

GUIDING HANDBOOK



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1. POLICIES AND PROCEDURES

Important Health Warning

Please consult your physician regarding your ability and preparedness to participate in the various activities offered. The University assumes that users of the center have verified their health/fitness with their personal physicians and that they assume their own risk in participating.

PLEASE NOTE that certain programs and facility offerings may be continually adjusted to adhere to the University's updated precautions set in place to help prevent the spread of COVID-19. These updates are continually communicated through the UMKC Campus Rec social media channels and website.

UMKC Campus Recreation promises to keep the health of the UMKC community a priority. Users of the center assume their own risk in participating at Swinney Center.

Facility Rules & Regulations

- Smoking or other use of tobacco products is not permitted.
- To help keep the center clean, and for your safety, glass containers, food, and beverages are not allowed beyond the Welcome Desk. A vending machine is available in the entrance lobby.
- Bicycle racks are provided outside the center; no bicycles are allowed in the building.
- UMKC will not be responsible for items that are lost or stolen.
- Lost and found items can be claimed or turned in at the Service Center.
- Postings on the bulletin boards in the center must be approved by the Office of Student Involvement, Student Union 320.
- No spitting, except in proper receptacles.
- No pets are allowed in Swinney Center or inside Stanley H. Durwood Soccer Stadium & Recreational

Field or outdoor track. As a reminder, only dogs specifically recognized by UMKC are allowed in campus buildings. Certified service animals as defined by the Americans with Disabilities Act are allowed in campus buildings and outdoor playing fields. Approved emotional support animals are restricted to residential housing. Other than in the case of these limited exceptions, pets and emotional support animals are not to be in campus buildings or playing fields.

- You can listen to your own music if you use headphones.
- Please report suspicious individuals loitering or wandering through the Swinney Center to the Welcome Desk.

Dress Code

- People using the facilities must wear gym shoes and appropriate activity attire. Soft-soled athletic shoes allowed in the Fitness Center only.
- No open toed shoes allowed.
- Shirts must cover midriff.
- No jeans or dress pants.

Standard of Conduct:

- Individuals contracting for membership in the Swinney Center assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. This includes threatening or intimidating behaviors such as verbal conduct or conduct which threatens or endangers the health or safety of any person.
- UMKC and the UM System, include sexual orientation and gender identity and expression in its policies against discrimination. Please report any form of discrimination and/or harassment to the [Title IX Office](#).
- Please review the UM System [Standard of Conduct](#) (200.101).

Conduct that may jeopardize an individual's membership in Swinney Center:

- Forgery, alteration, or misuse of membership records or identification, or knowingly furnishing false information to Swinney Center.
- Obstruction or disruption of teaching, University administration, or other University activities, including its public service functions or other authorized activities at Swinney Center.
- Physical abuse that threatens or endangers the health or safety of any person.
- Theft of or damage to property of the University or activity that endangers the health or safety of any person.
- Unauthorized entry to or use of the Swinney Center or Durwood Stadium and Recreational Field.
- Use, possession or distribution of narcotics or dangerous drugs, except as expressly permitted by law.
- Disorderly, lewd, indecent, obscene or other inappropriate conduct or expression.
- Failure to comply with directions of University officials acting in the performance of their duties.

If you observe any behavior outside of these guidelines, please inform a Campus Recreation student or professional staff member.

Campus Recreation reserves the right to revoke or terminate the membership if a member fails to abide by Swinney Center rules or act in accordance with the University Standard of Conduct. Removal of membership is at the discretion of the Director of Campus Recreation. Appeals will be reviewed by the Campus Recreation Advisory Board.

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2. MEMBERSHIP GUIDE

UMKC Student Membership

This membership is available for UMKC students currently enrolled in classes who pay the University Swinney Center fee.

- FREE – included automatically in student fees: current fee is \$33.82 per semester
- Students can verify their fee has been paid in Pathway.
- Part-Time or Online students may not be automatically assessed the fee, but **they still qualify for the UMKC Student Fee**. This fee is the same that Full-Time on-campus students and can be purchased online at campusrec.umkc.edu
- UMKC acknowledges that many students use names other than their legal name to identify themselves. Students can use a preferred name to [update their chosen name in Pathway \(PDF\)](#).
- Any student wishing to change their gender identity within the Campus Recreation software system can contact the Director of Campus Recreation at hoffmanshroute@umkc.edu.

