

RECREATION CENTER

Membership Handbook



Grow stronger with us!

Hours:

Monday - Thursday 5:05 a.m. - 10:00 p.m.
Friday 5:05 a.m. - 8:00 p.m.
Saturday 7:30 a.m. - 5:30 p.m.
Sunday 9:30 a.m. - 5:30 p.m.

Contact:

400 Collins Road NE, MS 154-100
Cedar Rapids, IA 52498
Phone (319) 295-2552
Fax (319) 295-8833
www.rockwellcollinsrecenter.com



**Rockwell
Collins**

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Welcome

Welcome to the Rockwell Collins Recreation Center! I have high hopes that you will enjoy every visit to the Rec Center, and am confident we have all the programs, services, equipment, and expert fitness staff to help you attain whatever your goals may be.

I encourage you to make use of our complimentary fitness staff services, as this can be your most powerful tool while being a member at the Rec Center. All of our fitness specialists have a four-year degree in a health related field, and have earned their ACSM (American College of Sports Medicine) certification. Upon enrollment, a fitness specialist can give you an orientation to our multitude of offerings. Further, they can tailor an exercise program to your every need and show you the proper mechanics of prescribed exercises.

If we don't meet your expectations, I would certainly like to hear from you, so we can make your member experience even better. Please feel free to give me your feedback by using our suggestion/comments box, located in the lounge or by requesting an appointment with me at the Front Desk.

Yours in health,
Mike Duffy
Director

About the Rec Center

Located in northeast Cedar Rapids, the Rockwell Collins Recreation Center is a 60,000 square foot corporate fitness facility conveniently located on the Rockwell Collins campus. This provides an invaluable benefit to employees, retirees and their families. We are open to members seven days a week with extensive weekday hours to accommodate all work shifts and schedules.

The Rec Center opened in 1986, and in 1996, the Iowa Governor's Council on Physical Fitness and Sports recognized the Rockwell Employees Recreation Center as the best corporate program of the year.

It is our mission to provide a dynamic, safe environment which promotes healthy lifestyles through education, recreation, fitness, rehabilitation and nutrition. These services will be provided by educated, certified staff to Rockwell Collins employees, retirees and their families.

Driving Directions:

- Going west on Collins Road towards I-380, turn right on Avionics Avenue just past the sports park. Then, take your second left into the parking lot.
- Going east on Collins Road away from I-380, turn left on Rockwell Drive. Take your first right into the parking lot. Go straight along the south side of the building, and then turn left (north) where the parking lot expands. Head towards the northwest corner of the building.
- From Blairs Ferry Road, head south on Rockwell Drive. Take the last left before Collins Road into the parking lot. Go straight along the south side of the building, and then turn left (north) where the parking lot expands. Head towards the northwest corner of the building.
- The Rec Center and Rec Center Physical Therapy are located through the front doors on the northwest corner of the building.

scanner. Scanner will beep and your picture will come up on the computer screen. Once you see your photo, you can proceed into the facility.

All members, league participants, spectators, visitors and vendors are required to check in at the Front Desk. When entering through the north door, members are still required to check in at the Front Desk. Guests are not permitted to enter through the north door, even when entering with a member.

Comment Box

We welcome any feedback you may have. Feel free to fill out a comment card and place in the comment box located in the lounge or hand directly to a staff member.

Dietitian Services

Onsite dietitian Sandy Holterhaus, RD, LD, specializes in adult weight management and disease prevention by promoting a moderate and varied dietary intake and the inclusion of regular exercise. Schedule an appointment with Sandy to determine your energy needs or have your diet analyzed. Individual appointments can be set up to discuss nutrition therapy for specific medical conditions. Group education classes are also held onsite and topics are posted monthly. Read more about these fee-based services in the Extra Mile Nutrition Brochure available at the Rec Center website or at the message center.

Equipment Sign-Up

Sign-up rules and regulations have been established to ensure equal opportunity for all members to use our most popular equipment. **The sign-up process is seasonal** and with new machines may be added periodically. If a machine requires sign-in, we will have clipboards attached or nearby. Detailed instructions will be attached to the clipboards when it is mandatory to sign up.

