



MWSU

**RECREATION
SERVICES**

Patron Rules & Regulations Handbook

Updated January 2020

TABLE OF CONTENTS

Recreation Services Department	Page 2
Baker Family Fitness Center	Page 6
Looney Complex Arena & Gymnasium	Page 10
Thomas Eagleton Indoor Pool	Page 12
Intramurals	Page 15

RECREATION SERVICES DEPARTMENT

Mission Statement

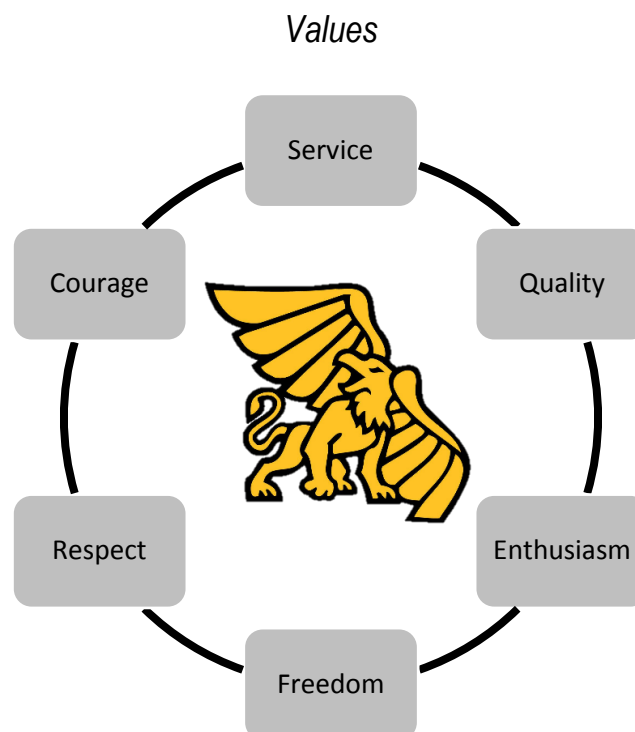
The mission of the Missouri Western State University (MWSU) Department of Recreation Services is to provide recreation, fitness, and wellness opportunities for our students, faculty, staff, alumni, and the City of St. Joseph community. We strive to enhance healthy lifestyles and well-being on the MWSU campus. A commitment must be made to continuous quality improvements and on-going education.

Recreation Services' Core Values

- **Fostering positive, healthy, and holistic lifestyles**
Recreation Services strives to provide opportunities for promoting positive, healthy and holistic lifestyles. Our staff utilizes our strengths, resources, and abilities to deliver high quality programming and services that lead to physical, emotional, recreational and social growth.
- **Equity, Diversity, and Inclusion**
Recreation Services provides programs and services that meet the needs of all individuals regardless of the individual ability or background. We intend to provide a place of community for students and our members, and to celebrate the diversity that is represented on MWSU's campus.

Customer Service Philosophy

Service Vision: to provide a safe, relaxed and welcoming atmosphere for all.



Membership

Membership General Information

- The memberships listed below will have access all recreation services facilities during scheduled use times. All members are expected to adhere to all the rules and regulations set forth by Recreation Services.
- Annual memberships can be acquired in the following ways:
 - Student Enrollment Membership
 - Faculty & Staff Employment Membership
 - Spouse or Dependents Membership
 - Alumni Membership
 - Retiree Membership
 - Recreation Membership
 - *See Membership Category Definitions and Required Documentation Chart below*
- All members must have a current MWSU ID card. All membership cards, with the exception of Alumni and Recreation Membership, can be obtained by visiting the Campus Parking & Security office located in Blum Union 100. Recreation Membership ID cards can be obtained in the Recreation Services office, Looney 147. Alumni Membership ID cards can be obtained in the Alumni Relations office, Spratt 106

How to Join

- Step 1: Obtain a membership application on the Recreation Services website at <https://www.missouriwestern.edu/student-life/recreation-services/>, or at the Recreation Services office in Looney 147. Alumni need to contact the Alumni Relations office in Spratt 106, or at (816) 271-5670.
- Step 2:
 - Complete the Membership form.
 - Required documentation for chosen membership (See Membership Category Definition and Required Documentation Chart below)
 - Payment is made at <https://www.missouriwestern.edu/student-life/recreation-services/>, or in the Recreation Services office in Looney 147.
- Step 3: A Recreation Membership card will be made if a new card is to be issued.

