



Policies & Procedures Manual

COTTAGE HILL BAPTIST CHURCH
4255 COTTAGE HILL ROAD
MOBILE, AL 36609
(251) 662-8669 OR (251) 662-8655

DR. ALAN FLOYD
PASTOR

Policies & Procedures

Updated January 2015

Table of Contents

Dress & Behavior	3
General Information	4
• Hours of Operation	
• Entering and Exiting	
• Check In/Out Procedure	
• Fees	
• Childcare	
Participation	5
• General Information	
• Guests	
• Visitors	
• Community Participants	
• Cardio/Strength Rooms Participants	
• Group Fitness Participation	
Facilities & Equipment	7
• Recreation Outreach Center (ROC) Desk	
• Equipment Available	
• Cardio/Strength Rooms	
• Walking/Jogging Track	
• Aerobic Studio	
• Adult Locker Rooms	
• Gym	
Registration & Scheduling	10
• Registration	
• Recreation Facility Reservations	
Ethics & Liability	11
• Prohibited Items	
• Discipline	
• Liability	

MINISTRY

Since the Master honors you with a body, honor him with your body!

1 Corinthians 6:13 (The Message)

The mission of the CHBC Sports Ministry is to glorify God by creating opportunities for the church and the community to come together with the goal of sharing the gospel through the medium of Sports and Recreation. As a result, the Sports Outreach staff and volunteers will speak openly and freely of their relationship with Christ with both members and guests. The relationships, programs, and activities of the Recreation Outreach Center serve as a ministry of Cottage Hill Baptist Church to the body of Christ and the lost.

DRESS & BEHAVIOR

1. The ROC is used to glorify God and reach people for Jesus Christ. The programs and activities of the ROC are a ministry of CHBC to the body of Christ and the lost. The body of Christ at CHBC should be a reflection of the character and values of our Lord and Savior. We are to be salt and light. Therefore, our speech, dress, and conduct should be an encouragement to those around us and never a hindrance of stumbling block. *In the same way, let your good deeds shine out for all to see, so that everyone will praise your Heavenly Father.* Matthew 5:16 NLT
2. CLOTHING: appropriate clothing must be worn at all times. Appropriate shirts include shirts and tanks, which fully cover the chest AND torso. Inappropriate shirts include cut-off shirts, short aerobic tanks, and sports bras worn without a cover top. Any print or writing on clothing must be fitting for a Christian environment. Clothing with alcohol or tobacco advertisements, obscene or suggestive language, etc., will not be permitted. *If you keep yourself pure, you will be a utensil God can use for His purpose. Your life will be clean, and you will be ready for the Master to use for every good work.* 2 Timothy 2:21 NLT
3. SPEECH: We should seek to encourage one another. Degrading or negative remarks is not acceptable behavior. Profanity will not be tolerated.

GENERAL INFORMATION

HOURS OF OPERATION

MONDAY–TUESDAY– THURSDAY	6 a.m. – 8 p.m.
WEDNESDAY	6 a.m. – 6 p.m.
FRIDAY	6 a.m. – 6 p.m.
SATURDAY	8 a.m. – 1 p.m.
SUNDAY	Closed

ROC CLOSINGS

The ROC will be closed on major national holidays: New Year’s Day, Martin Luther King Day, President’s Day, Good Friday, Memorial Day, July 4th, Labor Day, and multiple days for Thanksgiving and Christmas. Major church events (approximately four per year) will require closing of the ROC. These will be posted weeks in advance.

ENTERING & EXITING THE ROC

All participants will use the main entrance for entering and exiting. All other exits are for emergency use ONLY. The Thigpen Road entrance will be used as the only morning entrance from 6 a.m. until 7:30 a.m. The Atrium doors will be unlocked at 7:30 a.m. The Thigpen Road entrance will be used as the only evening entrance from 5 p.m. until closing. Atrium doors will be locked at 5 p.m. On Saturdays, the Atrium doors will be locked. The Thigpen Road entrance will be the only entrance to the ROC.

CHECK IN / OUT PROCEDURE

1. When entering the ROC, everyone must check in at the ROC Desk upon arrival.
2. You must present your key tag each time you enter the ROC.
3. Your key tag serves as your ROC Pass. You must have one to access the facility. Participants that are involved in one of our programs (ex. Upward event) do not have to present a key tag. Children 13 years old or younger will not be issued a key tag.
4. Key tags can be obtained at the ROC Desk. Filling out a *Participant File* will be required, as well.

CHILDCARE

Childcare is by reservation only and requires cancellations in advance. Forms are available in the ROC or Childcare office. Normal childcare hours are Monday, Wednesday and Friday, 8:15 am – 10:30 am*. **YOU MUST STILL MAKE RESERVATIONS** during those times. **Failure to cancel childcare may result in fees to your account.** Cancel by texting (251) 214-1177 or (251) 680-7073. Childcare is also provided for most Group fitness classes.

