

## UBC REC Policies

UBC REC participants are expected and required to follow the policies of the department. Below is a brief summary. For a complete and comprehensive list of all policies, please see [www.rec.ubc.ca](http://www.rec.ubc.ca).

## Registration Policies

### PRICING AND PROGRAM POLICY

All UBC REC program prices include GST/HST unless otherwise stated. There is no pro-rating on instructional courses. Prices and dates are subject to change.

### STUDENT RATES

To be eligible for student rates and facility access, a student has to be registered in more than 1 UBC Academic Course in the current term and has consequently paid the Athletics and Recreation Fee.

### REFUND POLICY

A full refund will be granted under the following conditions:

- If the course is cancelled
- If the request is received prior to the registration deadline

Krazy Karts and the Point Grey Triathlon Cancellation:

In the event that Krazy Karts or the Point Grey Triathlon are cancelled due to circumstances beyond the control of event organizers full refunds will not be given to participants following the registration deadline.

Refund Requests:

If the refund reason does not meet the above conditions, the participant will be required to fill out a Refund Request form. A \$25 refund processing fee will be charged on all refund requests.

No refunds will be given following the registration deadline for all Outdoor Rec Programs with the exception of Whistler Bungee and BCRPA Online Theory.

Participants withdrawing for medical reasons will receive a pro-rated refund for the remainder of the program. Medical documentation from a licensed physician is required. Notes must be received within one week of the date of illness or injury. When there is a discrepancy between the date of the doctor's note and the last class taken, the pro-rated rate will start from the date full documentation was received by UBC REC.

Participants who are requesting a refund due to re-location will need to provide proof of change of address.

Course conflicts are not a valid reason for a refund and will not be considered.

### METHODS OF PAYMENT

UBC REC accepts Visa, MasterCard, Interac, UBC Journal Vouchers and cash. When paying online, only Visa and MasterCard are accepted. In the event a cheque is accepted, all NSF cheques are subject to a \$25 service charge.

### REGISTRATION DEADLINE POLICY

Registration periods for all events, leagues and programs will end at 5:00pm on the deadline day, unless otherwise noted.

## Participation Administration Policies

### UBC REC CODE OF CONDUCT

All participants and SRC facility users are expected to conduct themselves in a manner that is sportsmanlike and which respects other individuals. All participants must abide by the rules governing each sport and must obey the directions of UBC REC staff. All participants must participate in a spirit of friendly competition and fairness. There will be zero tolerance for any form of fighting, and verbal or physical abuse of any official, participant or UBC REC staff.

UBC REC reserves the right to refuse service based on violation of any UBC REC rule, published procedure, policy or the Code of Conduct. UBC REC will refer any behavior that violates the UBC REC Code of Conduct to the Supplementary Discipline System (SDS) which may result in suspension from UBC REC programs, facilities and services.

### COURSE CANCELLATION POLICY

UBC REC reserves the right to cancel any course, event, activity or league due to low registration or conditions that make any such activity unsafe.

### RIGHT OF REFUSAL POLICY

UBC REC reserves the right to refuse service based on violation of drop-in procedures, inappropriate conduct or for failing to follow the directions of the SRC Operations Centre staff or any UBC REC staff member.

### STAFF PARTICIPATION POLICY

Any staff/faculty member participating in UBC REC programs must be a current employee of UBC. All staff/faculty must have an up-to-date UBC Staff/Faculty Card. Proof of staff status must be provided to qualify for staff rates.

### WAIVER POLICY

All participants in UBC REC events, leagues and programs must sign a valid waiver before they will be allowed to participate.

## Program Management Policies

### UBC ALCOHOL AND ILLEGAL SUBSTANCE POLICY

In accordance with UBC's Alcohol Policy, consumption of alcohol or illegal substances is not permitted at any UBC REC event or facility. Any person or team found consuming alcohol or an illegal substance at an event or in a facility (including dressing rooms) will be immediately removed from all further participation. Any person arriving at a league, event or facility under the influence will likewise be removed.

### UBC REC SUPPLEMENTARY DISCIPLINE POLICY

Individuals or teams that breach these guidelines while participating in any UBC REC activity, or are involved in an incident of misconduct in, at, or surrounding a UBC REC activity or facility that is beyond the reasonable and acceptable limits of that activity, will be subject to review and, if necessary, appropriate disciplinary action.

In cases where the severity of the incident is extreme, UBC REC reserves the right to report any incident to the University Committee on Student Discipline for review and possible further sanctions following the disciplinary actions taken within the UBC REC program.

## SRC Facility Policies

### SRC BUILDING POLICIES

Bicycles are not permitted in SRC public spaces. No rollerblading is permitted inside the SRC. Recreational activity is restricted to designated activity areas. The hallways are not designated activity areas.

Cell phones and cameras are not permitted inside the change rooms. No one may take pictures in the SRC without UBC REC Management permission.

Food and drink is prohibited in activity areas including the gymnasiums, the studio, and the dojo. Water is permitted, but only when contained in a plastic container with a secured lid.

Any group wanting to use the studio for organized activities must book in advance with the UBC REC Facility Coordinator. Organized groups will be deemed any group of 5 or more people.

Each participant and facility user assumes total responsibility for any lost or stolen property. Valuables should not be brought into the facility. Lockers are available for personal belongings although security cannot be guaranteed as locker thefts do occur.

Proper footwear must be worn at all times in the designated activity areas. In the studio and gymnasiums, only clean, non-marking, closed-toe rubber soled shoes are allowed. There are to be no shoes worn in the dojo at any time.

### DOJO POLICY

Access to the Dojo is restricted to registered members of the approved and supervised classes. There is no drop-in in the dojo.

### HOURS OF OPERATION POLICY

The Student Recreation Centre may be subject to reduced hours during holidays. Programs do not run on statutory holidays unless otherwise posted.