Membership Category Definitions

Category	Definition
Enrolled Student	A Recreation Activity fee is charged within the University General Fees. MWSU ID card semester access is automatically activated upon full payment of tuition and fees.
Employed Faculty & Staff	Current MWSU employees or approved affiliate organizations (Missouri Department of Conservation; Military Science; Department of Conservation)
Spouse or Dependents of Employed Faculty & Staff Membership	<p><u>Spouse</u>: Two people who are legally married to one another.</p> <p><u>Dependent</u>: A person who is claimed by the sponsor.</p> <ul style="list-style-type: none"> • Age 18+ • Age 16-17, permitted with parental consent • Age 12-15, permitted with parental consent and direct supervision of an adult (18+) • Under Age 12, not permitted

Adjunct Faculty	Person currently employed on a semester by semester basis by MWSU.
Alumni Membership	Person who has graduated (degree conferred) from MWSU.
Retiree Membership	Person who officially retired from their position at MWSU.
Recreation Membership	Person who is not enrolled, employed, or is not a graduate or retiree from MWSU.

Membership Categories and Rates

Category	Full Year Single Rate	Full Year Family Rate
Enrolled Student	Included in University Fees	Included in University Fees
Employed Faculty & Staff	Included in Benefits Package	Included in Benefits Package
Spouse or Dependents of Employed Faculty & Staff Membership	Included in benefits package once spouse and/or dependents are registered with HR	Included in benefits package once spouse and/or dependents are registered with HR
Adjunct Faculty	Included in Benefits Package	Not Available
Alumni Membership	\$180	\$240- Family of 4
Retiree Membership	Included in Retirement Package	Included in Retirement Package
Recreation Membership	\$200	\$300- Family of 4 \$325- Family of 5 \$350- Family of 6

*ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Membership Termination

- Student Memberships are unable to be suspended or cancelled. Only withdrawal from class, or failure to enroll in the current semester will terminate a student's membership.
- Other member categories that wish to terminate their membership must submit a completed membership termination form to the department who issued their account.
- At the time the member cancels their membership, access is removed and the MWSU ID card is deactivated for the use of all recreation facilities.
- A spouse or dependent's membership is automatically terminated if the sponsor terminates their membership.

Other Facilities

The following facilities are open to the public without a membership. They include:

- Disc Golf Course
- Walking Trails
- Trap Range
 - 25 skeet purchased for \$6.00. Cash required.
- Pool
 - A single use pass can be purchased for \$4.00.
 - A single use pass for an accompanied child under 8 for \$3.00
 - Punch cards are also available @stjoepark.info.
- Ponds

General Policies

Code of Conduct

Members and guests are expected to:

- Be courteous to other facility users.
- Follow facility rules and instruction from the staff of the Recreation Services Department.
- Uphold the values of good sportsmanship.
 - The use of vulgar, obscene, abusive, derogatory, and demeaning comments and/or gestures will not be tolerated.
- Wear appropriate clothing:
 - Bottom of shirts must meet the top of pants.
 - No crop tops/strapless shirts/severely altered shirts
 - No khaki's or jeans during workouts
 - Must wear closed toed shoes at all times
 - No profane and/or derogatory messages
 - Spandex pants only allowed if not revealing, and are appropriate length.
- Refrain from disrespectful, dangerous, and unsanitary behaviors. (Example: foul language, fighting, spitting, etc.)
- No speakers/speaker mode for music or phone calls. Headphones must be used for those functions.
- No food
- Drinks must have a lid, no glass.
- No solicitation of students, faculty, or staff to gain entry.

BAKER FAMILY FITNESS CENTER

Operating Hours

School Year Hours of Operation

Monday – Friday, 5:30AM – 10:00PM

Saturday, 10:00AM – 5:00PM

Sunday, 1:00PM – 10:00PM

Alternative Hours of Operation (Winter Break/Spring Break/Summer):