*Summers hours are 8:30-10:30

PARTICIPATION

GENERAL INFORMATION

1. Participation in the ROC is open to all Cottage Hill Baptist Church members or anyone enrolled in a church organized ministry who is 14 years old or older, prospects, visitors, and other guests.
 - Under-aged children are 13 years old or younger; Under-aged children must be accompanied by a responsible adult. Responsible adults are those individuals who are 21 years of age or older. It is the right of the ROC staff to use their judgment to deem individuals not to be responsible adults.
 - Children, 11 years old to 15 years of age, may utilize the gym if a parent or guardian is on-site.
2. Eligibility to participate will depend on an individual's willingness and/or ability to abide by all policies and procedures.
3. All participants are required to fill out a *Participant File* and obtain a key tag.
4. The ROC has adopted a permanent key tag system. There will be an additional fee of \$2.00 for replacing lost key tags. The key tag serves the following purposes:
 - Identification
 - Allows controlled admittance
 - Provides for equipment check-out
 - Serves as an attendance gauge
 - Supplies emergency informationTo become a member of the ROC, you must fill out a *Participant File*, which gives us pertinent information including medical history and you must obtain a key tag.
5. All participants must register their attendance by presenting the key tag at the ROC Desk. Upon completion of your activity, check-out is required at the ROC Desk, as well.

COTTAGE HILL BAPTIST CHURCH MEMBERSHIP

For ROC purposes ONLY, a participant is considered a member of CHBC by the following:

- Has joined CHBC by profession of faith or transfer of letter and is actively involved in Bible Study and Worship.

GUESTS

1. ROC members, who are CHBC members, may bring up a guest up to three (3) times with approval from ROC Manager.

2. ROC members, who are not Cottage Hill Baptist Church members, **are not permitted to bring guests.**
3. ROC members, who are CHBC members, may bring guests to the Cardio/Strength Rooms, but must work out side-by-side with that person to orient them to the equipment. The guest will need to fill to sign the guest waiver each visit and obtain a trial membership punch card . If after three (3) visits, the guest decides to join, he will pay his fee, fill put a *Participant File* and receive a key tag.
4. The CHBC ROC member is responsible for each guest at all times.
5. Walk-up guests are welcome for Cardio/Strength, however, they must go through the orientation before they can use the Cardio/Strength Rooms. Guests are individuals who are not enrolled in the ROC or its programs, but are hosted by a CHBC/ROC member. Guests are subject to all ROC policies and procedures.
6. **Guests are not permitted on the Basketball court, except with permission for events approved by ROC Director.**

VISITORS

1. Visitors are individuals who are with outside groups, such as teams or spectators from other churches, traveling groups, or clubs.
2. Visitors are the responsibility of the church or group with which they came.
3. Visitors are to stay in the particular area where their group is participating and are not allowed free access to the entire ROC. Visitors will not be permitted to use the Cardio/Strength Rooms. Visitors and guest are not allowed to view gym activities from walking track.
4. Visitors must comply with all policies and procedures.

CARDIO/STRENGTH ROOMS PARTICIPANTS

1. All participants must complete the Cardio/Strength Rooms Orientation class and a ROC *Participant File* before accessing the ROC.
2. Participants must pay a ROC Maintenance Fee each year.
 - **CHBC MEMBERS:** Cost: \$90 annually plus \$30 per additional family member in same household. **Children over 22 years of age must pay the full ROC Maintenance Fee.** Cost includes a ROC key tag. If key tag is lost, you will be required to pay \$2 each time it needs to be replaced.
 - **NON-CHBC MEMBERS:** Cost: \$115 annually plus \$50 per additional family member in same household. Children over 22 years of age must pay the full ROC Maintenance Fee. Cost includes a ROC key tag. If key tag is lost, you will be required to pay \$2 each time it needs to be replaced.
 - **CHBC members,** 65 years old and over, can join at no cost. The first additional family member must pay the full ROC Maintenance Fee. Other family members will pay the additional \$30.
 - **Families:** Individual Maintenance fee (\$90 or \$115) plus \$30/\$50 per family member per year. (This only applies to immediate family of origin and does not include extended family.)
 - Additional Memberships available: 6 month-\$70; 3 month-\$36

3. Participants must be 14 years old or older. You may not enter the Cardio/Strength Rooms if you are 13 years old or younger. Participants, ages 14 to 15, must work-out alongside a parent/guardian.

