numbers

Jerabeck Front Desk	(713) 525-3510
Jerabeck Office Fax	(713) 525-3514

Helpful University Phone Numbers

Campus Operator	(713) 522-7911
Student Affairs	(713) 525-3570
Student Activities	(713) 525-3576
University Police	(713) 525-3888
Facilities Operations	(713) 525-3135

INTRODUCTION

Welcome to the University of St. Thomas' Jerabeck Activity & Athletic Center (JAAC). The JAAC, as part of the Office of Recreational Sports, is the focal point of UST's varsity sports, recreation, and physical fitness activities. The JAAC also houses academic classes and University special events.

MISSION STATEMENT

The Office of Recreational Sports' purpose is to provide programs that promote a balance between academic and non-academic life. This office should also promote health, wellness, and positive health behaviors to the UST Community by offering a wide variety of recreational activities and sports. Finally, the department should encourage students to develop and/or improve leisure activity skills and to begin regular physical participation, which will continue throughout life.

POLICIES AND PROCEDURES

In order to function as smoothly and as efficiently as possible, all JAAC Members must follow JAAC Policies and Procedures. These JAAC Policies and Procedures are designed to maximize the potential of the JAAC's features and members, and ensure the safety and security of members. Failure to follow the stated rules in this handbook may result in loss of JAAC Membership privileges. The Director of Recreational Sports, who serves as the facility manager, will handle events and/or circumstances having to do with Recreational Sports, which are not specifically stated in this Handbook.

Personal training and specialized lessons are not permitted in the Jerabeck Activity and Athletic Center. This guideline is in place for insurance and liability purposes. Furthermore,

payment for a service such as this is not permitted, since the service cannot be provided. Anyone in violation of this guideline may be subject to disciplinary action such as removal from the facility.

MEMBERSHIPS

Regular Membership is complimentary to UST and ELS students as well as St. Thomas Faculty and Staff. Low cost annual memberships are available to UST Alumni (Free for the first year after graduation) and the general public (Community Members). **Community Members may not participate in Intramurals or Club Sports.** Memberships are sold on an annual or pro-rated basis.

The JAAC is a membership facility. All Alumni and Community JAAC Members must have a current application on file with the Office of Recreational Sports. A valid picture ID must be presented for copying when submitting the membership forms for processing. The only forms of payment accepted are cash and check. The membership gives the holder access to the entire facility including fitness classes and the Hackett Athletic Complex. Memberships are not sold for one specific area of the Jerabeck Center.

MONTH-TO-MONTH MEMBERSHIPS ARE NOT AVAILABLE.

Fee Structure

Month	Single Alumni	Family Alumni	Single Community	Family Community
September 1	$150.00	$270.00	$270.00	$510.00
October 1	$137.50	$247.50	$247.50	$467.50
November 1	$125.00	$225.00	$225.00	$425.00
December 1	$112.50	$202.50	$202.50	$382.50
January 1	$100.00	$180.00	$180.00	$340.00
February 1	$87.50	$157.50	$157.50	$297.50
March 1	$75.00	$135.00	$135.00	$255.00
April 1	$62.50	$112.50	$112.50	$212.50
May 1	$50.00	$90.00	$90.00	$170.00
June 1	$37.50	$67.50	$67.50	$127.50
July 1	$25.00	$45.00	$45.00	$85.00
August 1	$12.50	$22.50	$22.50	$42.50

Guests

JAAC Alumni and Community Members and UST and ELS students (16 years and older) may bring **ONE** guest at a nominal daily charge. Daily fees for guests are:

16 years or older Guests	$5.00
Faulty/Staff Guests	No charge*

**The faculty/staff member must be present with guest at all times.*

JAAC Entrance Policies

In order to adequately identify Members, the following procedures have been established:

1. Students must present a valid UST Student ID to gain admittance.
2. A regular faculty/staff University ID must be used by faculty/staff to gain admittance.
3. ELS students must present a valid ELS ID to gain admittance.
4. Alumni and Community members must present a valid Jerabeck membership card and/or a Driver's License to gain admittance.
5. All JAAC Facility users must sign in at the front desk check-in log to gain admittance.
6. Access is not permitted through the south doors of the JAAC.
   - If an individual is caught providing access to the building through the south doors they may have their facility privileges revoked.

