

POLICY VIOLATIONS

For all incidents in the facility, a Facility Supervisor and/or RWC staff must fill out an incident form indicating the nature of the situation, a detailed account of the situation and submit that information to the full time Recreation Staff for review. Once the Recreation staff has reviewed the incident report, the member or members will be contacted in writing (via email) regarding the incident. Additionally, members may be required to meet with the Associate Director and other Recreation Staff to discuss the incident.

During the conduct procedures, a member(s) access to the facility may be suspended. There will be no refunds for loss of use due to policy violations. Once the member has been informed of the issue, it is their responsibility to make an appointment with the Recreation Staff and/or Associate Director to discuss the issue.

Minor Offense: Will most often be associated with, but is not limited to, the use of someone else's ID, light damage to equipment within the facility or lack of regard for the policies of the facility. The penalties will typically be as follows:

- Loss of privileges to the facility for 2 weeks minimum. This includes access to intramural sports and other programs offered by the Recreation Department.
- All members who violate Department policies may be required to meet with the Associate Director of the RWC (or other full time recreation staff) to go through the conduct procedures.
 - In the case of student discipline, the Associate Director will determine if the student will be referred to the Dean of Students.

Major Offense: Will most often be associated with, but not limited to, physical or verbal abuse to another member, disregard for a staff member's direction, or major damage caused to the facility or equipment. The penalties will typically be as follows:

- Suspension of privileges to the RWC for no less than one semester. The length will be determined by the severity of the offense. This includes access to intramural sports and other programs offered by the Recreation Department.
- All members who violate Department policies may be required to meet with the Associate Director of the RWC (or other full time recreation staff) to go through the conduct procedures.
 - In the case of student discipline, the Associate Director will determine if the student(s) will be referred to the Dean of Students.
 - For non-students, the Associate Director will determine if the member(s) will be referred to MSU PD.
- For any major offense, any member (including students) could have their membership terminated and will be unable to return to the Recreation Center. No refunds will be offered for loss of use due to policy violations.
 - If deemed necessary, members may be trespassed from campus.

The Associate Director will determine the severity of the punishment based on the severity of the offense (i.e. damaging a pool stick vs. damaging a backboard). The Associate Director will use the Student Handbook Code of Conduct to determine all disciplinary actions for students.

The Associate Director has will make the final decisions regarding the length of suspension or termination of membership from the recreation center and/or recreation department programming.