All Fees are subject to change

4. Cardio/Strength Rooms participants must abide by the Cardio/Strength Rooms Policies. *Please see section on Cardio/Strength Rooms (pg 7).*
5. The ROC employs personal trainers for the Cardio/Strength Rooms. These personal trainers are available for hire by our participants. Participants may not use any other personal trainer in our facility that is not employed by CHBC.

GROUP FITNESS PARTICIPATION

1. All participants must complete the *Participant File* and obtain a key tag before accessing the Aerobic Studio or other designated area.
2. All participants must pay applicable class fees. Class fees may vary based on type of class. ROC personnel has pricing per activity.
3. All participants must be 14 years old or older.
4. Childcare provided with 24-hour advance reservations. Forms are available at the ROC or email sarah@cottagehill.org. To cancel reservations text (251) 251-214-1177 or (251) 680-7073. **Cancellations required 6 hours in advance. Your account will be charged for the class if you fail to cancel reservations.**

FACILITIES & EQUIPMENT

RECREATION OUTREACH CENTER (ROC) DESK

1. The ROC Desk (front desk) is a highly specialized area. Only ROC staff and trained volunteers are allowed in this area.
2. The ROC Desk is our control and information area. Questions concerning programs, facilities, or equipment can be answered in this area.
3. When entering the ROC (for any reason), everyone must check in at the ROC Desk upon arrival.
4. When leaving the ROC, please return any keys, locks or tally counters to the ROC Desk.
5. First aid supplies can be obtained when needed at the ROC Desk.

EQUIPMENT AVAILABLE at the ROC DESK

1. Shower and work-out towels. **Please return to a towel bin before leaving.**
2. Lap counters for the walking track.
3. Locks for the lockers.
4. General recreation equipment for the gym.
5. First aid supplies.

Note: We ask that you lend us your keys while we lend you a key to Strength Room, lock, lap counter, or general recreation equipment.

CARDIO/STRENGTH ROOMS

1. All Cardio/Strength Rooms participants must have had an orientation class and filled out a *Participant File* form.
2. Only ROC members may use the Cardio/Strength Rooms.
3. Please do not bang weights.
4. Personal *Fitness Cards* should be filed in the file cabinet when work-out is complete. Blank *Fitness Cards* are available at the ROC Desk.
5. Please report any damaged or malfunctioning equipment to the ROC staff.
6. Christian music, as background music, may be requested at the ROC Desk.
7. Children 13 years old or younger are not allowed in the Cardio/Strength Rooms at any time. Participants, ages 14 to 15, must work-out beside a parent/guardian.
8. Be sure you have checked in at the ROC Desk.
9. MODESTY POLICY: Loose tank tops or t-shirts and cover shorts are required at all times when wearing lycra/spandex undergarments.
10. Only water bottles with closing lids are allowed in the Cardio/Strength Rooms. No other food or drink is allowed.
11. Towels are available at the ROC Desk. In the Strength Room, please wipe down pads after use. Please remember to deposit them in a hamper before you leave. Hampers are located in the Cardio Room, Strength Room, Locker Rooms, and the ROC Desk.
12. Locks for the lockers are available at the ROC Desk. Your car keys will be requested for collateral.
13. Please clean up after yourself! Remember to take your belongings with you.
14. First-come/First-served on the Cardio/Strength equipment. Please be considerate of those that might be waiting a turn.
15. Athletic shoes must be worn at all times. No “open-toed” shoes allowed.

WALKING/JOGGING TRACK

1. The Walking/Jogging Track is available for eligible participants.
2. Participants must have filled out a *Participant File* and obtain a key tag to use the track.
3. Children 13 years old or younger are not allowed on the track at any time unless otherwise stated by the ROC staff.
4. Mothers strolling babies must use the outside lane and should be sensitive to joggers on the inside lane. At busy or peak times of the day, strollers are not permitted on the track. This will be at the discretion of the ROC staff.
5. 16 laps = 1 mile
6. Recreation equipment is not allowed on the track.
7. Absolutely nothing may be thrown to or from the track.
8. Only water bottles with closing lids are allowed on the track. No other food or drink is allowed.
9. Individuals using the track must adhere to the direction signs. Direction changes daily.

AEROBIC STUDIO

1. Before accessing the Aerobic Studio., all participants must either complete the *Participant File* and obtain a key tag or pay fee and sign the Guest ROC Waiver.
2. MODESTY POLICY: Loose t-shirts or tank tops and cover shorts are required at all times when wearing lycra/spandex undergarments. Exception: For Aerobic classes, cover shorts may be removed for workout.
3. Only the Aerobic instructors or other qualified individuals should operate or move the sound system.
4. Only water bottles with closing lids are allowed in the Aerobic Studio. No other food or drink is allowed.
5. For ROC Class schedules, inquire at the ROC Desk.
6. Children 13 years old or younger are not permitted in the Aerobic Studio during sessions.