The above mentioned policies are NON-NEGOTIABLE. Questions concerning these policies should be addressed to the Director of Recreational Sports.

FACILITIES

The JAAC has a large gymnasium, three racquetball courts, a weight room, a fitness room, a dance room, an outdoor pool, two outdoor tennis courts, an outdoor half basketball court, a sand volleyball court, male and female locker rooms, a lobby, conference room, two classrooms and a large enclosed meeting area (Scanlan) on the second floor.

The recreational facilities are available for drop-in use, unless scheduled for another function. Please consult the JAAC front desk and gym schedule calendar to avoid conflicts.

The JAAC is a smoke-free facility. This promotes healthy lifestyles and is in accordance with University's "Policy to Promote a Smoke-Free Interior Workplace on Campus." Smoking is not permitted anywhere within the JAAC, the pool area, or within 25 feet of the North or South Entrances.

Groups associated with the University, as well as groups that are not, may rent the facility. Interested parties should contact the Director of Recreational Sports and/or the Facilities Reservations Department.

Jerabeck Lobby

The Jerabeck Lobby houses two table tennis tables for free play. Those with a valid UST ID, ELS ID, and JAAC Membership ID may use the tables during open facility hours. Men's and Women's restrooms are located off the lobby. During athletic events the lobby will also house a concession stand.

Groups may reserve the empty lobby (table tennis tables will be cleared) for small events. Groups reserving the space are responsible for setting up tables and chairs and clearing the area immediately after use. The Director of Recreational Sports must be contacted to reserve the space.

Gymnasium Area

The gymnasium is a multi-purpose activity area located on the first floor of the building. The facility may be set up with three volleyball courts, with one basketball court and one volleyball court, or as a full-size competitive basketball court or volleyball court. The gym has a seating capacity for 800 spectators. Basketballs may be checked out at the front desk with a valid UST, ELS ID or JAAC Membership ID. All basketballs must be returned to the front desk after use.

A PA and speaker system has been installed in the gymnasium area. The PA and speaker system is not for general use. Access must be granted by the Director of Recreational Sports.

Proper attire (shirts, shorts/pants, and rubber soled, non-marking athletic shoes) is extremely important while in the gymnasium.

Weight Room

The weight room, located on the first floor, contains free weights, selectorized equipment, and dumbbells. All plates must be removed from the bars and placed on a weight tree immediately after use.

Weight lifters must be considerate of other members and the facility. Plates and dumbbells must be returned to their proper storage rack after use. Plates and dumbbells should not be placed on the benches to avoid cutting the upholstery. All benches and machines should be "toweled off" before and after use. Gym wipes and paper towels are provided in the weight room.

Proper attire (shirts, shorts/pants, and closed-toe athletic shoes) is extremely important while in the weight room. Only clothing without exposed metal (zippers, studs, etc.) is permitted in order to avoid cutting the upholstery. When using the weight room a shirt and closed toe shoes must be worn. Bags are not permitted in the weight room. Personal music is permitted, but only with the use of headphones.

Cardio Room

The cardio room is located on the first floor of the building opposite of the weight room. The cardio room includes treadmills, exercise bikes, stair climbers, elliptical trainers, medicine balls and kettle bells. Medicine balls and kettle bells must be placed back on the racks after use. The cardio room is also equipped with cable televisions for viewing pleasure. All machines should be "toweled off" before and after use. Gym wipes and paper towels are provided in the cardio room.

Proper attire (shirts, shorts/pants, and closed-toe athletic shoes) is extremely important while in the cardio room. When using the cardio room a shirt and closed toe shoes must be worn. Bags are not permitted in the cardio room. Personal music is permitted, but only with the use of headphones.

