WELCOME!

This handbook serves as your guide to all of the facilities, services and amenities you can take advantage of as a Dalplex member. It is important that you please read through your member handbook - it covers all aspects of your membership, starting the day you join. While we periodically update this guide, you will always find the most up-to-date version online. If you have any comments, suggestions or feedback, we would love to hear from you – please stop by the Client Experience Centre, call 902-494-3372 or send us an email to dalplexinfo@dal.ca.

PLEASE NOTE:

Although every attempt has been made to include all rules, regulations and policies, the information in this booklet is current at the time of printing and we reserve the right to make changes as necessary. Changes to policy and procedure will be added to the online version of our handbook, available to view and print at www.dalplex.ca.

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GENERAL INFORMATION

Entering/Exiting The Building

You can enter Dalplex two ways: through the street level doors located off South Street (stairs and accessible lift available) or through the doors at the base of the driveway off the parking lot.

Turnstiles are located next to the Client Experience Centre in the lobby. Simply tap your membership card or the turnstile card and proceed when the green light appears.

DALPLEX STRIVES TO PROVIDE A BARRI-
ER-FREE AND INCLUSIVE ENVIRONMENT WITH ACCESS TO:

- automatic doors at both entrances
- an elevator in the fitness centre to access second floor fitness hall and fitness studios
- a ramp leading into the fieldhouse with an accessible door
- an elevator* in the fieldhouse to access the track, Dal Physiotherapy Clinic/spin studio/locker rooms/children’s play area, or the pool. (*A key is required to operate this elevator – please see Client Experience staff for assistance)
- accessible washrooms, shower stalls and locker rooms
- two universal locker rooms with private changing cubicles.

Client Experience Centre

The Client Experience team is here to show you around the building, answer your questions, and provide you with what you need to have your best Dalplex member experience. The Client Experience Centre is in the main lobby as you enter the building or you can reach them by calling 902-494-3372.

Regular Building Hours

(Sept. 1 - Apr. 30)

Monday - Friday 6:00am - 10:30pm*
Saturday 7:00am - 9:00pm*
Sunday 9:00am - 10:30pm*

*Pool closes 30 minutes earlier during fall and winter only

Spring/Summer Building Hours

(May 1 - Aug. 31)

Monday - Friday 6:00am - 9:30pm
Saturday 7:00am - 5:30pm
Sunday 9:00am - 5:30pm

Holiday Hours

Dalplex is closed on Good Friday and Christmas Day. Reduced building hours are in effect on other holidays. Visit our website for holiday hours and closure information.

Facility Closures And Space Restrictions

Dalplex hosts a number of annual events and programs which result in temporary fieldhouse and/or pool closures or space restrictions. Use of the track is usually only affected by exams however, and all other activities/programs are temporarily relocated to Studley Gym or Sexton Gym whenever possible.

Be sure to check our website for information on any activity location changes, area closures or reduced hours or cancellations for holidays and special events. In addition, current information on fitness class schedules, instructors and changes is available on our Fitness Hotline, 902-494-2119.

EVENTS AFFECTING FIELDHOUSE

AVAILABILITY:

• Dalhousie exams in December and April
• Dalplex Christmas Craft Market in late November
• Dalhousie varsity athletics, clubs and intramural events throughout the academic year
• Dalplex & Dal Tigers day camps in the summer, Christmas/March Breaks and PD School Days.

Memberships will not be adjusted due to the scheduling of these special events and programs.

Maintenance Periods

For maintenance purposes, certain areas of our buildings need to be closed as required to accommodate necessary repairs. Notice will be posted in advance. These actions are taken to ensure the integrity of the facility and the
safety of our members and every effort will be made to schedule this work during non-peak usage periods and to complete it as quickly as possible.

Memberships will not be adjusted to account for loss of access to certain areas or amenities during repairs or maintenance.

**Fieldhouse Temperatures**
Please be aware that during and after periods of inclement weather (ie: snow storms) and throughout the summer months, temperatures in the fieldhouse may be higher than normal. Please use your best judgement and adjust your personal exertion and hydration levels accordingly.

