

GPRC's
Student Wellness Program
POLICY MANUAL
Intramurals/Fitness Classes/Courses & Events

Effective: August 2016

Gprc.me/swell

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1.0 General Information

1.1 Important Contact Information

- Joel Thibault – Student Wellness Coordinator – wellness@gprc.ab.ca, 780-539-2436
- Campus Wellness Desk – 780-539-2816
- GPRC Fitness Centre Main Desk – 780-539-2000 Ext. 4
- GPRC Gymnasium Info & Schedule – 780-539-2000 Ext. 7
- GPRC Climbing Gym – 780-539-2000 Ext. 6
- GPRC Campus Security – 780-539-2700

1.2 GPRC Organizational Values

As taken from the overall GPRC Values, the Student Wellness Program Key Values are as follows:

<p style="text-align: center;">Student Centred</p> <ul style="list-style-type: none"> ▪ We give our students the opportunity to grow and become enriched ▪ We pursue student learning opportunities that maximize and lead to lifelong learning ▪ The student is always the beneficiary of our activity 	<p style="text-align: center;">Integrity</p> <ul style="list-style-type: none"> ▪ We live up to the highest standards of professionalism through fair and ethical behaviour ▪ We are committed to a spirit of service ▪ We strive to earn our students’ and supporters’ trust 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> ▪ We celebrate the diversity of people, ideas and culture ▪ We take responsibility for our reputation ▪ We are enhanced by cooperative efforts, partnerships and shared use of resources in an atmosphere of respect
<p style="text-align: center;">Accountability</p> <ul style="list-style-type: none"> ▪ We are personally accountable to each other ▪ We are fiscally accountable ▪ We make evidence based decisions 	<p style="text-align: center;">Innovation</p> <ul style="list-style-type: none"> ▪ We encourage innovation ▪ We respect our past but we are future focused ▪ We are responsive and market driven 	<p style="text-align: center;">Passion</p> <ul style="list-style-type: none"> ▪ We love what we do ▪ We strive to be an extraordinary place to work ▪ We have fun

1.3 Purpose & Objectives

The purpose of the GPRC Student Wellness Program is to ensure each student has the opportunity to fully experience college life and build a foundation for a healthy future. Each and every student participating in Intramurals tournaments, leagues, Fitness Classes and other Special Events, will be granted the opportunity to explore their interest in a healthy and active lifestyle while experiencing a wide variety of recreational activities regardless of their skill level.

1.4 Mission Statement

GPRC Student Wellness believes in enhancing campus life by experiencing opportunities through Healthy & Active Living, and promoting the overall well-being of the Body & Mind!

1.5 Vision Statement

To enhance the lives of GPRC students through Health & Activity opportunities, highlighting the importance of maintaining all forms of human wellness while in their post-secondary education.

1.6 Goals

GPRC Student Wellness challenges itself to meet each of the following goals for all of its activities;

- Increase student involvement in physical activity
- Increase awareness of opportunities for physical activity
- Increase awareness of mental and social wellness
- To encourage students to choose to become active on campus
- Promote student life on campus

1.7 Injuries & Liability

All GPRC credit students pay a \$10 per credit course administration charge to be a part of the Student Wellness Program. This fee is collected by Student Services and is included in the student's tuition costs. These students are thereby eligible for Fitness Centre membership, thus granting them access to the Fitness Centre Weight Room and Climbing Gym the official first day of classes. Students will sign a Waiver Form indicating they understand that they accept the risk of possible injury or death. The College, its officers and employees are not liable for these potential circumstances sustained by their participation in Athletic or recreational activities.

If a GPRC student wishes to participate in any of the Student Wellness programs, activities or events, and does not have a current Fitness Centre membership, he/she **MUST** then sign an Event Waiver Form before they can commence activity. These waiver forms may be accessed through the Student Wellness Coordinator or Fitness Centre staff at the Main Desk.

2.0 Emergency Procedures & Action Plans

The safety and well-being of GPRC Students and all participants of the Student Wellness Programs are considered to be very important. That is why the following Procedures and Action Plans should be respected and adhered to in the event an injury or potential outside threat occurs. If an injury does occur, then the Student Wellness Coordinator/Representative/Supervisors will take charge.