Monday – Friday, 5:30AM – 9:00PM

Saturday, 10:00AM – 5:00PM

Sunday, CLOSED

Membership

Membership Category Definitions and Required Documentation

Category	Definition	Required Documentation
Enrolled Student	A Recreation Activity fee is charged within the University General Fees. MWSU ID card access of the semester is automatically activated upon full payment of tuition and fees.	<ul style="list-style-type: none"> • MWSU ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF)
Employed Faculty & Staff	Person currently employed by MWSU or its approved affiliate organizations (Missouri Department of Conservation; Military Department of Conservation)	<ul style="list-style-type: none"> • Authorized by Human Resources (HR) • MWSU ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF)
Spouse or Dependents of Employed Faculty & Staff Membership	<p><u>Spouse</u>: Two people who are legally married to one another.</p> <p><u>Dependent</u>: A person who is claimed by the sponsor.</p> <ul style="list-style-type: none"> • Age 18+ • Age 16-17, permitted with parental consent • Age 12-15, permitted with parental consent and direct supervision of an adult (18+) • Under Age 12, not permitted 	<ul style="list-style-type: none"> • Authorized by Human Resources (HR) • MWSU ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF) • Parental Consent on documentation (if under the age of 18)
Adjunct Faculty	Person currently employed on a semester by semester basis by MWSU.	<ul style="list-style-type: none"> • Authorized by Human Resources (HR) • MWSU ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF)
Alumni Membership	Person who has graduated (degree conferred) from MWSU.	<ul style="list-style-type: none"> • Authorized by Alumni Relations • MWSU ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF)
Retiree Membership	Person who officially retired from their position at MWSU.	<ul style="list-style-type: none"> • Authorized by Human Resources (HR) • MWSU ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF)

Recreation Membership	Person who is not enrolled, employed, or is not a graduate or retiree from MWSU.	<ul style="list-style-type: none"> • Authorized by Recreation Services • Recreation Services Membership ID Card • Completed Health History Form (HHF) • Physician Consent (if warranted by HHF)
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- Patrons will be required to update their Health History Form every two (2) years. Should there be a change in potential health risks, the patron will be required to obtain a physician's consent. If the patron already had a valid physician's consent on file, that physical will meet the requirement as long as the physical was obtained within 5 years and no more than a year of inactivity has lapsed.

Membership Age Guidelines

- *No one under the age of 12 is allowed access into the facility.*
- Dependents and guests of students, faculty, and staff aged 12-15 will only be allowed access with the direct supervision of an individual who has a valid membership card, and is over the age of 18. Parental consent will need to be obtained on the dependent's/guest's Health History Form.
- Dependents age 16-17 of faculty and staff are granted entry without adult supervision as long as prior parental consent is attained.
- All men age 45 and over, and women age 55 and over must have a physician's consent in order to use the Baker Family Fitness Center. These physicals will stay on file and will stay valid as long as the patron does not go a year without facility utilization. Physician consents will need to be updated every five (5) years.

Guest Pass Policy

- Members are permitted to sponsor one (1) guest per at a time per visit, free of charge.
- The following members may sponsor a guest:

Category	Guest Type			
	Guest 18+	Guest 16-17	Guest 12-15	Guest Under 12
Student, Faculty & Staff (over 18)	Guest Allowed	Guest Allowed with Parental Consent	Guest allowed with parental consent, and must be supervised by an adult (18+)	No Guest Permitted Under Age 12
Spouse/Dependents of Faculty & Staff	No Guest Allowed			
Adjunct Faculty	No Guest Allowed			
Alumni Single & Family Membership	No Guest Allowed			
Retiree Membership	No Guest Allowed			
Recreation Membership	No Guest Allowed			

- A Guest Liability Waiver form must be completed each fiscal year (beginning July 1st of every year).
 - Guests may be subject to a need for physician's consent. Should physician's consent be required, the consent will be kept in the file of the sponsor and valid from year-to-year.
- Guest must present a photo ID (i.e. Driver's License, other university ID)
- Guests are expected to leave when their sponsor leaves the facility.
 - Guests will be asked to leave the facility if they do not abide by the rules and regulations of the facility.

Forgotten ID

Facility access will not be granted without their approved MWSU ID card. Members will be expected to retrieve their ID card before further access is allowed. If the needed ID card is lost, please contact the department that issued the membership.

General Policies

Facility Reservation

All pre-scheduled classes and team lifting schedules will be posted so you will be better able to decide the best work out time for you. At the beginning of each month, the Baker Family Fitness Center will post a schedule to inform the members of the following events, which might affect work out equipment availability and/or Baker Family Fitness Center operation hours such as:

- HPER class & lab times
- Athletic events (i.e. home football games)
- Athletic team(s) weight lifting schedules
- Holidays
- On campus events (i.e. graduation)

MWSU Athletics teams who would like to request usage of the Baker Family Fitness Center for a workout involving 5 or more athletes WITH their coach need to submit a Griffon Workout Submission form to the Fitness Center Coordinator. The workout request will not be approved without adequate time (ideally 24 hours) beforehand.

