



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

**Department of Recreational Sports  
Viterbo University**

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## INTRODUCTION

The *Amie L. Mathy Center Coaches' Handbook* is a supplemental resource to the *Amie L. Mathy Center Administrative Handbook* for all Athletic staff at Viterbo University. It is to serve as a tool to assist coaches in planning of events, organization of team schedules and provides greater clarity with regard to facility policies and expectations of the Amie L. Mathy Center.

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

We feel confident that the policies to date have created a predictable and safe environment for facility patrons and we continually strive to make the experience for the patrons even better. Please know that as an institution our size, Viterbo does offer great flexibility for its students and employees. At the same time, the Mathy Center does service over 4,000 Viterbo patrons in addition to more than 5,000 Boys and Girls Club members with access privileges to the facility.

In addition to providing formal and informal recreation opportunities, fitness services and instructional classes, the facility hosted more than 200 events and activities during the 2014-2015 year.

Additionally, Mathy Center total usage has increased by more than 150% since the doors opened in 2005 to a total of more than 60,000 visits each year!

***The vast number of people served and events hosted 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

All individuals who would like to utilize the facility (fitness center, run/walk, shoot hoops, attend group fitness, etc.) are to follow general facility usage procedures and comply with all membership policies. The following is to provide clarification in regards to facility access for coaches, student-athletes, recruits/incoming freshmen, partners/spouses of coaches, and visitors/contractors/vendors.

### A. Coaches

Intercollegiate Athletics head coaches and university contracted assistant coaches have access to limited areas of the Amie L. Mathy Center (AMC) all day, every day such as the offices.

#### EXCEPTIONS:

- Fitness Center / Track are open only during operational hours.
- Conference Rooms / Gymnasium / Multipurpose Room must be scheduled in advance.

The AMC and Rec Sports employ over 20 student staff members 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 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 **check in at the front desk upon arrival.** This includes but is not limited to practices, workouts, meetings, and appointments with coaches.

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, and does not have their I.D., the front desk staff will call 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. Therefore they are not granted 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, university contracted assistant coach for their respective sport or escorted by another university official.

**\*Recruits and incoming freshman are NOT permitted to use the Fitness Center without completing appropriate paperwork and receiving a pass through the Admissions Office.**

### D. Partners/Spouses

It is recognized that partners/spouses of coaches may on occasion enter the facility to visit. Partners/spouses are asked to do the same as of coaches: greet the student staff members and introduce themselves until such a time that the front desk staff are familiar with the partner/spouse. If a partner/spouse wishes to utilize the facility, the individual must purchase a plus one membership.

## 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. The intention is to prevent the occurrence of the AMC and Rec Sports student and professional staff being caught off guard when a visitor arrives, thereby delaying the visit or causing unnecessary inconvenience to coaches or the visitor.

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.

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.)

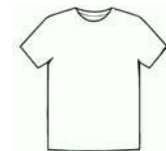
In addition...

### 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 the general student population, employees, alumni, and other patrons of the facility.

Response to behaviors considered profane, unruly, contentious, disrespectful, or dangerous may be dealt with by facility staff, campus safety, 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 Mathy Center conference rooms had over 250 reservations, with over 500 hours of use, during the 2014-2015 academic year. In order to 1) ensure availability and 2) accurately report our facility usage to the university, requests for the conference rooms are to be sent in as far in advance as possible. At minimum, individuals are asked to submit request at least **48 hours** prior to the meeting. Confirmation of requests are typically given within one business day.

Though a conference room may be empty, the AMC is required to monitor and report all conference room usage to the university for proper billing of utility costs associated with the shared operating the facility with the Boys and Girls Club of the Greater La Crosse Area.

**Contact Danita Doerre, with Scheduling in the Fine Arts Center, at ext. 3747 or [scheduling@viterbo.edu](mailto:scheduling@viterbo.edu) with your conference room 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 is to 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 includes items such as the batting cage, floor turf, chairs, tables, gym netting, etc. Due to the high demand and use of chairs and tables, a request is to be submitted to the director of recreational sports at least **48 hours** prior to date needed.

### B. Rec Sports Equipment

Teams may utilize Rec Sports equipment such as fitness balls, aerobic steps, mats, etc. For use during operational hours, **teams** are to check the equipment out at the front desk using a current university I.D. For use of items that are not available for check out at the front desk, **the coach** may secure use of equipment by working with the department's professional staff by making arrangements ahead of time. Outside of normal operational hours, **the coach** is responsible for making arrangements with the professional staff, retrieving and returning the equipment to the proper location. As the department does utilize the equipment on a regular basis, the equipment is to be returned at the END of the activity.