- Regardless of the severity of the injury, the GPRC Fitness Centre Main Desk must be notified, either by the Supervisor or by another event participant.
- The Fitness Centre Staff will assist with the situation and apply First Aid if necessary.
- All Peace Protection Security Guards (780-539-2700) are available 24/7 and are First Aid Trained. Notify Security of any injuries that require more than a First Aid Kit.
- The College Community Health Centre (near Parking Lot F) is open Monday to Friday from 9:00am to 5:00pm.

If a participant is injured and is no longer able to participate in the event/activity, the team may continue to play with one less person for the remainder of that specific game. An injury during the game will not lead to a forfeit. If the injured participant is unable to continue, thereby affecting the participant

or gender requirements, the team shall be granted an exemption and allowed to finish that specific game.

2.1 Off-Campus Activity Procedures

Some activities may be scheduled outside of the GPRC Campus area, in which case the GPRC Student Wellness Coordinator or SW Supervisor will be onsite as the contact. This person will be monitoring the safety and well-being of its participants and expects all participants involved to abide by the rules put in place prior to the event.

2.2 Potential Threat Evacuation Process

An evacuation of the Campus can be caused by many different situations. The staff of the PEAK Department, both at the gym, weight room and the climbing wall will be responsible for their area. Follow instructions of the PEAK staff during the evacuation.

- **If you are told to evacuate or hear the fire alarm:**
 - Stop the exercise / game / workout and evacuate the area
 - Close doors as you go and leave lights on
 - Do NOT use elevators. Beside the elevator on the second floor of K-Wing is a Rescue Area
 - Exit building via nearest possible exit unless re-routed by an Evacuation Supervisor or PEAK Staff member and proceed to closest Muster Point
 - The **gym** has five exit routes that go to the **Muster Point in Lot B**
 - Exit out the main entrance of the gym, go left to the Kiosk then exit out of the K-Wing doors
 - The two back corner exits go directly outside
 - The two exits located between the main entrance of the gym and the back corner exits go into hallways with an exit outside close by
 - The **weight room** has three exit routes that go to the **Muster Point in Lot B**
 - Back down the stairwell, left to the Kiosk then exit out of the K-Wing doors
 - Towards the PEAK offices, down the stairwell and out the L-Wing doors
 - Out the doors by the rowing equipment (near the North end of the Weight Room), down the stairwell and out the K-Wing doors
 - The **climbing wall** has two exit routes that go to the **Muster Point in Lot F**
 - Out the main entrance, turn right and exit out the M-Wing doors
 - At the back of the Climbing Wall, through the door and exit directly outside
 - If smoke is encountered, stay low to the ground
- **If you cannot evacuate:**
 - Try to proceed to a room with an outside window
 - Close doors between you and fire
 - To keep smoke out of room, stuff cracks around door and cover ventilation openings
 - If you have access to a working phone, call 911 and report your location and that you are unable to evacuate
 - If above ground floor, wave something bright out a window

- If smoke fills room, place article of clothing in window as a marker for rescuers and stay low to floor
- If water is available, dampen a cloth and breathe through it
- When the Fire Department arrives on scene they will assume overall command with the Emergency Response Team working in collaboration
- The incident is terminated when the Fire Department declares an 'All Clear'

3.0 Participant Eligibility

Student Wellness programs, events and activities are open to all credited GPRC Students paying the \$10 per course Administration Fee within their tuition costs. Other students eligible to participate in the Program are;

- GPRC Students (GP & Fairview Campuses)
- 3rd & 4th Year Nursing Students who are taking University of Alberta transferable courses
- 3rd & 4th Year TEN Students – Teacher Education North Collaborative Degree Program GPRC/University of Alberta
- Apprenticeship Students – Trade Programs on GPRC Grande Prairie Campus
 - Apprenticeship Students attending courses through the Fairview Campus will have to pay a separate fee for the specific duration of their enrollment
- GPRC Staff also enrolled in GPRC Courses
- ***Due to limited facility availability, some leagues may be restricted to GPRC Students only***

3.1 Fitness Classes

- If a participant wishes to drop into a Fitness Class, they must first fill out a PAR-Q ([Physical Activity Readiness Questionnaire](#)) form before participation. Extra forms will be provided onsite for new participants. If a question on the form is answered 'Yes', the outlined tasks must be followed before participation can take place.