Dance Room

A mirrored-wall dance room is located at the south end of the JAAC on the second floor. Fitness classes and sport club practices are some of the activities that take place in this room. Exercise mats, martial arts and boxing equipment are available for use. All equipment must be neatly stored against the walls after use. Tap dancing shoes are not permitted.

The stereo system is only for use during fitness classes and cannot be used at any other time.

Scanlan Room

The large enclosed meeting area on the second floor of the JAAC is the Scanlan Foundation Recreation Area, which is used for UST Special Events. The room may be reserved by contacting the Facilities Scheduling Department.

Racquetball Courts and Tennis Courts

Two racquetball courts are located at the south end of the gymnasium and one court is located at the north end of the gymnasium. Racquetball Courts #3 and #4 can also be used for wallyball.

The two outdoor tennis courts can be accessed via the hallways leading from the locker rooms. Tennis balls and racquets and racquetballs and racquets may be checked out at the front desk with a valid UST, ELS ID or JAAC membership ID. All racquetballs, tennis balls and racquets must be returned to the front desk after use. The courts may be reserved by UST and ELS students, faculty and staff and JAAC members by calling the JAAC front desk. Reservations may be made 48 hours in advance.

Proper attire (shirts, shorts/pants, and rubber soled, non-marking athletic shoes) is extremely important while in the racquetball courts.

Outdoor Basketball Court

An outdoor basketball court is located in the JAAC outdoor recreational area. Outdoor basketballs may be checked out at the front desk with a valid UST or ELS ID or JAAC membership ID. All basketballs must be returned to the front desk after use.

Outdoor Sand Volleyball Court

An outdoor sand volleyball court is located in the JAAC outdoor recreational area. Sand volleyball balls may be checked out at the front desk with a valid UST or ELS ID or JAAC membership ID. All sand volleyballs must be returned to the front desk after use.

Swimming Pool

An outdoor unheated swimming pool is open between the beginning of April and the end of October for swimming, weather permitting.

Pool Hours:

Sunday	**9:00 AM - 7:30 PM**
Monday	**CLOSED**
Tuesday– Thursday	**7:30 AM - 7:30 PM**
Friday	**7:30 AM - 7:00 PM**
Saturday	**8:00 AM - 7:00 PM**

Summer Pool Hours:

Sunday	**9:00 AM - 7:00 PM**
Monday	**CLOSED**
Tuesday-Thursday	**7:30 AM - 7:30 PM**
Friday	**7:30 AM - 7:00 PM**
Saturday	**8:00 AM - 7:00 PM**

Pool hours may vary depending upon lifeguard availability, special events and weather.

A lifeguard must be present to enter the pool. No one is allowed to swim at their own risk. Children under 16 years of age cannot swim without adult supervision.

Running, glass containers, cut-off shorts, thong swim suits, alcoholic beverages, smoking, foul language, pets and diving are NOT allowed at the pool. Swimmers must rinse off before entering the pool. Children must wear swimming suits or rubber gathers over their diapers. Lifeguards have the authority to enforce all pool rules.

Safety Breaks may occur for ten minutes at the end of every hour for the well-being of the lifeguards and pool users. These breaks will be taken at the lifeguard's discretion.

Locker Rooms
Hallway lockers are located in the main hallway of the JAAC. The locker rooms are located opposite the hallway lockers. They contain lockers, showers, and restrooms. Towels are not provided.

Lockers
Hallway lockers and locker room lockers are available free of charge in the JAAC on a first-come-first-serve basis. UST and ELS students and faculty/staff and JAAC members must provide their own locks and register the locker in their name at the front desk. Lockers may be used at the users own risk.

Locker clean out will occur at the end of the spring semester. Proper notice will be given prior to the lock being cut and the contents removed.

Hackett Athletic Complex

The Hackett Athletic Complex was completed in the spring of 2006. The complex is made up of two athletic playing fields, one batting cage with a pitching machine, one golf hitting bay, three storage sheds and athletic field lights.