**PARKING RULES**
- Dalplex parking permits are only valid for a maximum of 3 hours in certain sections of the Dalplex lot that have been designated as "Dalplex Member Parking". Your Dalplex parking pass is only valid in these designated spaces and is only required Monday to Friday, 7am-4:30pm.
- Dalplex members can park in any other non-metered spaces Monday-Friday, 4:30pm-1am or 7am-1am on weekends.
- Metered parking is available at Dalplex at the cost listed on the parking meter. Permits are not valid at meters.
- A parking permit is valid for a maximum of one year and must be renewed annually by exchanging your expired pass at the Dalplex Client Experience Centre. It is the member’s responsibility to ensure parking passes are current and valid.
- Dalplex parking permits are non-transferable between vehicles and/or users. Members must provide a vehicle registration in their name before a pass can be issued.
- Please ensure that your permit (including number and expiry) is clearly displayed and facing outward from your vehicle’s rear-view mirror.
- Any vehicles illegally parked in University designated spaces or at expired meters, in fire lanes, or in other areas not specifically designated for parking will be subject to ticketing, immobilization, and/or towing at any time.
- Do not store valuables in your vehicle and please keep your vehicle locked at all times. Dalplex is not responsible for theft or damage to vehicles or their contents.

**MEMBERSHIP INFORMATION**
Client Experience Centre 902-494-3372

**Renewing Your Membership**
Dalplex memberships can quickly and easily be renewed in person at the Client Experience Centre. If you have purchased an annual membership and pay with pre-authorized monthly payments or payroll deduction, your membership will automatically renew after one year.

**Freezing Your Membership**
Memberships may be put on hold for personal reasons once per year at no cost. All personal freezes must be for a minimum of one (1) month and a maximum of four (4) months. If a member wishes to freeze their membership more than once a year, or for a period longer than four months, a charge of $25 will be levied for each request.

Memberships can be suspended or frozen at any time for medical reasons for a minimum duration of one (1) month, though members must provide written medical evidence to the Client Experience Centre to qualify.

Dalplex members with family memberships or with add-on memberships have the option of freezing one or all memberships associated with their account, however only when one membership is frozen the additional membership time must be divided equally among all associated members to ensure a consistent expiry date.

A minimum of three (3) business days’ notice and the return of all parking permits (if applicable) to the Client Experience Centre is required before a freeze can begin. Please be aware that pre-authorized payments or payroll deductions will continue while memberships are frozen.

**Cancelling Your Membership**
Memberships may be cancelled without penalty within 10 days of purchase. After this time, 30 days’ notice is required and a cancellation fee will apply within the first year of your membership. The fee is only charged when the main/primary membership is cancelled – no fees apply when add-on memberships are cancelled. Cancellation must be done in person at the Client Experience Centre or by emailing dalplexinfo@dal.ca (phone cancellations will not be accepted) and parking permits must be returned before the cancellation takes effect.

The cancellation fee is waived after your first year of membership but 30 days notice is still required.

**Membership Policies**
- Members are required to carry their membership ID cards to access the building. Staff reserve the right to ask for Dalplex ID at any time.
- Children under 12 are not eligible to receive Dalplex ID cards and MUST be accompanied and supervised by a parent/guardian 18 years of age and over, with a valid Dalplex membership.
- Spouses/partners and children 12 years and over must have their own Dalplex ID cards, even if on a family membership.
- Sharing of ID cards is forbidden; membership cards are not transferable. Sharing cards will result in suspension for both the cardholder and the Dalplex member involved.
- Members who forget their card will be given a limited number of grace entries (10 max) per semester. Once these are used, members must produce a valid membership card or purchase a replacement to gain access. Lost Dalplex membership cards will be replaced for a fee. Dalhousie University I.D. (for students, employees, alumni, etc) must be replaced at the DalCard office.
- At Dalplex a family is defined as the member, their partner/spouse and their dependent children. Dependent children are those under 20 years of age and living at the same address as the parents/guardians. Proof of residency is required.
- Only family membership holders are eligible for discounts on children and youth programs and camps.
- Members are not permitted to employ or use personal trainers or coaches who are not employed by and/or are not official volunteers of the Department of Athletics and Recreation while using Dalhousie athletic facilities.