Locker Room Usage

All patrons are able to use the locker room facilities. Locker room facilities contain rest room space, individual lockers, and showers. In conjunction with the Missouri Western State University's Diversity Commitment statement, it is the policy of Recreation Services that patrons may access the locker room that corresponds with their gender identity.

Should any patron require individual changing space, a family restroom is available in the front lobby area of the building. This restroom does not allow for storage of the patron's personal belongings, and they should therefore place them in the cubby storage during their workout.

Towels and personal hygiene products are not provided by Recreation Services.

The Recreation Services Department is not responsible for theft or damage to personal property left in the lockers or locker room.

Lockers

Electronic locks are installed on the lockers in the locker rooms. Instructions for the locks are located on the wall nearby. No locker is to be used for prolonged time. They should only be used for the time the patron is in the facility and then emptied for the next guest. Any item(s) found in lockers at the end of the day will be placed in the Lost & Found. The Lost & Found will be emptied every month. Any items of value (i.e. clothes, electronics, etc.) will be taken to the Student Affairs office in Blum Union.

Should a patron not be able to open a locker that contains their belongings, a Locker Access Form needs to be completed. These forms can be found at the front desk.

Equipment & Equipment Check-Out's

We offer a variety of small equipment that our patrons can use while in the Baker Family Fitness Center that can be checked out at the front desk. Some of that equipment includes: jump ropes, weight lifting belts, wrist straps, clams, and a

variety of bands. Should a patron not return the equipment, the cost of the item will be placed as a fee on their account. If a patron continues to be non-compliant about returning their item(s) their Fitness Privileges may be revoked.

LOONEY COMPLEX ARENA & GYMNASIUM

Operating Hours

School Year Hours of Operation

Monday – Friday, 8:00AM – 10:00PM

Saturday, 10:00AM – 5:00PM

Sunday, CLOSED

Alternative Hours of Operation (Winter Break/Spring Break/Summer):

Monday, Wednesday, Friday, 8:00AM – 7:00PM

Tuesday & Thursday, 8:00AM – 9:00PM

Saturday, 10:00AM – 5:00PM

Sunday, CLOSED

General Policies

Guest Pass Policy

- Members are permitted to sponsor one (1) guest per visit, free of charge.
- The following members may sponsor a guest:

Category	Guest Type
Student, Faculty & Staff	Guest Allowed
Spouse/Dependents of Faculty & Staff	No Guest Allowed
Adjunct Faculty	No Guest Allowed
Alumni Single & Family Membership	No Guest Allowed
Retiree Membership	No Guest Allowed
Recreation Membership	No Guest Allowed

Locker Room Usage

All patrons are able to use the locker room facilities. Locker room facilities contain rest room space, individual lockers, and showers. In conjunction with the Missouri Western State University's Diversity Commitment statement, it is the policy of Recreation Services that patrons may access the locker room that corresponds with their gender identity.

Towels and personal hygiene products are not provided by Recreation Services.

The Recreation Services Department is not responsible for theft or damage to personal property left in the lockers or locker room.

Lockers

Locks and lockers may be checked out in the Recreation Services Office (Looney Complex 147) or at the Recreation Services Center (roll-up window located on the first floor near the main entrance of the building). Checked-out locks are

only permitted for use in the Looney Complex. No locker is to be used for prolonged time. They should only be used for the time the patron is in the facility and then emptied for the next guest. Any item(s) found in lockers at the end of the day will be placed in the Lost & Found. The Lost & Found will be emptied every month. Any items of value (i.e. clothes, electronics, etc.) will be taken to the Student Affairs office in Blum Union.

Should a patron not be able to open a locker that contains their belongings, a Locker Access Form needs to be completed. These forms can be found at the Recreation Services control center.

Long duration rental of a locker must be completed in in the Recreation Services office (Looney Complex 147). Only locks distributed by the office will be permitted for long duration rental. Lockers not renewed by the end of the school year will be cleared. Patrons may vacate their locker by returning the lock to the Recreation Services office or Recreation Services control center.

