

# **Amie L. Mathy Center Coaches' Handbook**

**Department of Recreational Sports  
Viterbo University**

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## INTRODUCTION

The *Mathy Center Coaches' Handbook* is a resource for all Athletic Staff at Viterbo University. We hope it serves as a tool to assist you in your planning of events, organization of your team schedules and provides greater clarity with regard to facility policies and expectations.

We realize that your student-athletes will frequent the Mathy Center at a rate that is sometimes higher than that of the general population at Viterbo. For this reason, it is important that we identify each of the critical areas that will affect their ability to navigate the facility and its expectations in a successful manner.

We feel confident that our policies to date have created a predictable and safe environment for our users and we continually strive to make the experience for our users even better. Please know that as a small to medium size school, Viterbo does offer great flexibility for its students and employees. At the same time, the Mathy Center does service more than 3,000 Viterbo patrons in addition to more than 5,000 Boys and Girls Club members with access privileges to the facility.

As well as providing informal recreation opportunities, fitness services and instructional classes, we hosted more than 200 events and activities during the 2011-2012 year.

Additionally, our total usage increased by more than 150% over last five years to a total of more than 60,000 visits!

***The vast number of people we serve and events we host requires us to be great in customer service and diligent in policy enforcement!***

As always, please do not hesitate to ask us for help or clarification of any of the policies or procedures detailed on the following pages.

Have a good and successful year!

Marci Kuhrt  
Director, Recreational Sports

Amanda Meyer  
Assistant Director, Recreational Sports

## I. ACCESS

### A. Coaches

Intercollegiate Athletics head coaches and university contracted assistant coaches have access to limited areas of the AMC all day, every day.

#### EXCEPTIONS:

- Fitness Center is open only during normal operational hours.
- Gymnasium / Multipurpose Room / Track must be scheduled in advance

Please know that the AMC and Rec Sports employ over 20 student staff who may not always work the front desk. As a result, although coaches are not required to present identification upon entering the facility, coaches are encouraged to greet the front desk staff and introduce themselves if the staff member is new or unfamiliar with the coach.

### B. Student-Athletes

Student-athletes are students first. As a student, all student-athletes are required to follow all facility access guidelines including carrying their current student I.D. and scanning in at the front desk upon arrival. This includes practices, workouts, meetings, appointments with coaches, etc.

Students not complying with this expectation will be asked to leave the facility and return with their student I.D.

**\*If the student is entering to meet with a coach, the front desk staff will call down to the coach's office and the coach will be asked to meet the student at the front.**

### C. Recruits / Incoming Freshman

Recruits and incoming freshman are not considered a member of the campus population which has full access to the AMC. As a result, all recruits and incoming freshman (prior to receiving a student I.D.), must be accompanied and supervised by a head coach or university contracted assistant coach for their respective sport.

**\*Recruits and incoming freshman are NOT permitted to use the Fitness Center.**

### D. Spouses

We recognize that spouses of coaches may on occasion enter the facility. We simply ask the same of spouses that we do of coaches: introduce themselves to the front desk staff until such a time that the front desk staff are familiar with your spouse.

### E. Visitors / Contractors / Vendors

Appointments with visitors, contractors and vendors should be scheduled in advance in order to ensure their experience in the facility is enjoyable. We hope to prevent the occurrence of our staff being caught off guard when a visitor arrives, thereby delaying their visit or causing unnecessary inconvenience to coaches or the visitor.

## **F. Visitors / Contractors / Vendors (Continued)**

Scheduled Visits: Coaching staff should inform the front desk staff at least 15 minutes before their arrival that a visitor is coming to the facility. When the visitor arrives, the front desk will call and ask the coach to meet the individual at the Welcome Center. If a second staff person is on duty, the staff member may simply walk the visitor to the coach's office.

Unscheduled Visits: When visitors arrive with no appointment, the front desk staff will call the coach's office and attempt to locate the coach to meet the visitor. If the coach is not located, this information will be relayed and the visitor will not be permitted to enter the facility.