Community Membership

UMKC and Campus Recreation are pleased to have you become part of the University family and a member of this wellness facility. We encourage you to keep in mind that UMKC Campus Recreation/Swinney Center is the student recreation center, an event space for UMKC, and home to Kansas City Athletics. Facilities may be limited at times due to events.

MEMBERSHIP PRICES:

Community Member: \$35/month

Community Member + Parking: \$45/month

Recent UMKC Graduate: \$25/month (one time purchase for up to 1 year of membership).

UMKC Student: Fall/Spring Semesters - \$33 / Summer Semester - \$17 (Included in student fees for most students. If not included, can purchase online).

UMKC Faculty/Staff: \$20/month or \$10/biweekly paycheck

All members must be 18 years or older

HOW TO GET A MEMBERSHIP:

Purchase a membership at campusrec.umkc.edu

- University affiliated individuals will Log In using their University SSO. Once logged in, select Memberships, and proceed with purchase.
- Community Members will need to create an account their first time. Be sure to save your username and password for future purchases.

Membership Cancellations

- Cancellation of an individual or spouse membership will be allowed only under special circumstances.
- There will be no cancellation privileges with student memberships.

Refunds for memberships will only be granted for one of the following reasons:

- Employment from UMKC is terminated. Verification will be made with Human Resources.
- Medical emergencies that inhibit members from utilizing Swinney Center. Written documentation is required from a physician.

Hours & Building Closures

- Seasonal and holiday changes in facility operating hours will occur occasionally.
- Campus Recreation/Swinney Center will be closed on the following holidays along with the University.

- New Year's Day
- Martin Luther King Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

- Campus Recreation/Swinney Center will reduce hours each August prior to the start of the Fall Semester for staff training. Hours will be posted in advance.
- In the case of inclement weather, Campus Recreation/Swinney Center will close if the University closes or has a delayed start.
- Signage will be posted notifying members of these changes in advance. Occasionally, Swinney Center will be partially closed or closed for selected university-sponsored activities (commencement, intercollegiate athletics events), campus recreation uses or maintenance.
- Physical education classes, intercollegiate athletics, intramural and campus recreation activities are held in Swinney Center at various times throughout the day.
- Space availability is always subject to change.
- UMKC Campus Rec will always update their website and social media with building operation changes and closings.
- The normal hours are as follows:

Monday – Thursday:

- 6:00 a.m. – 10:00 p.m.

Friday:

- 6:00 a.m. – 8:00 p.m.

Saturday:

- 9:00 a.m. – 6:00 p.m.

Sunday:

- 12:00 p.m. – 6:00 p.m.

Parking

Parking passes are only sold to our community members and are aligned with the length of membership purchased. We sell parking passes to community members to hang in their car while they park in metered lots around campus.

The best lots to park in for easy access to Swinney Center:

- Cherry Street parking garage, fifth floor
- Atterbury Student Success Center
- KC Rep
- Miller-Nichols Library

Find parking information and how to purchase at [Memberships | Campus Recreation | University of Missouri - Kansas City \(umkc.edu\)](#).

Guest Rules and Regulations

- Guests must be 18 years of age or older and show valid photo identification.
- Check activity area availability before purchasing a guest pass.
- Guest passes are issued for one day only. If a guest(s) wants to leave the center for part of the day they will be able to regain admission to the center.
- Daily guest passes are not transferable.

3. STUDENT EMPLOYMENT

EMPLOYMENT WE OFFER:

- **Personal Trainers**
 - Create individualized workout plans to achieve the client fitness goals. Personal Trainers should have the ability to lead clients through exercise routines with a great mentality to encourage and motivate the client during the training session. Experience and license are extremely important for this job.

- **Group fitness instructors**

- This position requires someone who is willing to learn new skills and trends in group fitness, stay self-motivated, and who loves encouraging others. We have a variety of group fitness classes that you can offer, and we are always on the lookout for new ones! Certifications are welcomed but NOT NECESSARY.

- **Facility attendants**

- When you come to Swinney Center, you'll see our facility attendants in several different locations. They are the smiling faces who assist our students, faculty/staff, and community members with all of their needs. Facility attendants rotate through 3 important positions; Welcome Desk, Service Center, and the Fitness Center.