3.2 Other Requirements

- Participants must be Full or Part-time GPRC Students within the Academic School year: September 1st – April 30th (Fall & Winter Semesters), and Spring or Summer time Students (May 1st – June 30th)
- Students wishing to participate **MUST** possess a valid GPRC Student ID with current ID#
- GPRC Staff or the general public of Grande Prairie must register before participating in any Student Wellness related activity

3.3 Intramural Playoff Eligibility

- For leagues and tournaments, each participant must have played in at least one Round Robin, "Regular Season" game in order to be eligible for the playoff round.
- Exceptions may be made by the Student Wellness Coordinator if a participant has an illness or injury. The SW Coordinator must be informed as soon as possible should the team in question not be able to fulfill the upcoming match with players from their official roster. If they cannot completely 'man' the playing field, they may be eligible – also depending on facility availability – to play a rescheduled match so long as the SW Coordinator has been notified prior to 24 hours before the scheduled competition.

3.4 Ineligible Participants

- A participant can register for only one (1) team in any given Student Wellness Intramural tournaments, leagues or other Special Events.
- Intramural teams may have GPRC Wolves Athletes on their roster, but can have a maximum of only two (2) athletes, male or female, per team in their related sport (ie. A single male or female Wolves Basketball Athlete can play on the Intramural Basketball team. If they choose to play Volleyball or Soccer as well during the school year, they may also register in those sports). This includes 'Redshirt' players.

4.0 Team/Individual Registration Process

4.1 Registering for an Intramural Activity

All participants must create an IMLeagues user account and complete the Intramural Registration process online using the **IMLeagues system** (www.imleagues.com). If online access is non-existent then hard copy forms can be accepted at the Student Wellness Coordinator's office during posted business hours. Please review all Registration Procedures for each activity as there may be different requirements and/or specifications for the particular event or activity.

In the event that an extra entry fee is required for an Intramural tournament, activity or special event, full payment must be made at the time of registration at the Fitness Centre Main Desk. Teams forfeiting a game by not showing up, or do not have enough players to continue, will not receive a refund.

In all other scenarios where an individual or team would like to inquire about a possible refund, the Student Wellness Coordinator must be contacted for the inquiry to be considered.

All team members are asked to exchange contact information in order to promote continual communication over the course of the event's season.

4.11 Team Activities – the following must be filled out and submitted when registering for a team activity or event:

1. Appropriate Team Name (see Team Name Policy **11.0**)
2. A team roster with the minimum amount of players required
3. The Team's approximate Skill Level
4. Each team member's first and last name
5. Each team member's GPRC Student ID Card Number
6. Designation of a 'Team Administrator' with their contact information (phone number and email address)

4.12 Team Administrator (TA) Duties & Responsibilities

1. The TA is the main person for the Student Wellness Coordinator to contact. Failure to provide said information may result in missed communication regarding schedule changes, game cancellations, participant eligibility, etc. *The TA should be someone who often checks his/her messages.*
2. The TA will supply the Student Wellness Coordinator or Fitness Centre Staff with the game's win/loss results.

3. The TA will ensure that all team members are present for the beginning of the game.
4. The TA will contact their teammates in the event that tournament/league changes arise (ie. schedules, locations, etc).
5. The TA will make sure the games are run smoothly, respectfully and on time
6. TAs of the last remaining game or activity of the session, must see to it that all equipment used is brought back to the Fitness Centre Main Desk before the closure of the gym or before another scheduled program begins. The Fitness Centre Staff will be able to designate where everything goes.
7. TAs will inform teammates to clean up any and all of their garbage left behind by them during the activity.

4.13 Individual Registrants

Individual participants wanting to become involved in team activities must fill out an 'Individual Registration Form' before the commencing of the tournament and/or league. It shall require similar information that is laid out in the previous section: 4.11.

Individual participants will be formed into a team if and when there are enough members to do so. If this team formation is not possible, other teams without a full roster will be contacted to see if they would like another teammate or substitute.