Non-Prime Time Equipment Use: There is a 30-minute limit during non-prime time hours.
Applies when machines are full.

Prime Time Equipment Use: There is a 20-minute limit on machines during prime time hours. If any part of your workout falls within prime time hours it is considered a prime time workout.
Applies when machines are full.

Exception: If no one has indicated their intention to use a machine, you may continue your workout beyond the time limit – until someone does notify you, then you must immediately terminate your workout on that machine.

Please note: You may not get off a machine when your time is up and sign-up again for more time on that machine if no one has signed-up while you were on the machine. Prime time hours reflect the established periods of heaviest activity. Time limits have been established for popular equipment to provide equal access. Prime times are as follows:

- Monday – Friday 5:05AM – 1:00PM
- Monday – Friday 3:30PM – 7:00PM
- Saturdays 8:00AM – 12:00PM

Fees

Replacement Photo ID Card: \$5.00 + tax

Replacement Locker Keys: \$30.00 fee to purchase a new lock and key for the locker.

Late Closing Fee: 1st offense – warning, 2nd & after - \$1.00 per minute that you are late checking out of the facility.

Child Care Late Fee: \$1.00 per minute that you are late checking your child out of the room. This fee applies to the two-hour time limit as well as picking your child up past room hours.

No Show Fee: For classes requiring reservations, members will be charged a \$3.00 plus tax no-show fee if you make a reservation and do not sign-in for the class or cancel in advance. Members who reserve space in Pilates classes will be charged a no-show fee equivalent to the class fee plus tax if you do not cancel in advance.

Fitness Classes

We offer over 90 fitness classes each week (please see the group fitness class schedule). Classes that require reservations can be reserved within 48 hours in advance. Group fitness and Pilates class schedules are available online and at the message center.

Fitness Services

All fitness services require appointments. Please stop by the Front Desk or speak with your fitness specialist to make an appointment. If you are late by 15 minutes or more, please call or stop by to reschedule your appointment.

Personal Fitness Programming: Not sure how to use the weight machines or need some direction on where to begin? Our certified fitness specialists will put together a fitness program to fit your needs. By appointment only, no fee.

Body Composition: Tests your lean muscle mass to body fat mass by using a bio-electrical impedance scale, skinfold and/or circumference (tape) measurements. By appointment only, no fee.

Fitness Assessment: When starting your personal fitness program it is always good to know where to begin. The assessment is a great place to start. The test assesses cardiopulmonary work capacity, musculoskeletal strength and endurance, flexibility, and body composition. Our certified fitness specialists will use those results to create a customized program just for you! By appointment only, no fee.

Exercise Prescription: Meet with a fitness specialist to discuss your fitness assessment results and discover where your strengths and weaknesses are and be on your way to achieve those personal goals! By appointment only, no fee.

Cholesterol: Full Lipid Profile (HDL, LDL, Total, Glucose) \$15 plus tax for members, \$20 plus tax for non-members.

New Leaf Metabolism Testing: Coming Soon! For more information contact your fitness specialist.

Personal Training: This is a one-on-one or one-on-two workout with our certified fitness specialists. The specialist will provide you professional “workout coaching,” motivation, accountability, and instruction tailored to your personal fitness needs and goals. Appointments available in 30 or 60 minute increments. By appointment only, for a fee. Please see a Front Desk representative for more information.

Guests

Guests entering the facility must use the Front Desk entrance even when accompanied by a member. All guests must check in at the Front Desk and sign the guest waiver at the time of the visit. Any non-employee/non-member with a guest pass, who meets the minimum age requirements, may use the facility at any time without a member present. Limit 12 visits per year. One year is considered 12 months from the first visit.

Daily Guest Fee

\$12+tax	All Non-Employees
\$6+tax	Employee Daily Fee
\$6+tax	(1-4 PM) All Guests
\$40+tax	Guest Punch Card, pre-pay for five visits. One year expiration date.

