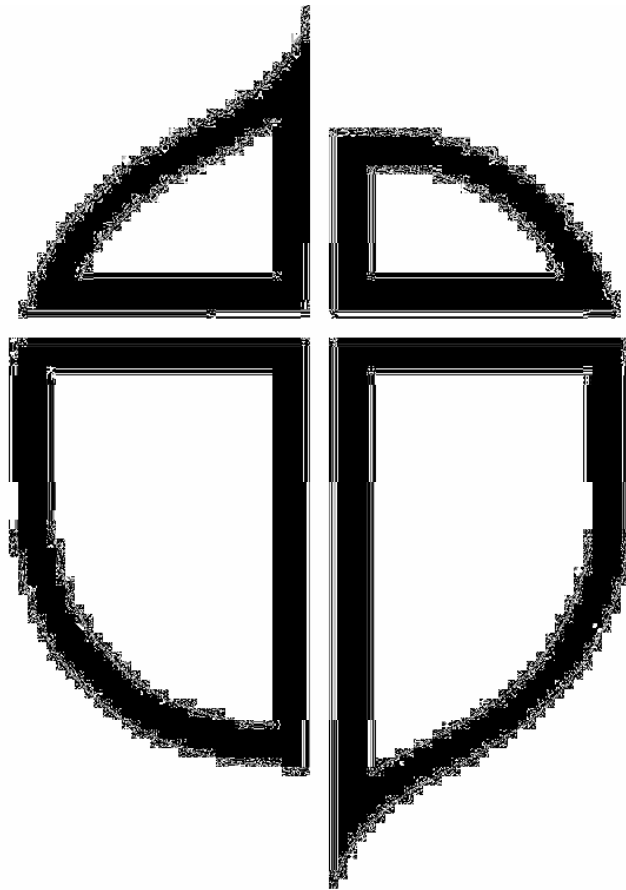


Policies and Procedures Manual

Sports and Fitness Center



Prestonwood Baptist Church

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Mission Statement of Prestonwood Baptist Church

Our mission at Prestonwood Baptist Church is to glorify God by introducing Jesus Christ to as many people as possible and to develop them in Christian living using the most effective means to impact the world, making a positive difference in this generation.

Mission of Prestonwood Sports Organization

To glorify God by introducing Jesus Christ as Lord to as many people as possible. To help develop children in they're chosen athletic activity, through a quality youth sports program and build them up emotionally by teaching positive life values.

Vision for Prestonwood Sports Organization

We envision many varying children's team sports along with individual and dual activities designed to draw unchurched, unsaved children and families to Prestonwood. We also will have varying adult team sports and provide activities and classes addressing fitness, health, and nutrition, also designed to be the 'side door' to Prestonwood Church and faith.

Purpose of Prestonwood Sports Organization

Spiritual – We believe that Jesus Christ, God's only son, came to earth to pay our sin debt by dying on the cross so that we could have eternal life (heaven). Our sports programs are designed to share our faith in Christ.

Emotional/Physical – We want to provide an edifying, fun, learning environment that will be a positive physical and emotional experience for children. This positive experience will cause them to want to continue to be involved in this and other sports.

Intellectual – We want children to be given a great opportunity to learn the skills necessary to be successful in a given sport.

Social – We want children to experience the beneficial aspects of competing. In turn they will also develop their understanding of teamwork.

Policies and Procedures

In the interest of influencing others for Christ, the policies and procedures of Prestonwood's Sports and Fitness Center will encourage members, invited guests, and visitors to maintain the highest Christian standards of dress, speech and conduct.

Hours of Operation

- I. The Prestonwood Sports and Fitness Center hours of operation will be as follows:
 - A. Monday 6:00 a.m. to 10:00 p.m.
 - Tuesday 6:00 a.m. to 10:00 p.m.
 - Wednesday 6:00 a.m. to 6:30 p.m.
 - Thursday 6:00 a.m. to 10:00 p.m.
 - Friday 6:00 a.m. to 10:00 p.m.
 - Saturday 8:00 a.m. to 5:30 p.m.
 - Sunday 2:00 p.m. to 8:00 p.m.

- II. Hours may vary depending upon seasonal activities and special events.

- III. Any changes of the above hours of operation will be posted in the Prestonwood Sports and Fitness Center.

- IV. Special activities and court reservations must be scheduled through the PSO Administrator (X5219). Reservations not appearing on the master schedule will not be honored.

- V. Field reservations must be made through the PSO Administrator (x5219). Reservations not appearing on the master schedule will not be honored.

- VI. Unauthorized entrance or presence in the building may result in the suspension of the right of such individuals to the use of the building.