5.0 Tournament/League Information

Information pertaining to leagues, tournaments, special events, including their *schedules, rules, standings, results, and registration forms*, will all be made available online on the Student Wellness Webpage (<http://www.gprc.ab.ca/students/wellness/StudentWellnessSports.htm>). Information will also be posted on the bulletin board near the Fitness Centre Main Desk, or outside the Student Wellness Coordinator's office, as well as the Student Wellness Facebook Page.

5.1 Intramural Scheduling Procedures

Intramural league and tournament schedules will be made available several days before the start date. For the most part, leagues and tournaments will be in Round Robin format, followed by a regular playoff and consolation round, or an elimination playoff round. Depending on time availability and the number of teams involved, teams may play 1-2 games per week during the league or tournament.

5.2 Intramural Game Procedures

Participants will fill out an Intramural Registration Form and provide it to the Student Wellness Coordinator or Fitness Centre Staff at the Main Desk before the posted registration deadline. This form must include the names of each team participant, their gender and their GPRC Student ID#, as well as the minimum amount of participants for that team based on the criteria of the particular sport. The contact information is required from the participant who will be the Team Administrator; contact information from everyone else is optional.

All teams and their players should arrive on time, and at least 10 minutes before the scheduled game start time. Each participant must have their GPRC Student ID card on hand.

At the conclusion of the game within the league or tournament, each Team Captain/Team Administrator present during the game just played, must sign and date the Score Sheet and provide it to the SW Coordinator's office for it to be counted as an official game result. If no Score Sheet is provided to the SW Coordinator by 10:00am the following day, the end game result will not be counted; meaning neither team will receive a Win or a Loss put toward their team's results. In this case, a Forfeit will not be issued to either team.

6.0 Referee & Supervisor Policies

The Student Wellness Coordinator, or Representative or Supervisor, will be present to oversee the activity's proceedings. Referees may not always be present during games and events. This is set in place as a way to help save costs for the Student Wellness Program.

Most tournaments and leagues will be self-officiated and will require all participants to obey the rules of the given sport. For example, in Basketball activities, players will be asked to call their own fouls. This is meant to help promote sportsmanship and Fairplay amongst fellow students. In a situation where a disagreement comes up over a call, it will be up to the Team Administrators to communicate the best way to solve the issue (ex. Replaying of the point, Rock-Paper-Scissors for possession, etc.).

If a disagreement arises in which it is too difficult to fully resolve at the specific time, notification to the Student Wellness Coordinator should be made for further assistance. If the Student Wellness Coordinator is not present, resume play and provide the Coordinator with a written analysis of the disagreement for their review. A solution may be reached shortly after.

The Student Wellness Coordinator, a Student Wellness Representative, Supervisor, as well as the Fitness Centre Staff, will be the persons in charge of facilitating the activities and 'keeping the peace'. If necessary, Security will be contacted. If situations get out of control, these people listed above will have the right to ask participants to leave the playing area/gymnasium for the remainder of the activity. This can potentially lead to banning a participant from further competition for the remainder of the semester or year, depending on the severity of the occurrence.

7.0 Equipment Usage

The Fitness Centre staff will have all equipment ready before the beginning of competition, but it is the responsibility of the team participants to set up and take down the equipment/courts.

Pinnies will be provided for team use/clarification if that is desired.

Please respect any and all equipment used for the various sports and use them for their intended purpose.

8.0 Intramural Forfeit Procedure

A team shall be issued a forfeit to the match when they have failed to provide the minimum number of participants for their team or the minimum number of male or female participants (as specified in the league or tournament rules) within 5 minutes of the scheduled game time. Notification from the Team

Administrator must be provided to the Student Wellness Coordinator within at least 24 hours prior to the game for it NOT to be considered a forfeit. If a forfeit does take place, the team that is on time and ready to play will be granted a victory. However, if a team is missing one participant and thus one short of the minimum number of players needed for the particular sport, the game may be played and counted if the opposing team agrees to play with the number of participants present.

Forfeit scoring will be different for each sport. For example, a forfeit in a 6 on 6 Volleyball tournament will receive a score of 25-0, 25-0.