Hours of Operation:

Sunday	**CLOSED**
Monday-Friday	**8:00 AM – 7:00 PM**
Saturday	**10:00 AM – 7:00 PM**

Right of Use
Anyone holding a JAAC membership or UST ID may use the Hackett Athletic Complex. ELS students are not permitted on the field. The field is open for free play unless scheduled for a UST event. The Hackett Athletic Complex schedule is available at the JAAC front desk, on the main gate to the field and with the Director of Recreational Sports.

To gain admittance to the complex, please visit the JAAC front desk, sign in and present a valid UST ID. The JAAC student worker on duty will escort you to the complex and unlock the gate. Please lock the gate as you exit and notify the JAAC student worker.

Vehicles, pets, alcohol, smoking, glass containers and weapons are not permitted in the complex. Golf activities are only permitted within the golf hitting bay. Equipment must not be moved without the permission of the Director of Recreational Sports. Helmets must be worn when hitting off the pitching machine. The field may not be used during inclement weather or directly after inclement weather. The field can be closed without notice at the discretion of the Director of Recreational Sports or the Head Men's or Women's Soccer Coaches.

Pitching Machine
Prior to using the pitching machine, each person must go through a brief tutorial by a member of the JAAC Staff. Pitching machine balls, bats and helmets are available for checkout at the JAAC front desk.

Batting Cages
Anyone hitting off of the pitching machine or live pitching must wear a helmet. Helmets are available for check out at the JAAC front desk.

Golf Hitting Bay
This new addition may be used when the varsity golf teams are not practicing. Only one person is permitted on each mat at a time and balls may only be hit at designated targets. Food and drink is not permitted in the hitting bay.

Use of Lights
Lights for the Hackett Athletic Complex will only be turned on for scheduled events. Events must be scheduled at least 24 hours in advance with the Director of Recreational Sports. Lights will be turned off no later than 7:00 PM.

SERVICES

Check-In/Front Desk
When entering the JAAC, all JAAC members, UST and ELS students, faculty and staff and guests must check-in at the front desk by signing the check-in log and showing a valid UST ID, ELS ID or JAAC membership ID.

Guests must pay the $5 fee upon entry. The fee may be paid via cash or check only.

Equipment Issue
A wide variety of recreational sports equipment is available for checkout free of charge. This equipment may only be used inside the JAAC recreational facilities or in the outdoor recreational area. Equipment may be checked out by surrendering valid identification at the Front Desk.

Only the JAAC staff is permitted to issue equipment. Anyone “helping" himself/herself to equipment, for any reason(s), will be subject to disciplinary action.

Members are responsible for any and all equipment issued to them. Equipment should be inspected before being accepted. Members will be charged for any damage to equipment and/or facilities or loss of the equipment. There is a price quote available for all JAAC equipment at the front desk.

PROGRAMS

Intramural Sports

Each fall and spring semester, the Office of Recreational Sports offers a wide variety of competitions for UST Students, Alumni, Faculty/Staff and spouses of these members. This includes both individual and dual sports such as tennis, racquetball, air hockey and table tennis, and team sports such as 3-on-3 basketball, 5-on-5 basketball, sand volleyball, flag football and dodge ball. Interested participants should check the Recreational Sports information wall in JAAC, call the Recreational Sports Office or stop by the JAAC front desk to get up-to-date information regarding leagues and schedules. There is no charge to participate in intramural sports programs.

Sport Clubs

Sport Clubs offer UST students the chance to compete against other schools and amateur teams throughout the state and southwest region. The level of personal commitment required is greater than the intramural level, but less than varsity athletics. In addition to competition, Sport Clubs also provide students with leadership opportunities. Sport Clubs are completely student organized and run.

Current Sport Clubs at UST are fencing, coed soccer, men's soccer, Japanese jujitsu, men's rugby, tennis, ultimate Frisbee, running, table tennis, biking and cheerleading. If UST does not have a Sport Club of interest, students are encouraged to start a new club. The Sport Clubs officers can be reached at ustsportclubs@gmail.com or in the SCA workspace located in Crooker.

