

# Policy Manual

(2013)



**CN** Symington Yard "Main Track" Fitness Centre

821 Lagimodiere Blvd.

P.O. Box 1620

Winnipeg, Manitoba

R3C-2Z6

204-231-7718



# **General Facility Information**

Enforcement of the Rules and Regulations is the responsibility of all members, CN employees, Management and CN Police to assure a quality, well-run and enjoyable health and fitness complex. This facility has been offered to you free of charge; however the high cost of maintaining the facility and equipment is paid for by the Winnipeg Operations Department.

**This club is for You...Enjoy it and Respect it.**

## **TELEPHONE**

Fitness Centre general information line: **231-7718**

Personal local calls can be made from telephone located inside the main doors.

- Dial 9 for an outside line.

## **LOCKER ROOMS**

The locker rooms are equipped with showers, lockers, and toilets. Hair dryers are available on the vanity counters and are not to be removed from locker areas. Day lockers are provided in the men and ladies' locker rooms. Members must supply their own locks. **Locks and personal items MUST be removed daily.** Locks left overnight will be removed and contents stored for 30 days.

## **HOURS of OPERATION**

The facility will be **open 24 hours 7 days a week**

CN reserves the right to limit the use and / or shut down the facility during a work disruption, Special Event, Annual General Maintenance.

## **MEMBERSHIP**

All eligible members must complete the required Application & Liability Release form and Health questionnaire.

Upon successful screening, members will be issued a CN Security Access Card.

**You are NOT eligible to use the Fitness Centre while waiting.**

Membership is non-transferable and is available to active CN employees and CN pensioners.

**Active CN employees may elect to sponsor one person: Spouse or son/daughter who is over the age of 18. Sponsored son/daughter must reside at same address as the active CN employee.**

**CN Pensioners may sponsor their spouse.**

# **Security**

All members must gain entrance by scanning their individual security access card.

By entering these premises you hereby agree to abide by all Rules and Regulations within this Policy Manual.

Violation of the Rules and Regulations will be **GROUNDS FOR TERMINATION OF YOUR MEMBERSHIP.**

As of June 2010, the Fitness Centre has been equipped with Recordable Security Cameras.

Data from the security cameras will be reviewed for compliance to the Fitness Centre Rules and Regulations.

CN Police will perform periodic checks of the fitness centre.

**Please ensure that you can produce your photo id access card if asked.**

The phone located on the wall beside the entrance area is there for your safety in case of emergency.

To call 911, you must dial “9” first (ie. 9-911).

CN will not be responsible for lost or stolen articles. Items collected from the general areas, the locker rooms and/or lockers left unclaimed for 30 days will be disposed of or donated to charity.

## **Medical and Security Alarms**

A dual mode security system has been installed in this building.

1. The “**Green button**” or otherwise referred to as the medial alert button can be depress which will alarm Chubb in Winnipeg to immediately dispatch paramedic service to attend to a person who may be in physical distress.

Two green strobe lights located on the ceiling in front of the office will also be activated to advise anyone with first aid training to offer their service.

A blue strobe light located at the north end of the building will also be displayed to indicate to the paramedic which building is in need of their services.

The front door magnetic lock will automatically be dislodged so the paramedic has quick access to the person in distress.

A fire lane has also been mark and protected so the paramedic can have the closest possible access to the building.

2. The “**Red button**” or otherwise referred to as the panic button can be depress should a member senses her or his personal safety is in jeopardy.

This alarm will trigger Chubb to immediately contact the CN police who will do what ever is required to dispatch immediate protection at this site.

A blue strobe light located at the north end of the building will also be displayed to indicate to CN Police which building is in need of their services.

# Rules & Regulations

1. **All members must scan their individual security access card to enter the Symington Yard “Main Track” Fitness Centre.**

If a member is caught lending out his/her security card, membership will be terminated.

**If your individual security access card is not active, you are not authorized to use the facilities.** Please complete an application form for renewal or new membership. Individual security access cards will be issued to eligible applicants.

2. **Members are NOT to open the access doors for unauthorized personnel or allow them to follow you into the facility.**

**CN will consider the admittance of any unauthorized personnel as GROUNDS FOR TERMINATION OF YOUR MEMBERSHIP. This includes, but not limited to: inactive members, guests, children, personal trainers, therapists.**

Unauthorized personnel are not permitted in the facility due to Liability and Trespassing issues.

3. Appropriate athletic attire must be worn at all times. Members are required to wear a t-shirt (bra top or tanks also appropriate) and shorts or sweatpants (tights/leggings are also appropriate) while using equipment in addition to appropriate footwear. Exercise clothing should be washed after each use to prevent body odor.
4. **NO** outdoor footwear is permitted in the facility beyond the lobby. All personnel are required to remove outdoor footwear in the lobby area.
5. **SMOKING** is not permitted in the building or around the access doors.
6. Food and glass bottled beverages are **NOT** permitted for consumption in the Fitness Centre.
7. **Any member found defacing / damaging / tampering or rough handling and/or vandalizing of any equipment and/or the facility will be result in TERMINATION OF YOUR MEMBERSHIP.**
8. **NO** equipment is to be taken out of the facility at any time without authorization.
9. Members must return all free weights to the storage racks after use.
10. Dropping of free weights / equipment is **NOT** permitted.
11. During busy times, cardio equipment is limited to 20 minutes per session. Please respect your fellow members during busier times.
12. Members are required to wipe down / clean equipment after use with spray bottles and paper towel.
13. **Locker rooms are for daily use only, all personal items and locks must be removed.** CN will not be responsible for lost or stolen articles. Items collected from the facility that are left unclaimed for 30 days will be disposed of or donated to charity.
14. CN reserves the right to Refuse, Terminate and / or Suspend membership privileges at their discretion.
15. Use of this facility is at member’s own risk; working out with a buddy is recommended. It is the member’s responsibility to discuss any changes to their health with their treatment provider.