## **II. Attire**

### **A. General Facility**

1. Shirts, shorts/pants, shoes must be worn at all times
2. Sports bras, bathing suit tops or bottoms and halter tops are not permitted
3. Inappropriate or offensive logos are not permitted  
(i.e. advertisements for alcohol, tobacco, profane language, etc.)

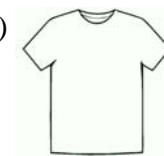
In addition...

### **B. Wood Floors**

1. Clean, non-marking, athletic shoes required

### **C. Fitness Center**

1. Full T-shirts required (must cover front, back, full shoulders)
2. Clean, non-marking athletic shoes
3. Jeans are not permitted



## **III. Behavior / Discipline**

### **A. Student-Athletes**

Student-athletes are expected to follow the same expectations and guidelines as non-student athletes, employees, alumni and other users of the facility.

Response to behaviors considered profane, unruly, contentious, disrespectful or dangerous may be dealt with by facility staff, campus security, and the Vice President for Student Development. Such behaviors may range from not following facility guidelines to endangering the safety of self and others.

As a secondary follow-up, the student-athlete's Head Coach may also be informed of the situation in an attempt to gain further compliance by the student-athlete.

## IV. Conference Rooms

### A. Scheduling

The conference rooms in the Mathy Center were used **over 230 times during 2006-2007**. In order to 1) Ensure availability and 2) Accurately report our facility usage to the university, please request to use the conference rooms at least **7 days** prior to your meeting. Confirmation of requests will be given in 1 – 2 business days

Though a meeting room may be empty, we are required to monitor and report all meeting usage to the university for proper billing of utility costs associated with operating the facility.

**Please contact Danita Doerre in the Fine Arts Center at ext. 3747 or [scheduling@viterbo.edu](mailto:scheduling@viterbo.edu) with your meeting requests.**

## V. Equipment / Storage Areas

### A. Team / Facility Equipment

Head coaches are responsible for their sport equipment used in the AMC. When not in use, all equipment should be returned to its proper storage location to prevent delay of facility use by others and to prevent theft or damage to the equipment. Team / Facility equipment include such items as the batting cage, floor turf, chairs, tables, gym netting, etc.

### B. Rec Sports Equipment

Teams may utilize equipment owned by the Rec Sports Department such as fitness balls, aerobic steps, mats, etc. During operational hours, **teams** should check the equipment out at the front desk using a current student I.D. Outside of normal operational hours, **the coach** is responsible for retrieving and returning the equipment to the proper location. As the department does utilize the equipment on a regular basis, please return the equipment at the END of the activity.

### C. Storage Areas

Storage areas are defined for Athletics as well as for storage of specific equipment. Please return equipment to its proper location.

## VI. Fitness Center (FIT)

### A. Access

The Fitness Center (FIT) is equipped with a card scanner at the north entrance. All users will scan their current Viterbo I.D. to open the door. Permitted users are current students, employees, retirees, paid alumni, FSPA, Aramark and Follet employees. **Guests are not permitted to use the Fitness Center at any time.**

### B. Student-Athlete / Team Use

1. The Mathy Fitness Center (FIT) is primarily dedicated to the general student user. All individual students may use the FIT.

2. The Strength Center in the Varsity Athletic Center is the primary location for workouts by varsity student-athletes as individuals, groups or teams. Only varsity athletes are permitted to use the VAC Strength Center.
3. When necessary, the FIT should only be utilized as an overflow or by individual varsity student-athletes.
4. The FIT is not available for reserved use by any group during normal, operational hours
5. Varsity **Groups** should not use the FIT between 3-8pm

*Groups are defined as 5 or more team members with explicit instructions to workout at a specified time in a specified location*

6. Varsity **Teams** (*more than 8 team members*) should not be organized to use FIT at any time.

## VII. Gym

### A. Usage Guidelines (*Outside of scheduled use*)

1. Open gym, or drop-in, use is unscheduled time where the courts are open to the general student user. All individual students may use the Gym at these times.
2. No more than 5 student-athletes participating in their particular sport during an open gym time. A practice or event must be scheduled with any more than 5 student-athletes participating in an intercollegiate sport.
3. Softball and baseball is not allowed in the Gym unless it is under coaches' supervision.
4. Soccer balls are OK, but cannot travel above waist height.