Fitness Classes

Fitness classes, such as Yoga, Zumba and Cardio Body Sculpt, are offered throughout the year in the JAAC Dance Room. The goal of these classes is to provide students, faculty and staff, alumni and community members with the opportunity to exercise with a certified instructor at no cost. Consult the JAAC Front Desk or Dance Room door for the current class schedule.

Recreational Trips

Throughout the school year the Office of Recreational Sports will offer recreational trips to various locations to allow students to enjoy Texas' natural beauty. These trips are only open to the UST community. For information about upcoming trips please contact the Office of Recreational Sports.

MISCELLANEOUS ITEMS

Attire

Proper athletic/exercise attire is required when exercising or participating in any recreational activity. Proper attire refers to clothing without exposed metal (zippers, rivets, studs, etc.),

non-marking rubber sole shoes, tailored swimsuits (no cut-offs or thong swim suits are allowed in swimming pool), and all jewelry and watches must be removed. Shirts must be worn at all times inside the JAAC. If someone is wearing clothing that is not consistent with the mission of the university, they may be asked to change or leave the facility. The decision will be at the sole discretion of the Director of Recreational Sports.

Bicycles/Motorcycles

All bikes should be secured in the bike rack in front of the JAAC. Bikes left on the pavement in front of the JAAC will be moved to the bike rack at the owner's risk. Motorcycles must be parked in designated areas within the parking garage or along the street.

Lost/Found Items

All lost and found items will be held at the front desk for a period of time, after which they will be sent to UST Security. All valuables (i.e. watches, rings, phones) will be sent to UST Security at the end of the day. If an item is lost, simply inform the Front Desk. Please give any found items to the JAAC front desk.

The JAAC Staff suggests members do not bring valuables into the facility to prevent loss or theft. The Office of Recreational Sports assumes no responsibility for lost or stolen items.

Malicious Conduct

Any Member, Guest, or Visitor who engages in malicious and/or destructive conduct will be evicted from the JAAC and further disciplinary action may result. Anyone who engages in behavior which detracts from the enjoyment of the Recreational Sports Program by other users will also be subject to disciplinary action.

Pets/Animals

Only trained aid dogs, leashed and with their owners, are permitted in the JAAC. All other animals must be kept leashed outside the building and out of the entryway.

Medical Waste Disposal

All medical waste consisting of items soiled or stained with blood or bodily fluids will be disposed of in the biohazard waste container located in the Jerabeck Athletic Training Room.

Personal Training

Personal training and specialized lessons are not permitted in the Jerabeck Activity and Athletic Center. This guideline is in place for insurance and liability purposes. Anyone in violation of this guideline may be subject to disciplinary action such as removal from the facility.

Weight Lifting Policy

For the safe and fiscally responsible use of this equipment, the Jerabeck staff has developed the following guidelines. Dropping of Olympic bars, dumbbells, and weight machine weights must be done from knee height and/or in a controlled manner until the lifter has caused the weight to come to a complete stop.

1. **Safety:** Uncontrolled dropping of a fully loaded bar, weight machine, or dumbbell creates a dangerous environment for you, individuals working out around you and weight room staff. The lifter is responsible for controlling the bar until it reaches knee height and/or completes the motion on a weight machine.
2. **Equipment Preservation:** We want to prolong the life of the equipment and the facility, as well as create a welcoming atmosphere in the weight room. Excessive dropping of weights damages flooring, bars and the weights themselves.
3. **Inclusivity:** The noise that is created by dropping a loaded barbell in the weight room does not provide an inclusive and welcoming environment. If you hear a "bang" or the weight bounces, the weight is being dropped.
4. **Purpose:** The facility is not designed for elite lifts, but as a recreational facility for all students, staff and faculty.

Penalties for violation of the policy:

- First violation - Explanation and warning to lifter to follow proper procedures
- Second violation - Lifter violating the procedure is instructed to leave weight room floor
- Third violation - Lifter violating the procedure must meet with the Director of Recreational Sports with the potential for loss of access to the Jerabeck Activity and Athletic Center