Recreation Center members (age 16 or older) are allowed to bring guests to the facility providing:

- No more than three guests per member visit.
- Maximum 12 visits per guest per year.
- Guests must be accompanied at all times by a member (age 16 or older) and have the waiver signed by an adult (age 18 or older).
- Youth guests, ages 7-11, must be accompanied by an adult (age 18 or older) at all times. Youth members & guests, ages 7-11, are restricted from 5:00 – 6:00 PM Monday-Friday. Youth guests and members are required to wear an orange jersey when using the facility. Children ages 7-11 are eligible for membership (see Membership, pg. 10) or have guest privileges at the Rec Center.
- All children under the age of seven must be admitted into the child care room.

Holidays

The Recreation Center is closed on the following holidays: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year’s Day. *The Recreation Center may also have shortened hours on Christmas Eve and New Year’s Eve.* Please check with the Front Desk for holiday hours.

Leagues

If you have any questions or concerns regarding our league programming, please contact Jeff Havel, league coordinator, at 295-0016 or visit rockwellcollinsclubs.com. The league play cancellation phone line is 295-8888.

- Badminton October - April
- Basketball November - March
- Bowling September – April
- Cricket May – August
- Disc Golf April - October
- Dodgeball March - May
- Flag Football August – November
- Futsal November - April
- Golf April – September
- Pickle Ball Year Round
- Ping Pong Varies
- Racquetball September - March
- Soccer May - September
- Softball May – September
- Tennis May – September
- Trap & Skeet May - August
- Volleyball Indoor: November – March, Outdoor: June – August

Lost and Found

The Recreation Center keeps lost and found items at the Front Desk. All items not claimed after a one month time period will be donated to Goodwill.

Massage Services

- Massage services are offered on-site at the Recreation Center. Non-members are required to pay a half-price guest fee of \$6.00, plus tax, for an hour or more. The guest fee is \$3.00 plus tax for appointments lasting 30 minutes or less.
- Services are available by appointment only and can only be made by calling the massage therapist directly. Please contact the Front Desk for therapist contact information.
- Cancellation Policy: 24 hours notice or more is a fee of 1/2 price--unless the time slot can be filled. Less than 24 hours notice is a fee of full price--unless the time slot can be filled.

Membership

Membership pricing effective November 11, 2009.

All prices below include 6% state sales tax. As of April 1, 2009, a 1% local option sales tax will be added to the monthly rates listed below. An ID card fee of \$5.00 + tax is charged to new members at the time of enrollment.

Plan A - Rockwell Collins Employees and Immediate Family Members

For Rockwell Collins Employees and their immediate family members (immediate family members include spouse and children).

- Employees \$25.00
- Spouse or Fiancé \$25.00
- Youth (age 7-11) \$25.00 (Restricted hours)¹
- Children (age 12-23) \$25.00
- Adult Children (age 24 & up) \$31.00 (see Plan B below for Family Rate)
- Plan A Family Rates* \$75.00 maximum
 - 2nd Member \$25.00
 - 3rd Member \$17.00
 - 4th Member \$8.00
 - More than 4 No charge

¹ Restricted during the following hours:
Monday – Friday 5:00 PM – 6:00 PM

*Child members must be under 24 years of age to be included in Plan A Family Rate. Children under age 24 and married must be on their own membership plan.

Plan B - Rockwell Collins Employee/Retiree Extended Family Sponsorship Plan

- Adult Children (age 24 & up) \$31.00
- Daughter-in-law, Son-in-law, Brother, \$31.00
 - Brother-in-law, Sister, Sister-in-law,
 - Parent, Parent-in-law, Aunt, Uncle,
 - Niece, Spouse of Niece, Nephew,
 - Spouse of Nephew, First Cousin,
 - Spouse of First Cousin, Grandchild,
 - Spouse of Grandchild
- Extended Family Sponsorship Plan Members listed above (Ages 7-11) - \$25.00 (Restricted hours)¹
- Plan B Family Rates** \$99.00 maximum
 - 2nd Member \$31.00 (\$25 for ages 7-11)
 - 3rd Member \$23.00
 - 4th Member \$14.00
 - More than 4 No charge

¹Restricted during the following hours:
Monday – Friday 5:00 PM – 6:00 PM

** When sponsoring a family member, the Rockwell Collins employee or retiree must be present at the time of new member registration. Child members must be under 24 years of age to be included in Plan B Family Rate. Children under age 24 and married must be on their own membership plan.