## VIII. Practices

### A. Scheduling

**\*All practices – including before and after normal operational hours – must be scheduled three weeks in advance.**

The following gym times are available to ALL athletic teams for practices:

#### **September – May**

Monday – Friday                      7am – 9am                      3 courts

The following gym times are available only to the Baseball and Softball programs for practices:

#### **January – Until outdoor fields are usable (Normally Late March)**

Tuesday, Thursday                      1pm – 6pm                      2 courts

\*All requests outside these guidelines will be considered, but usage is not guaranteed. Past usage by a team does NOT guarantee future usage for the same or similar program.

### **B. Supervision**

Contracted coaching staff is required to supervise all practices occurring in the Mathy Center.

### **C. Gym Schedule**

The gym schedule is updated weekly on Fridays and is posted at [www.viterbo.edu/recsports](http://www.viterbo.edu/recsports). It is the responsibility of the coaching staff to review the schedule for any errors or omissions. This is the primary medium for sharing the schedule with users, staff, custodians and security, so changes will not be made after it is posted unless there was an error in scheduling on the part of the Recreational Sports department.

## **IX. Reporting Numbers**

### **A. Procedure**

A participation form should be completed following each singular event such as camps, leagues and special events. All forms should be returned to the Director of Recreational Sports no later than 5 days following the event. (See Appendix B)

## **X. Special Events / Camps / Leagues**

### **A. Scheduling**

Teams have the ability to request time and space in the Mathy Center for special events, camps and leagues. Requests must be a full Athletics Department requests that covers each team that wishes to request time and space in the AMC. Due to the high volume of requests, deadlines for both the academic year and the summer have been set. Requests for the academic year should be turned in no later than the third Monday of August and no later than the third Monday of January for summer requests. A schedule based on the requests will be provided by the end of the given week.

### **Classification of Events**

Internal Regular Events and Activities:

1. Boys and Girls Club and Viterbo University Rec Sports Dept. programming
2. Boys and Girls Club and Viterbo University Rec Sports drop-in use
3. Viterbo University Athletics Department

Internal Special Events or Activities:

1. Boys and Girls Club and Viterbo University Rec Sports tournaments
2. Boys and Girls Club and Viterbo University Rec Sports special events and practices
3. All university and Boys and Girls Club recurring events  
(i.e. Viterbo Community Health Fair)

## All External Users

*All scheduling will be done as collaboration between the user groups.*

### **Priority**

1. Boys and Girls Club and Viterbo University Rec Sports Dept. programs and events
2. Viterbo University student drop-in use (open times which will be left unscheduled)
3. Viterbo University Athletics Department leagues and camps
4. Viterbo University Athletics Department practices at designated time. Priority will be given to in season / upcoming season sports.
5. All other Viterbo University events
6. External Users

*Priority is defined as the order to which user groups may schedule the shared spaces. This does not mean a user higher on the list can overtake a reserved time by another group.*

### **3-Gym WEEKEND-Regular Program Hours Reservation Policy**

From Friday 4pm – Sun 4pm, each user group may reserve and program the 3 courts for no more than 25 days mid-August through mid-May. Typically Athletics will be able to reserve no more than 20 days mid-August through mid-May.

### **Requests**

Boys and Girls Club, Rec Sports Dept., and Athletics Dept. must turn in Mathy Center use requests in be set deadlines. Each user will need to provide *all* requests for their department as one, not as separate entities. All program requests will be evaluated at one time by both the Viterbo and Boys and Girls Club Site Directors. Request deadlines are as follows:

Academic Year: Third Monday of August. Summer: Third Monday of January

A schedule for the upcoming semester should be available by the end of given week.

A minimum of three month notice for large one-time special event requests. All requests will be evaluated and notifications of confirmation will be provided within 7 days form when the request was received. The facility lease request form must be completed (See Appendix B).

For regular requests to use the shared spaces are to be made at least 1 week prior to the start of an event. Reservation requests will be made to [mathycenter@viterbo.edu](mailto:mathycenter@viterbo.edu). Confirmation of requests will be provided within 1 – 2 business days.