Equipment Check-Out's

We offer a variety of equipment that is available to be checked out at the Recreation Services Center. Some of that equipment includes:

Basketballs	Outdoor Volleyball Equipment	Tennis Equipment
Racquetball Equipment	Frisbees	Disc Golf Equipment
Badminton Equipment	Footballs &Flags	Softball Equipment
Camping Equipment	Backpacking Equipment	Bocce Balls
Croquet	Horseshoes	Washers
Cornhole	Cross Country Skis	

MWSU students, faculty, and staff are available to check out equipment overnight, or up to one week at a time. Please call (816) 271-4453 or (816) 271-4247 to reserve the equipment with at least 24 hours prior notice needed. Presentation of a valid MWSU ID is required. Checked-out equipment does require a deposit. This deposit is preferred in the form of a check. The deposit is refundable when the items are returned on time, and in good conditions. Equipment checked-out is available for pick-up and return between 8:00AM – 4:30PM Monday through Friday.

THOMAS EAGLETON INDOOR POOL

Facility Mission

The purpose of the Thomas Eagleton Indoor Pool is to provide a welcoming and safe aquatic environment encouraging positive experiences to our students, faculty, staff, alumni, and citizens in the City of St. Joseph community. We do this by prioritizing water safety education for all individuals using our facility.

Our vision is to promote and encourage students, faculty, staff, alumni, and the City of St. Joseph community to seek and maintain a balanced, healthy lifestyle. We do this by prioritizing a variety of aquatics programming.

Operating Hours

School Year Hours of Operation

Monday	6:30AM – 8:00AM	12:00PM – 3:00PM	7:00PM – 9:00PM
Tuesday		11:00AM – 1:00PM	7:00PM – 9:00PM
Wednesday	6:30AM – 8:00AM	12:00PM – 3:00PM	
Thursday		11:00AM – 1:00PM	7:00PM – 9:00PM
Friday	6:30AM – 8:00AM	12:00PM – 3:00PM	7:00PM – 9:00PM
Saturday		10:00AM – 4:00PM	
Sunday	CLOSED		

*All hours are subject to change without notice

Alternative Operating Hours (Winter Break/Spring Break/Summer):

Check our website for current scheduling (<https://www.missouriwestern.edu/student-life/recreation-services/>)

*All hours are subject to change without notice

Membership

Membership Categories and Rates

Category	Full Year Single Rate	Full Year Family Rate
Enrolled Student	Included in University Fees	Included in University Fees
Employed Faculty & Staff	Included in Benefits Package	Included in Benefits Package
Spouse or Dependents of Employed Faculty & Staff Membership	Included in benefits package once spouse and/or dependents are registered with HR	Included in benefits package once spouse and/or dependents are registered with HR
Adjunct Faculty	Included in Benefits Package	Not Available
Alumni Membership	\$180	\$240- Family of 4

Retiree Membership	Included in Retirement Package	Included in Retirement Package
Recreation Membership	\$200	\$300- Family of 4 \$325- Family of 5 \$350- Family of 6

*ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Daily Admission & Punch Card Pricing

Daily Regular Admission*	\$4.00
Daily Junior Admission**	\$3.00
10 Punch Regular Admission	\$37.00
25 Punch Regular Admission	\$90.00
50 Punch Regular Admission	\$175.00
10 Punch Junior Admission	\$27.00
25 Punch Junior Admission	\$65.00
50 Punch Junior Admission	\$125.00

*ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

*Regular is defined as any person who is 9 years of age or older

**Junior is defined as any person who is 8 years of age or younger

Membership Age Guidelines

Dependents and guests of students, faculty, and staff ages 15 and younger will only be allowed access with direct supervision of an individual who has a valid membership card, and is over the age of 18.

General Policies

Guest Pass Policy

- Members are permitted to sponsor one (1) guest per at a time per visit, free of charge.
- The following members may sponsor a guest:

Category	Guest Type		
	Guest 18+	Guest 16-17	Guest 15 and Under
Student, Faculty & Staff (over 18)	Guest Allowed	Guest Allowed with Parental Consent	Guest allowed with parental consent, and must be supervised by an adult (18+)
Spouse/Dependents of Faculty & Staff	No Guest Allowed		
Adjunct Faculty	No Guest Allowed		
Alumni Single & Family Membership	No Guest Allowed		
Retiree Membership	No Guest Allowed		
Recreation Membership	No Guest Allowed		

Locker Room Usage

All patrons are able to use the locker room facilities. Locker room facilities contain rest room space, individual lockers, and showers. In conjunction with the Missouri Western State University's Diversity Commitment statement, it is the policy of Recreation Services that patrons may access the locker room that corresponds with their gender identity.

Towels and personal hygiene products are not provided by Recreation Services.

The Recreation Services Department is not responsible for theft or damage to personal property left in the lockers or locker room.