Participation Eligibility

- I. Use of the Prestonwood Sports and Fitness Center is open to members and non-members of Prestonwood Baptist Church. Each person must fill out a release form and must sign in at the front desk upon entering each visit.
- II. Persons under the age of 18 (eighteen) must have a parent complete and sign a release form prior to using the Sports and Fitness Center.
- III. **Persons 11 (eleven) years of age and under MUST have direct supervision by their parent at all times (unless their coach has assumed responsibility) they are in the Sports and Fitness Center.**
- IV. Individuals over the age of 16 (sixteen) may use the weight equipment after properly completing a health history and release form. Individuals 13 (thirteen) to 16 (sixteen) years of age may use the weight equipment with parental supervision and the submission of a signed parental consent form. **No one under the age of 13 may be present in the weight room.**
- V. Parents are not allowed to leave children unattended in the atrium (open area of SFC) while they exercise.
- VI. Use of the cardiovascular equipment is limited to persons 16 (sixteen) years of age or older. There is a 30 (thirty) minute time limit of equipment usage when others are waiting.
- VII. When under-age children are in the Prestonwood Sports and Fitness Center as a special group or for a special program, the group sponsor is responsible for the proper number of adult supervisors. (Note: a minimum of one adult for every four children).
- VIII. It is recommended that every person meet with a staff member or watch an orientation video prior to using the equipment.
- IX. Each person is required to bring a towel and wipe down the equipment after use.
- X. Please report any malfunction of equipment to a staff member.

Conduct Codes

- I. Use of tobacco, alcohol, or any controlled substance is prohibited.
- II. Apparel with advertisements for alcohol, tobacco, music groups, or any other questionable words or images is prohibited.
- III. Users of the facility will conduct themselves in a “Christ-like” manner at all times. No abusive language or actions will be tolerated.
- IV. In case of injury, please report all incidents to the Prestonwood Sports and Fitness Center staff and fill out an incident report.
- V. Dismissal from the building, at the discretion of any employee, will result for any breach of conduct codes.

Policy Interpretation

- I. The Prestonwood Sports Outreach Staff will handle policy infractions on an individual basis with other ministry leadership as necessary.
- II. The Sports Outreach and Activities Staff will be responsible for the enforcement and interpretation of all rules of the Prestonwood Sports and Fitness Center.
- III. Any situation not specified in this list of policies and procedures will be acted upon at the discretion of the Prestonwood Sports Outreach Staff, the Church Staff and/or Prestonwood Church Committee.

Guests

Individuals who are not members of the Prestonwood Sports and Fitness Center, but are hosted by a member are considered guests.

- I. Guests of the Prestonwood Sports and Fitness Center must fill out a release form and sign in each time they visit the facility.
- II. Guests must abide by all Prestonwood Sports and Fitness Center policies and procedures.
- III. Members are not allowed to bring guests for Noon Time Basketball without prior approval from the Director of Basketball.
- IV. Members are allowed to bring one guest at a time for one time. If a member desires to bring a guest multiple times, they must receive prior approval from a Sports and Fitness Center Director or the Minister of Sports Outreach.

Visiting Groups

Teams, spectators, and groups from outside affiliations are considered visitors.

- I. Visitors are the responsibility of the sponsoring affiliation.
- II. Visitors must remain in the particular area where their group is participating.
- III. Visitors are welcome to tour the Prestonwood Sports and Fitness Center accompanied by a qualified tour guide. (Note: Advanced notice is required for tour groups).
- IV. Visitors must abide by all the Prestonwood Sports and Fitness Center policies and procedures.
- V. All groups are responsible for their own function.
- VI. Visiting groups must provide 1(one) parent for every 4(four) children under the age of 11(eleven).
- VII. Every child must have a signed wavier from their parent. That wavier will be kept in the office of the Sports and Fitness Center.
- VIII. The church determines reservations to groups outside of Prestonwood Baptist Church. A reservation form and deposit are required. (Deposit will be held until proper time is allowed to determine liability of any damages).
- IX. The church determines rental fees (see renting page 12).
- X. Each group is responsible for damages.

Facility Rental

Prices and procedures for renting courts, fields, and rooms in the Sports and Fitness Center

- I. Groups may rent the facilities at the Sports and Fitness Center based on availability. Any outdoor activities (baseball, sand volleyball, football, soccer, softball) as well as indoor activities (basketball, volleyball, in-line hockey, parties) can be rented through Stephanie Wilson (x5219).
- II. The rates for renting are as follows:
 - a. Daytime sand volleyball court rental (without lights) is \$15.00 per hour for groups not affiliated with Prestonwood Baptist Church.
 - b. Evening sand volleyball court rental (with lights) is \$40.00 per hour for groups not affiliated with Prestonwood Baptist Church.
 - c. Half court rental is \$40.00/hour, and full court rental is \$70.00/hour for groups not affiliated with Prestonwood Baptist Church.
 - d. Classroom rental is \$50.00 for 1-4 hours, or \$75.00 for 4-6 hours (flat rates) for groups not affiliated with Prestonwood Baptist Church. If renting another part of the facility, the classroom rental fee will only be \$25.00.
 - e. Baseball, Softball, Football, and Soccer fields with lights are \$200.00 per hour, and without lights for \$50.00 per hour, for groups not affiliated with Prestonwood Baptist Church.
 - f. Baseball Batting Cage is \$35.00 per hour with the pitching machine, and \$25.00 per hour without the pitching machine, for groups not affiliated with Prestonwood Baptist Church.
- III. Groups must check in at the front desk of the Sports and Fitness Center prior to using their rented court or field.
- IV. All court and field rentals' will be under the discretion of the Sports and Fitness Center.
- V. Lock-In prices are as follows:
 - a. Group is responsible for paying a staffing fee of \$15/hour during the times when the SFC is normally closed.
 - b. Lock-ins are scheduled only on Friday nights with a fourteen hour limit. Fees are \$7.00/per child with a minimum of \$50.00. Two rooms are provided—one for males, one for females.