- **Welcome Desk**

- Securely check in all patrons and guests
- Ensure patrons checking in have an active membership
- Operate cash register
- Assist Building Supervisor in monitoring daily schedule and activities throughout facility
- Answer phone calls and answer general questions
- Provide excellent customer service

- **Service Center**

- Maintain and issue equipment to patrons, keeping accurate record of

all exchanges in the computer system

- Wash and fold towels
- Manage daily lock and towel service
- Provide excellent customer service

○ **Fitness Center**

- Maintain a clean and safe fitness center
- Monitor for proper usage of equipment
- Provide excellent customer service

● **Event Staff**

- The Events Team will be responsible for assisting with setup for events taking place at Swinney Center as well as teardowns after events. There will also be an opportunity to work some events.
- Events Team applicants MUST be available to work evenings and weekends when we complete setups and teardowns and host most events.

● **Membership office assistants**

- Accurate and timely processing of membership applications to include data entry, membership notification and responding to applicants. Data entry clerical duties on the recreation ERP. Customer Service duties.

○ **Duties and Responsibilities:**

- Data entry of membership applications.
- Reviews applications for determination of correct membership category.

- Provides support Services with information for new member approval packets.

- Filing membership information.

- Responds to phone calls from members and potential members.

- Orders supplies for the department related to membership.

- Clerical responsibilities related to membership processing.

- Provides clerical support to the department to include filing, faxing, stuffing envelopes, etc.

- Preferred Experience Requirements:

- Should have functional knowledge in:

- Microsoft Office.
- Email Communication.
- Phone Etiquette.
- Must have a flexible schedule and be able to work occasional late afternoons.

- Must be able to work independently and manage multiple tasks at one time, while also assisting the department in other ad-hoc tasks.

● **Graduate assistants**

- Varies by semester

● **Lifeguards**

- Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position requires good decision-making skills and the ability to work with little supervision. Individuals must be assertive, friendly, and have a working knowledge about facilities and services.
Current lifeguard certification preferred /
lifeguard experience required

- **Intramural Staff**

- **Official:** Responsible for learning and applying rules for relevant sports. Minimum requirements include familiarity with sports to be officiated. The person who fills this position will be willing to carry out set-up and tear-down tasks. Ideally, this position possesses good communication skills, and an ability to work well under pressure. Must be available for evening work.
- **Scorekeeper:** Responsible for operating scoreboards and checking in participants for intramural sports. Must be available for evening work. Ideally, this position possesses good communication skills and an ability to work well under pressure. The person who fills this position will be willing to carry out set-up and tear-down tasks.

- **Bicycle Mechanic / Rec Specialist:**

- Responsible for maintaining on-campus bike stations during posted hours and providing the basic bike maintenance. Mechanics will also help promote bike safety and the bicycle program. Experience and/or certification preferred.

***All staff must attend a monthly staff meeting and periodic training.**

EMPLOYEE REVIEWS OF EMPLOYMENT

Rafael Ribeiro Ferreira, *Facility Attendant:*

I really enjoy the fact that we create a connection with students and staff from a variety of schools and with members of our community. There are people from all around the world and it is great to be in touch with them as a facility attendant. Besides that, UMKC Campus Rec has a staff team that provides great professional and personal support. Our coordinators have been always taking care of our professional development. Campus Rec has the best working environment!

Jillian Bode, *Membership Assistant and Marketing Intern:*

Working for UMKC Campus Rec was the highlight of my college career. It gave me great friends, and an amazing experience. Swinney Center offered flexible hours to fit with my class schedule as well as a welcoming atmosphere of staff.

Julia Kapros, *Facility Attendant, Personal Trainer, and Building Supervisor:*

I love meeting new people and being a part of such a diverse and fun staff. Everyone is there for each other and Swinney itself allows you to meet people all over campus.

Alex Myers, *Facility Attendant*

UMKC Campus Recreation is a welcoming and fun environment that makes it easy to meet and socialize with new people!

FREQUENTLY ASKED QUESTIONS



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4. FREQUENTLY ASKED QUESTIONS

STUDENT MEMBERSHIP FAQ

- 1. I was a student during the spring semester, but I am not enrolled in classes during the summer. Can I purchase a summer membership?**

Yes, you may purchase a summer membership. Verification of previous semester enrollment must occur prior to purchase and activation of membership.

- 2. I am a new student this coming fall. Can I purchase a summer membership?**

Yes, you are eligible to purchase a summer membership once you have enrolled for the fall and have a UMKC Photo ID. The UMKC Campus Rec Administrative Office staff will check the issue date of the UMKC Photo ID to ensure it was recently made by the UMKC Card Center.