Lockers

Locks and lockers may be checked out in the Ticket Booth. Checked-out locks are only permitted for use in the Looney Complex. No locker is to be used for prolonged time. They should only be used for the time the patron is in the facility and then emptied for the next guest. Any item(s) found in lockers at the end of the day will be placed in the Lost & Found. The Lost & Found will be emptied every month. Any items of value (i.e. clothes, electronics, etc.) will be taken to the Student Affairs office in Blum Union.

Should a patron not be able to open a locker that contains their belongings, a Locker Access Form needs to be completed. These forms can be found at the Recreation Services control center.

Long duration rental of a locker must be completed in in the Recreation Services office (Looney Complex 147). Only locks distributed by the office will be permitted for long duration rental. Lockers not renewed by the end of the school year will be cleared. Patrons may vacate their locker by returning the lock to the Recreation Services office or Recreation Services Center.

Equipment

The Thomas Eagleton Indoor Pool has pool noodles, kick boards, and lifejackets available for use in the facility.

INTRAMURALS

Eligibility rules

To be eligible for participation in intramural activities a student must be enrolled in a minimum of one (1) hour credit at MWSU. A member of the faculty or college staff is eligible as long as they are officially recognized by the college as faculty or staff.

Any person who has been red-shirted or a member of a freshman, junior varsity, or varsity athletic team at any college or university is ineligible to participate in that intramural activity or related activity during the academic year they participated on the intercollegiate level. Only two (2) of these former varsity athletes are allowed on any intramural team. If a former athlete of three (3) years past is on a team then that team must play the upper division if there is one. For further clarification contact the Recreation Services office, Looney 147.

An individual is considered to be a member of a varsity team if their name appears on a roster for a regular season game.

A player may NOT transfer from one team to another during a particular activity once they have played in the first game. At the start of a new activity, they are then able to transfer to a new team.

A player who has been ejected from a game may not play again in that activity and they may not be substituted for the game they were ejected from. If a player is ejected from two (2) contests, they may not participate in Intramurals again for the remainder of the academic year.

Additional names may be added to the roster as an activity progresses, provided the names are added to the roster 24 hours before the player participates in their first game. Names may not be added to the roster after the last regular season game.

Insurance

Students, faculty, and staff are reminded that their participation in Recreation Service activities is completely voluntary and the Staff assumes no responsibility during that time. It is **STRONGLY RECOMMENDED** that all participants have a satisfactory health status and appropriate personal accident insurance coverage during participation of these activities.

Injuries

In the event of an injury, the injured player is required to sit out one play and may re-enter the game at the referee's discretion. In the event of a serious injury, the player is required to sit out of the rest of the game.

General Policies

Code of Conduct

Players are expected to abide by the following expectations:

- Be courteous to other facility users.
- Abstain from any foul or abusive language.
- Players and/or team(s) will receive a penalties for abusive language.
- Captains must have full responsibility over their team and are responsible for their team's decisions.
- MWSU ID cards must be presented to the Intramural Manager before players can participate.
- Captains will remove a teammate before Recreation Services takes action due to flagrant or abusive behaviors.
- Incorporate sportsmanship on and off the court.
- Intramural Managers have the right to remove team players from competition at any time.
- Game time is start time.

IMLeagues

All students wishing to participate in intramural activities must register with IMLeagues. A link to the MWSU IMLeagues registration page can be found at <https://www.missouriwestern.edu/student-life/recreation-services/intramural-activities/>. Once registered, students may then sign up for each activity they would like to participate in.

Forfeits & Defaults

If a team or contestant fails to appear at the designated playing site within five (5) minutes following the scheduled starting time, the Intramural Manager may declare a forfeit. Any team forfeiting a contest for a non-appearance will forfeit its \$10.00 fee. Before playing their next game another \$10.00 forfeit fee must be paid. Two (2) such forfeits will eliminate that team from further participation in that activity.

Any team playing with an ineligible player will forfeit all games in which they played. In order to default a game, the Recreation Services office must be notified by 2:00PM on the day of the contest. A loss will be assessed for the default, but a forfeit fee will be avoided.

Protests

Protests may only be made by concerning ineligible players, or in the event of misinterpretation of the rules. If a protest is regarding a misinterpretation of the rules, the team captain must inform the scorekeeper and referee at the moment of occurrence, so the score, the time, and witnesses can be noted on the score sheet. The team captain must then file a written protest in the Recreation Services office, Looney 147, no more than 48 hours after the contest.