SFC Attire

- I. Appropriate gym attire must be worn at all times. All clothing must be modest and in good taste in its appearance. (Note: The Prestonwood Sports and Fitness Center has the right to determine “appropriate gym attire”).
- II. Shirts and shoes must be worn in public areas at all times.
- III. Proper court shoes must be worn while using the gym. Shoes that mark the floor surface are not allowed.
- IV. Participant’s torsos’ and shoulders are to be covered in public areas at all times. Men may play basketball in basketball style shirts.
- V. Shorts must be loose fitting and not excessively short.

Prestonwood Sports and Fitness Center Facility

- I. SFC ministry staff and/or approved volunteers are allowed behind the front desk.
- II. Information on various activities, leagues, and events will be provided at information boards located in the main building or inside the Sports and Fitness Center.

Administrative Offices

The Prestonwood Sports and Fitness Center Offices are located on the first floor of the Prestonwood Sports and Fitness Center.

Lockers/Dressing Rooms

- I. Members, guests, and visitors using the facility may use lockers.
- II. Lockers are available for rent on a bi-annual basis (January-June or July – December) for \$20.00. Use of a lock is encouraged. Locks left on non-rented lockers will be cut off at the end of each month.
- III. Prestonwood Baptist Church staff, volunteers of Prestonwood Baptist Church and the Prestonwood Sports and Fitness Center are not responsible for lost or stolen articles.

Gymnasiums

- I. No food or drink will be allowed in the gymnasium.
- II. Only basketballs or volleyballs are allowed on the wood courts. Prior approval and provisions must be made for any other sports activity.
- III. Hanging or climbing on basketball rims, nets, or supports will not be allowed.
- IV. A list of required equipment is available at the front desk of the SFC.

Equipment

- I. A qualified staff member will set up all equipment.
- II. Any equipment checked out must be cleared and recorded by the on-duty staff.
- III. Equipment must be returned to the same place where it was checked out.

Game Room Equipment

- I. A membership card or driver's license will be needed to check out ping-pong paddles. Ping-pong balls may be purchased at the front desk--\$.25 for a new ball or \$.10 for a used ball.
- II. A membership card or driver's license will be needed to check out a pool cue and set of balls.
- III. Ping-pong, pool and foosball are available to persons 12 years of age or older.
- IV. Foosballs can be purchased for 50 cents.

Walking/Jogging Track

- I. Walkers should use the inside lane of the track, runners should use the outside lanes.
- II. Persons under the age of 12 (twelve) must be accompanied by their parent to use the running/walking track.
- III. Food and drink are not allowed on the track.

Group Exercise Classes

(If offered)

- I. Group exercise classes are available for members and non-members of the Prestonwood Sports and Fitness Center are offered by independent instructors. Please see the front desk staff for current offerings.
- II. An additional fee will be assessed for participation in-group exercise classes.

PSO Leagues

1. Youth or Adult Leagues are under the direction and supervision of all PSO staff. The following is a list of Leagues and their Directors:

<u>Football</u>	<u>Spencer Conley 972-820-5229</u>
<u>Baseball/ Softball</u>	<u>Mike Maack 972-820-5208</u>
<u>Volleyball</u>	<u>Spencer Conley 972-820-5229</u>
<u>Basketball</u>	<u>Brad Freeman 972-820-5228</u>
<u>Soccer</u>	<u>Cathy Kinder 972-820-5226</u>
<u>Cheerleading</u>	<u>Jennifer Simerson 972-820-5219</u>

2. League fees and a signed registration form are required to be placed on any team for any sport.
3. A discount of 25% is available for employees of Prestonwood Baptist Church. **Not available in all leagues—please speak with the director of the sport.
4. A discount of 25% is given to all head coaches' and their immediate family, as needed.

Membership Fees

- I. Individuals who are members of Prestonwood Baptist Church are charged a fee of \$5.00, as the church sponsors the remainder of their fees.
- II. Individuals who are not members of Prestonwood Baptist Church are charged the following rates per year:
 - a. \$200.00 per individual
 - b. \$225.00 per married couple (engaged couples or couples who live together are not eligible for the couple price)
 - c. \$250.00 per nuclear family, (for a family of four—additional family members assessed fee of \$5.00).

Lock-Ins

- I. For Groups below 30:
 - a. Deposit of \$200, which will be refundable less any damages that may have been caused by the group.
 - b. Cost is \$250, plus \$7 per child. This includes staffing fees.
 - c. There must be an adult/child ratio of 1:7.

- II. For Groups over 30:
 - a. Deposit of \$400, which will be refundable less any damages that may have been caused by the group.
 - b. Cost is \$250, plus \$5 per child. This includes staffing fee.
 - c. There must be an adult/child ratio of 1:8.