Forfeits will not be rescheduled.

For more information on this subject, please review the league's or tournament's rules on forfeiting scores. Due to the brevity of league and tournament play, forfeits are highly discouraged and pose a problematic impact on other teams and the organizational staff.

9.0 Intramural Tie-Breaking Procedures (General for most sports)

Unless otherwise stated, Tie-Breaking Procedures for the respective teams will be determined in the following order;

1. Games Won
2. Head to Head Win/Loss Record – between only the tied teams involved
3. Sets For/Sets Against
4. Point Differential
5. Points For
6. Coin Toss

10.0 Participant Conduct

The Student Wellness Program is here for the Students of GPRC! Intramurals, Special Events, Fitness Classes, etc, are all constructed with a key focus of **Having Fun!** It is important to remember as student participants in these programs and activities that the act of winning should never outweigh the primary characteristics of respect for the game, for all teammates and opponents, officials, as well as of common sense, sportsmanship and Fairplay!

All participants in any Student Wellness and GPRC related events are responsible for conducting themselves in an appropriate manner. It is also expected that all partaking in the events will respect other participants, staff members and the rules of the College. The GPRC Student Wellness Program strongly emphasizes the importance of creating a positive environment for its students through Fairplay and Sportsmanship in all events and activities. Defying these primary values will not be tolerated. All complaints must be brought forth to the Student Wellness Coordinator immediately after the incident, or at the earliest time available. Campus Security will be notified should any major offences occur during any Student Wellness Programs.

10.1 Minor Offences

Verbal Abuse – it is expected that all players and spectators avoid using profanity and inappropriate gestures toward other participants, officials, Fitness Centre Staff and Student Wellness Supervisors.

Excessive Physical Aggression – it is understood that some sports grant physical contact by way of their nature, but a certain limit of physical aggression must not be passed in order to ensure safety of others and the overall integrity of the game or activity.

10.2 Major Offences

Fighting – is considered the intentional striking of another person, participant, official or spectator, with any part of the instigator’s body (fist, foot, elbow, etc).

Harassment – is the persistent disturbing acts through abusive, demeaning or threatening behavior directed toward other participants.

10.3 Team Spectator Conduct

It is the responsibility of the spectators that are in attendance for a specific team’s game or activity, to behave in a respectable and appropriate manner toward all players (their team and the opponents), officials and staff members. No vulgar language or gestures toward any of the participants on any team will be tolerated. If the offences continue to be an issue and are disruptive toward the integrity of the event or activity, those spectators will be asked to leave. If spectators continue to not follow the policies and procedures during the game or activity, the team will forfeit the game and spectators will no longer be allowed to attend future games for the academic year.

11.0 Team Name Policy

The Student Wellness Program at the Grande Prairie Regional College encourages all individual and team participants to be creative and enthusiastic in their choosing for their Intramural/Activity-based team name. However, there are some required guidelines to the selection process;

- A. The team name selected must be in good taste,
- B. It must not be offensive to an individual or group, and
- C. It must not send off a poor representation of the SW Program or GPRC College image

Team outfits and apparel must also follow these guidelines.

GPRC Student Wellness reserves the right to refuse any inappropriate team names or possible abbreviations. If a team has a name that Student Wellness feels is inappropriate, it will not be published on the website, media outlets, schedules or any other form of activity information. The team will be kindly asked to submit a new name to the Student Wellness Coordinator and until such a time will be renamed to the Team Administrator/Captain’s Last Name for identification purposes.

Thank you for your understanding and cooperation.

As of: April 2011

This Manual has been created to better maintain the structural integrity of any and all Campus Activities put on by the Student Wellness Program, and is continually monitored and updated on an ongoing basis throughout the year.

The Student Wellness Program thanks you for your participation in its activities and programs. The Program is open to more suggestions and ideas that the GPRC Students may have in regards to what is offered. Please feel free to contact the Student Wellness Coordinator with your suggestions.

If you or anyone interested in the program has any questions, comments or concerns regarding the activities and events facilitated by the Student Wellness Program, please contact Student Wellness Coordinator Joel Thibault (Office K 111A; jthibault@gprc.ab.ca; 780-539-2436).

Thank you!