Plan C - Rockwell Retirees and Spouses or Fiancé or Seniors (62 & Over)

- Rockwell Collins Retiree/Spouse Restricted² \$13.50
- Rockwell Collins Retiree/Spouse Unrestricted \$25.00
- Senior Retiree Restricted² \$16.50
- Senior Retiree Unrestricted \$31.00

²Restricted during the following hours:
Monday – Friday 5:05 AM – 7:00 AM
Monday – Thursday 4:00 PM – 10:00 PM

Plan D –Rockwell Collins Contract Employees and Immediate Families*

*Immediate families include spouse and children ages 7-23.

- Contract Employee \$31.00
- Spouse or Fiancé of Contract Employee \$31.00
- Youth (age 7-11) \$25.00 (Restricted hours)¹
- Children (age 12-23) \$31.00
- Plan D Family Rates \$99.00 maximum
 - 2nd Member \$31.00 (\$25 for ages 7-11)
 - 3rd Member \$23.00
 - 4th Member \$14.00
 - More than 4 No charge

¹ Restricted during the following hours:
Monday – Friday 5:00 PM – 6:00 PM



MAX10® Body Shaping

MAX10® is a weight loss and body shaping program designed to help you look and feel amazing in just 10 weeks! MAX10® consists of Fitness Kickboxing, Tae Kwon Do, resistance and core training along with a nutrition system designed to blast fat and build lean muscle tissue. The atmosphere is fun and supportive. You are provided nutrition and fitness coaching while in a team atmosphere, along with session progress reports. The program was designed by Travis Richardson, former Olympic hopeful, state Kickboxing champion, and six-time National Tae Kwon Do champion. Please see a Front Desk representative for upcoming class times and fees.

Miscellaneous Guidelines

- Cameras and video equipment are prohibited in accordance with company guidelines.
- Please refrain from use of fragrant products while using our facilities (fragrant free facility).
- Alcoholic beverages are not allowed in the Rec Center or on company grounds. Member consumption of food and beverage is to be confined to the lounge.
- Iowa's Smokefree Air Act regulates smoking in public places, places of employment, and certain outdoor areas. This Act outlines areas where smoking is prohibited, areas where smoking is not regulated, enforcement details, and penalties for individuals and businesses that violate the law.
 - To ensure compliance with the Act, Rockwell Collins enforces the following:
 - Smoking is prohibited in all enclosed areas of our buildings and structures including work areas, private offices, conference and meeting rooms, employee break rooms, cafeterias, stairways and stairwells.
 - Smoking is prohibited in company-owned vehicles.
 - The use of tobacco products, defined as smoking, chewing or snuffing of tobacco in all forms, is only permitted in designated outdoor smoking areas which are 10 feet or more away from any facility entrance/exit, dock area or public area.
 - All non-smoking areas must be free of ashtrays at all times.
 - Littering of tobacco products on company premises is prohibited.
 - Employees who do not comply with the Act or the Rockwell Collins procedure on tobacco usage will be subject to disciplinary action and/or state-enforced penalties.
- League and free play may occasionally be pre-empted for special activities or events.
- Non-marking shoes are required for use on our wood basketball and racquetball courts.
- For the safety of our members and guests, please refrain from using cell phones on motorized equipment. In addition, we ask that you be respectful of others when using your phone in the facility.
- Shirts and shoes are required. Revealing attire is not acceptable, please use good judgment.
- Hours of operation, fees and rules are subject to review and revision without notice.
- The management reserves the right to deny, restrict, suspend, or revoke memberships.
- All fees, goods, and services are subject to Iowa State Sales Tax. In addition, we will charge in accordance to the local option sales tax.