- 3. I am a currently enrolled student. When does my membership expire for the current semester?**

Please check the Terms section of Membership Services.

ALUMNI MEMBERSHIP FAQ

- 4. I am an alumnus of UMKC. What are my membership options?**

UMKC Campus Recreation Services offers Recent Graduate (within the past year) for those who graduated from the university. Log In to [UMKC Recreation](#) using your SSO to purchase this membership. You can only purchase one time at this rate, after which you will qualify for a Community Membership.

- 5. I just graduated from UMKC. Am I still a member of UMKC Campus Rec?**

No, but you can purchase the UMKC Recent Graduate membership mentioned above.

MISC. MEMBERSHIPS FAQ

- 6. What does my membership include?**

Membership includes access to Swinney Center and other recreation facilities (fitness center, multipurpose courts, indoor track, racquetball/squash courts, group fitness studios, pool, sauna, steam room, recreational field, outdoor track), equipment checkout, and towel service.

- 7. Membership includes everything, but I just want to use the pool.**

Many patrons only use recreation facilities for a specific fitness area and/or type of equipment or activity, such as patrons who come to only play basketball, or run on a treadmill, or use the dumbbells, or take group fitness classes. There is no practical way to give partial recreation access. It's one fee for everything.

- 8. I am attending a conference on the UMKC Campus. Can I use Swinney Center?**

You may use Swinney Center by purchasing a day pass for \$10/day or a Community Membership for 1 month for \$35. Create an account and purchase a membership or day pass at [UMKC Recreation](#).

- 9. How do I know if I can become a member to use recreation facilities?**

A recreation membership is available to students, faculty, staff, and community members.

- 10. What if I cannot make it into the Campus Recreation Office during normal hours of operation to purchase a membership?**

Membership can be purchased online at <https://campusrec.umkc.edu/>

The Membership Office can also be reached via email at umkccampusrec@umkc.edu or via phone at 816-235-2712.

11. Does UMKC Campus Recreation offer any family memberships?

We no longer offer household memberships. However, all family members over the age of 18 are welcome to join as a Community Member at the \$35/month rate.

FACILITY FAQ

12. Are the facilities handicapped accessible?

Swinney Center is in the process of becoming fully accessible for the handicapped. At the moment, it is not yet effectively so. We have an elevator in the west side of the building next to the fitness center that is available for use.

13. When is it most crowded?

Peak crowds at Swinney Center are between 4:00-8:00pm weekdays. Mornings 6:00-10:00am are least crowded. Weekends are less crowded than weekdays.

14. What equipment is available for checkout?

Equipment is available at the Service Center in Swinney Center (level 1 one the way to the Aquatic Center) and includes basketballs, volleyballs, badminton & tennis racquets, soccer balls and footballs. Member ID card is required to checkout any equipment.

15. What about towels at Swinney Center?

As available, workout and shower towels are available at Service Center and should be returned to the Service Center desk. Members are encouraged to bring a personal workout towel, as sometimes workout towels are being laundered and/or are all in use. Member ID card is required to checkout a towel.

16. What does UMKC Campus Recreation and the Swinney Center have to offer?

UMKC Campus Recreation offers comprehensive fitness, wellness and recreation opportunities. In addition to the large array of cardio, free weights and

select equipment, Swinney Center has activity rooms for group fitness classes and instructional programs, an elevated jogging track that overlooks the wood court gymnasium, wellness center, equipment checkout and towel services.

17. Are lockers available at the Swinney Center?

Yes, day lockers are available for members. Remember that day lockers are for temporary use (no overnight storage). Personal locks left on lockers will be removed. Monthly lockers can be rented for \$10, which is the only time overnight storage is permitted. These can be rented by visiting the Membership Office.

18. Where can I lock my bicycle?

Bicycle racks are provided outside Swinney Center. Several racks are located on the front side of the Student Union on Cherry Street and outside the main entrance at the Atterbury Students Success Center which is adjacent to Swinney Center. Bicycles are not permitted inside the Swinney Center. Bicycles found at inappropriate areas will be removed and placed at a bike rack.

19. What group fitness classes are available?

Many classes are offered in the fitness studios. To view the current Group Fitness schedule visit our [website](https://campusrec.umkc.edu). To register for classes visit <https://campusrec.umkc.edu>

20. How much do Group Fitness Classes cost?

UMKC Students: FREE
Faculty/Staff/Community Members: \$5