ADULT LOCKER ROOMS

1. Locker Rooms are located downstairs.
2. The Locker Rooms are adult facilities. Children 13 years old or younger need to use restroom facilities on the ROC Desk level.
3. Lockers are for day use only. Locks are available to be checked out at the ROC Desk.
4. Participants should not leave items unsecured and unattended in a locker. The ROC is not responsible for the result of such negligence.
5. If a lock is left on a locker without being authorized, the lock will be cut off and the contents will be held in the Equipment Room.
6. We will let members know when the Locker Rooms transform to general public restrooms.

GYM

1. The following Open Gyms are offered to:
 - Cottage Hill Baptist Church Members
 - Cardio/Strength Room Members
 - Children or Grandchildren of CHBC or ROC Cardio/Strength Room Members
 - Cottage Hill Christian Academy Students
- Please Note:** Children, 15 years of age and under, must be accompanied by a parent or guardian and sign The ROC Guest Waiver. Participants, 16 years old and up, must sign-in on The ROC Guest Waiver and provide an emergency phone number where a family member can be reached at any given time.
2. Programmed activities will be given priority over open gym.
 3. For detailed gym schedule, inquire at The ROC Desk or call (251) 662-8655 or (251) 662-8669..
 4. No hard-soled shoes or Heelys on the gym floor.
 5. Shirts must be worn at all times. All clothing should be worn appropriately (i.e. no shorts pulled down low to where undershorts are showing).

6. Only water bottles with closing lids are allowed in the Gym. **No other food or drink is allowed.**
7. Absolutely nothing may be thrown from the gym floor to any other level of the ROC and vice versa.
8. No gum.
9. You may check out a basketball by leaving keys or ID.
10. No dunking.
11. Any behavior or language to be considered inappropriate may result in revocation of membership. See Discipline on pages 10 & 11 for further information.

REGISTRATION & SCHEDULING

REGISTRATION

1. Registration for all activities is located at the ROC Desk.
2. Payment for activity is due upon registration to secure position.
3. Registrations received with no payment will not be secured.
4. Types of payment: Credit/debit card, cash, or check.

RECREATION FACILITY RESERVATIONS

1. CHBC groups may request to reserve specific areas of the ROC through the ROC office. All reservations will be coordinated with the existing schedule.
2. Request for reservations must be submitted in writing for evaluation by the ROC staff.
3. All programs or usage of the ROC requires the presence of a ROC staff member.
4. Reservations must be made at least two (2) weeks in advance.
5. The group or organization is responsible for seeing that the area of the ROC that was used is clean and trash emptied before they leave.
6. All groups must have adequate supervision. The following ratio of adults to children is recommended:
 - 8 years old or younger: One (1) adult to four (4) children
 - 9 years old through 16 years old: One (1) adult to seven (7) children

ETHICS & LIABILITY

PROHIBITED ITEMS

1. These items are NOT allowed in or on the property of the ROC: Tobacco in any form, anything considered a Weapon, any Alcoholic Beverage, Controlled Substances or anything that would detract from a safe, Christian atmosphere.
2. At times there will be events that require food in prohibited areas. In these instances the policy is waived and special precautions and procedures will be employed to assure proper food handling.

3. Food and drink will be allowed only in designated areas. Only water bottles with closing lids are allowed in the Gym. No other food or drink is allowed.

DISCIPLINE

1. Willful violation of any policies or rules could lead to loss of eligibility to participate in the ROC.
2. Infractions will be handled as follows:
 - First Infraction: Warning and explanation of the rules
 - Second Infraction: Reminder, notification of parents (if under-aged), and/or suspension
 - Third Infraction: Parent Conference (if under-aged) and/or suspension
3. A major infraction will result in a written report turned in to the Associate Pastor of Sports Outreach and/or immediate suspension. Parental notification for under-aged children will take place.
4. The Associate Pastor of Sports Outreach and ROC staff will be responsible for the enforcement and interpretation of all policies of the ROC.
5. Any situations not specifically covered in this list of policies will be acted upon if/and when the need arises, at the discretion of the ROC staff.
6. All conduct in the building or in any program sponsored by the Sports Outreach Ministry is to be consistent with Biblical teachings.

LIABILITY

1. The use of the ROC facilities and all equipment will be at the risk of the participant.
2. CHBC does not assume liability or responsibility for any participant.
3. CHBC does not make any expressed or implied warranty of the premises, the equipment, machinery, fixtures, or furniture.
4. Contact the ROC Desk regarding ***Lost & Found***. Lost items will be returned to the owner when requested and properly identified. Periodically lost & found items will be donated to charity.
5. Participants are encouraged to consult their physician before participating in any physical activity offered at the ROC.
6. Participants should always practice safe weightlifting techniques, including using a spotter when warranted.