### C. Storage Areas

Storage areas are defined for Athletics as well as for storage of specific equipment. Equipment is to be returned 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 patrons will

scan their current Viterbo I.D. to open the door. For a list of those who have access to the fitness center, visit the Mathy Center website: [www.viterbo.edu/mathy-center](http://www.viterbo.edu/mathy-center).

### **B. Student-Athlete / Team Use**

1. The Mathy Fitness Center (FIT) is dedicated to the general student user. All individual students may use the FIT.
3. Student-athletes may utilize the facility on their own, at their leisure.
4. The FIT is not available for reserved use by any group during operational hours.
5. Varsity **Groups** are not to use the FIT between 3-8pm.

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

6. Varsity **Teams** (*more than eight team members*) are 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 when the courts are open to the general user. All patrons may use the gym at these times.

*\*Even if there is not a user group scheduled or patrons in the gym, it does not mean that the space is available for Athletics use.*

2. No more than five student-athletes participating in their particular sport are permitted during open gym. A practice or event must be scheduled with any more than five student-athletes participating in an intercollegiate sport.
3. Softball and baseball are not permitted in the Gym unless it is under coaches' supervision.
4. Soccer balls are permitted, but cannot travel above waist height.
5. Any teams found using the Mathy Center outside of scheduled use, will be asked to leave.

## **VIII. Practices**

### **A. Scheduling**

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

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

**September – May**

Monday – Friday                      6am – 9am                      3 courts

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

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

Tuesday, Thursday                      1pm – 3pm | 5pm – 7pm                      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 and is posted at [www.viterbo.edu/mathy-center](http://www.viterbo.edu/mathy-center) or [www.viterbo.edu/recreational-sports](http://www.viterbo.edu/recreational-sports). 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 patrons, staff, custodians, and campus safety, so changes will not be made after it is posted unless there was an error in scheduling on the part of the Department of Recreational Sports.

## **IX. Reporting Numbers**

**A. Procedure**

Whenever the AMC is used, numbers of spectators, participants, coaches and etc. are to be reported to the Director of Recreational Sports. A participation form should be completed, or an email can be sent, 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 are to be submitted as part of 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 first Monday of August and no later than the first Monday of March for summer requests.



## **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 – Sunday 4pm, each user group may reserve and program the 3 courts for no more than 25 days September through May. Typically Athletics, collectively, will be able to reserve no more than 20 days September through May.

## **Requests**

Boys and Girls Club, Rec Sports Dept., and Athletics Dept. must turn in Mathy Center use requests in by set deadlines. Each user will need to provide all requests for their department as one, not as separate entities. All 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: First Monday of August.      Summer: First Monday of March

A schedule for the designated timeframe for a decision should be available in seven business days.

For all other special event requests, a minimum of 30 day notice must be provided. These requests will be evaluated as they are received. Written confirmation will be provided within five business days. The facility lease form must be completed for all external requests (See Appendix VII).

Changes to approved requests are to be submitted to the Director of Recreational Sports at least five business days in advance. Requests made less than five business days prior to the event will be accommodated when possible.

Supervision fees may apply.

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 are to provide adequate supervision for their participants. Coaches are to work with Physical Plant, Campus Safety 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 Director of Recreational Sports.*

# **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.
7. Outdoor starting blocks are not permitted on the track. Only indoor starting blocks may be used under the supervision of a coach.

**APPENDIX A**

# **AMIE L. MATHY CENTER for RECREATION and EDUCATION**

BUILDING TOMORROW TODAY...  
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/RECREATIONAL-SPORTS](http://www.viterbo.edu/RECREATIONAL-SPORTS)**

**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:mkuhrt@viterbo.edu">mkuhrt@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 [scheduling@viterbo.edu](mailto:scheduling@viterbo.edu) or 796-3747

Gym, track, multi-purpose room & all other reservations use:

Online Reservation form: <https://clgreports.exchange.viterbo.edu/leaserequest/leaserequest.aspx>

#### Security

Lisa Josvai, Director of Campus Safety	796-3913(w)	<a href="mailto:lajosvai@viterbo.edu">lajosvai@viterbo.edu</a>
On-campus Security	796-3911 608-780-1582	<a href="mailto:security@viterbo.edu">security@viterbo.edu</a>