## **B. Event Management**

Coaching staff are responsible for all duties surrounding event management. Coaches should provide adequate supervision for their participants. Coaches should work with Physical Plant, Security and the Director of Recreational Sports to ensure areas such as facility access for visitors and participants, security, facility and custodial needs are planned out in advance.

*\*\* There may be exceptions to the scheduling policy which will be evaluated by both the Boys and Girls Club Site Director and the Viterbo University Recreational Sports Director on a case-by-case basis. Scheduling request conflicts may occur and if so, will be reviewed by both the Boys and Girls Club Site Director and the Viterbo University Recreational Sports Director.*

# **XI. Track**

## **A. Usage Guidelines**

1. The Mathy Indoor track is a shared space between Viterbo and the Boys and Girls Club
2. The Mathy Indoor Track is available for reservation for rare, non-recurring events
3. Shuttles and Testing – when possible, shuttles and testing should be done on the 2 outside lanes of the west length of the track to prevent disruption to normal users
4. Cones or other markers should be clearly placed to alert normal users to the activity.
5. Track reservations must occur at least 7 days in advance of any requested use.
6. No balls or throwing is allowed on the track.

APPENDIX A

# AMIE L. MATHY CENTER for RECREATION and EDUCATION

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A Partnership for Youth



## FACILITY HOURS

*(Viterbo Users)*

**SUNDAY..... 2:00pm – 9:00pm**

**MON – THUR.....6:00am - 11:00pm**

**FRIDAY.....6:00am – 7:00pm**

**SATURDAY.....10:00am – 7:00pm**

**(608)796-3121**

**[www.viterbo.edu/RECSPORTS](http://www.viterbo.edu/RECSPORTS)**

**APPENDIX B**

**MATHY CENTER  
EVENT PARTICIPATION FORM**

- To be used for Viterbo sport camps, leagues, special events, etc.
  - **MUST BE COMPLETED FOR EACH DAILY EVENT**
- Return to Marci Kuhrt in the Mathy Center within 5 days

EVENT DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TEAM or GROUP HOSTING THE EVENT:  
\_\_\_\_\_

TOTAL NUMBER OF PARTICIPANTS \_\_\_\_\_ AGE RANGE \_\_\_\_\_



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EVENT DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TEAM or GROUP HOSTING THE EVENT:  
\_\_\_\_\_

TOTAL NUMBER OF PARTICIPANTS \_\_\_\_\_ AGE RANGE \_\_\_\_\_

## APPENDIX C

### CONTACT INFORMATION

#### **Mathy Center and Recreational Sports**

Marci Kuhrt, Director	796-3120 (w)	608-498-5844 (c) <a href="mailto:mkkuhrt@viterbo.edu">mkkuhrt@viterbo.edu</a>
Amanda Meyer, Assistant Director	796-3126 (w)	507-951-7823 (c) <a href="mailto:ameyer@viterbo.edu">ameyer@viterbo.edu</a>
Welcome Center	796-3121	
Rec Sports Office	796-3123	

#### **Physical Plant**

Gene McCurdy, Director	796-3921 (w)	<a href="mailto:emmccurdy@viterbo.edu">emmccurdy@viterbo.edu</a>
Dennis Kolb, Assistant Director	796-3923 (w)	<a href="mailto:drkolb@viterbo.edu">drkolb@viterbo.edu</a>

#### **Scheduling**

Conference Rooms	<a href="mailto:scheduling@viterbo.edu">scheduling@viterbo.edu</a> or 796-3747
Gym, track, multi-purpose room	Online Reservation form: <a href="http://www.viterbo.edu/mathycenter.aspx?id=14714">http://www.viterbo.edu/mathycenter.aspx?id=14714</a>

#### **Security**

Dave Pleasants, Director of Campus Safety	796-3913(w) <a href="mailto:djpleasants@viterbo.edu">djpleasants@viterbo.edu</a>
On-campus Security	796-3911 <a href="mailto:security@viterbo.edu">security@viterbo.edu</a>