Motivational and Incentive Programming

Bench Press Club: Test your maximum lift in the bench press on a quarterly basis. By appointment only, no fee.

S.M.A.R.T. Rewards Program: Whether you like our group fitness classes, enjoy our weight and cardio machines, participate in our leagues, or do a little bit of everything, your visits will count towards SMART Rewards! Register for the program by filling out a pledge form located at the Front Desk or message board, and make sure to hand in to any Rec Center staff member. Members can participate at any point in the year, as long as they fill out a pledge form. You must be 18 years of age or older to participate.

Nutrition Services (see Dietitian Services)

Orientations

We recommend that all new members attend an orientation with a fitness specialist. You will be issued a temporary membership card until the orientation is completed. Please plan on spending 30 minutes to an hour with your instructor, to be introduced to Recreation Center equipment, programs and regulations. The orientation is a great time to discuss your personal fitness goals with an instructor, which is always complimentary with your membership.

Please come prepared for your orientation as follows:

- Please arrive early to allow time for check-in.
- Upon arrival, inform the Front Desk staff that you are here for your orientation appointment. Your ID photo will most likely be taken at this time.
- After check-in, please wait in the lounge where your fitness specialist will meet you for your appointment.

PLEASE NOTE THE FOLLOWING:

- If you are 15 minutes or later for any appointment, please notify the Front Desk so that your appointment can be rescheduled.
- Temporary ID cards are only valid until the date of the first scheduled appointment.

Payment Methods

When registering for membership, please have your payment method information available (if applicable) for the Front Desk staff including bank name, routing number, account number and a voided check. For your convenience, we accept the following membership payment methods:

Automatic Withdrawal (AW)- payment made monthly from your checking or savings account.

Payroll Deduction- for Rockwell Collins employees only.

Cash, Check, Credit Card- for Retiree memberships and short-term student memberships only. Full payment is required at registration. We do not currently offer monthly credit card payments as a payment method.

Pilates

Pilates classes at the Rec Center are taught in a small group setting on the Balanced Body Allegro reformer or group setting on the mat. Our instructors have completed extensive education and training on the reformer and mat through Balanced Body University. Special attention is paid to all students regarding proper class placement to ensure a safe and effective workout. An introductory session, for a small fee, is required prior to enrollment in a reformer session and/or call-in reformer classes. For more information on the Pilates program contact the Front Desk to schedule a Pilates orientation (no fee), visit the message center, contact the Pilates coordinator at 295-0066, or visit rockwellcollinsrecenter.com.

Physical Therapy

Our facility is home to Rec Center Physical Therapy. This is an on-site physical therapy clinic providing a convenient service to Rockwell Collins employees and their dependents. The clinic is also open to the public and accepts most insurance coverage. If you carry Rockwell Collins insurance, you do not need a referral. Call 319-295-8899 with questions or to register for a free 10-minute evaluation. For more information visit recenterphysicaltherapy.com.

Quality Time (QT)

On Sundays from 1:00 – 3:30PM, members are encouraged to introduce their young children, ages 5–11, to fitness, fun and recreation, for free. Participants may use the racquetball courts, High Court #2, High Court track, table-tennis, billiards table and the High Court fitness class area. Parents must sign a Quality Time agreement at the Front Desk acknowledging QT rules and guidelines in order to participate, and stay with their children at all times.

Racquetball

The Rec has four wood racquetball courts available for use (no fee). One of the courts is reserved as a first come, first serve Challenge Court. It is strongly encouraged to call-in to reserve a court before planning to come in. For more information on reservations please see below. We are pleased to offer racquet stringing (small fee), complimentary racquetball introductory classes as well as tournaments at different times of the year.

Reservations (courts)

- Racquetball courts (non-league play) - \$3.00 + tax a court/hour fee for reservations made more than four business hours in advance. No other charges will be assessed for racquetball court usage. One-hour limit on racquetball, 90 minutes on Wallyball.

- There is no charge for use of high courts #1 and #2 (basketball and volleyball) for walk-on usage. It is recommended that you check on availability by calling 295-2552 or viewing the league court schedule at rockwellcollinsreccenter.com before planning to use the courts.
- Advance reservations are strongly recommended for racquetball and tennis courts. Reservations for racquetball may be made no earlier than six days before desired usage. Reservations may be made for single sessions only.
- Full fees will be charged for racquetball no-shows and reservations not cancelled at least four hours in advance, unless the reservation can be transferred to another member or re-booked by the Recreation Center staff.

Restricted Hours

Youth members and guests (ages 7-11) are restricted from the facility during the following hours:

Monday – Friday 5:00PM – 6:00PM

Youth members & guests will be provided an orange jersey to wear while in the facility and are not allowed to use the locker rooms. Youth members & guests must be accompanied by an adult member (18 years or older) at all times.

Retiree & Senior Restricted members are restricted from the facility during the following hours:

Monday – Friday 5:05AM – 7:00AM

Monday - Thursday 4:00PM – 10:00PM

Retirees paying for an unrestricted membership are not restricted at any time. There is a \$1 fee to utilize the facility outside of restricted hours.

Services

The **billiards** and table tennis tables are available at no charge on a first come first serve basis. **Towels and lockers** are provided at no charge. Towels must be returned to the towel bins. No permanent lockers are available in the locker rooms and padlocks are prohibited. However, permanent locker rental is available in the High Court for \$5 per month (must provide your own lock). The Recreation Center is not responsible for lost or stolen items.

SilverSneakers®

The Recreation Center partners with the SilverSneakers® Program to provide Humana and United Health Care health insurance cardholders a complimentary membership. This does not include those who only have Humana prescription insurance. In addition, those with a Secure Horizons health insurance policy may be eligible. All SilverSneakers® memberships are subject to approval by the SilverSneakers® program. For details please contact a Front Desk representative.

Sponsorship

Current Rockwell Collins employees and retirees can directly sponsor their family members as listed below and includes in-laws, step or half relatives. Eligible contractors are only allowed to sponsor immediate family members. See specific rates under membership prices and sponsorship. Family members include:

Spouse, Fiancé, Same-Sex Domestic Partner, Children, Daughter-in-law, Son-in-law, Brother, Brother-in-law, Sister, Sister-in-law, Parent, Parent-in-law, Aunt, Uncle, Niece, Nephew, First Cousin, Grandchild, and spouses of aforementioned individuals.

Sports Park

The Rockwell Collins Sports Park provides members and Rockwell Collins employees a place to recreate outdoors. Amenities include a sand volleyball court, softball field, track/trail, pavilion, lighted tennis courts and football/soccer field. Reservations can be made by calling 295-3117.

Tae Kwon Do

All Recreation Center members ages 12 and up are eligible to join our Tae Kwon Do program. Children ages seven through 11 may join classes if they meet the eligibility requirements for the Recreation Center and Tae Kwon Do instructors will determine if a child is "ready" to attend class. Once the child turns 12 years old, the child needs to enroll as a Recreation Center member to continue taking classes. Sign-up is available at the Front Desk. Cost is \$10.60 per month, in addition to applicable membership fees. Tae Kwon Do classes are held at the following times in the Fitness Classroom:

Monday 7:30 – 8:30PM
Thursday 7:30 – 8:30PM

Visitors

Those who are allowed access, besides members and guests, are Rockwell Collins league participants and adult spectators. Adult spectators must sign a waiver at the Front Desk upon entrance into the facility, and are restricted to the league area. Children under the age of 12, brought in by spectators, are restricted to the lounge and must be with an adult at all times. When the child is accompanied by a member or league participant, they are eligible to utilize child care services for a small fee. Spectators are not allowed in the locker rooms or to use equipment.

Thank you for your interest in the Rockwell Collins Recreation Center. If you have any questions please do not hesitate to contact us at 319-295-2552, or feel free to visit our website at www.rockwellcollinsreccenter.com.