**Dalplex Rules & Regulations**
- In using Dalhousie University's athletics facilities, members and guests are subject to all university policies, including the Code of Student Conduct, the University’s harassment policy and our User Code of Conduct. Should you experience uncooperative or disrespectful behaviour, please let our staff know and we will do our best to rectify the situation.
- No soliciting
• No food or drink (other than non-breakable water bottles) is permitted in activity areas, pool or locker rooms.

• Open toe footwear, bare feet and swimwear are permitted in the pool area and locker rooms only.

• Children under 14 are not permitted in the fitness hall or high performance training area.

• All personal trainers or coaches providing services in Dalhousie’s athletic facilities must be employed by and/or be official volunteers of the Dalhousie’s Department of Athletics and Recreation, with the exception of private rentals.

The supply of services within Dalplex and other Dalhousie athletic facilities remains proprietary to Dalhousie’s Department of Athletics and Recreation.

• Dalplex is a smoke-free and scent-free facility. Dalhousie University asks people to avoid wearing scented personal care products, as fragrances can trigger asthma attacks, allergies and other medical conditions. For more information on Dalhousie’s scent free policy please visit www.dal.ca/scent-free. Smoking is not permitted on the Dalhousie campus.

• Dalplex does not condone profanity or insulting slogans on members’ attire. Dalplex reserves the right to govern appropriate apparel while using the athletic facilities. Proper athletic wear is required for exercise including appropriate shirts, shorts/athletic pants and athletic footwear in all areas.

• We request that members please report violations of the rules or damaged equipment to the Client Experience Centre staff.

• Dalplex staff have the right to revoke membership privileges based on non-compliance to established rules and regulations.

**User Code of Conduct**

The User Code of Conduct was created to promote appropriate and respectful behaviour, and good sportsmanship within Dalhousie’s athletic facilities. It applies to all students, members/users, guests, participants, rental groups, parents and spectators within said facilities. Anyone displaying unacceptable behaviour may be asked to leave the premises, and suspension or termination of the day pass, rental, facility access or membership agreement may occur.

**UNACCEPTABLE BEHAVIOUR SHALL INCLUDE, BUT NOT BE LIMITED TO:**

• Physical violence or threats of physical violence;

• Use of obscene, vulgar, or threatening language or gestures in any manner to anyone at any time;

• Taunting of students, members, players, coaches, officials or other spectators by means of baiting, ridiculing, or the use of abusive or demeaning language;

• Willfully damaging property and/or equipment;

• Using equipment or facilities with malicious intent;

• Any other behaviour which a Dalhousie University employee finds to be inappropriate, disruptive or abusive in the circumstances.

**Photography Policy**

The use of cell phones, tablets and similar electronics devices, photography of any kind, video recording or other digital image capturing is not permitted in any locker rooms or other change room areas, restrooms, showers, pool deck or fitness areas. Permission for photography or video recording within the Department of Athletics and Recreation’s facilities must be requested and received from designated staff in advance. A minimum of 48 hours’ notice is requested.

**MEMBER SERVICES**

**Client Experience Centre 902-494-3372**

**Court Booking**

Badminton, pickleball, racquetball, squash, table tennis and outdoor tennis courts must be booked prior to use (courts are reserved for 45 minute time slots).

**HOW TO BOOK A COURT:**

• Only available for Dalplex members/multi-visit pass holders.

• Courts can be reserved up to 3 (3) days in advance.

• Call 902-494-6818 and have your membership/800 number ready.

• In-person bookings are also available at the Client Experience Desk. Day pass holders can only book in person, for the same day.

• Due to high demand, only one (1) court per sport can be reserved per member, per day.

• NEW! Members must check in at the Client Experience Desk before using the court.

**NO SHOWS/CANCELLATIONS:**

• Please call 902-494-6818 to cancel at least 30 minutes prior to the start of your booking.

• If you cancel with less than 30 minutes notice or if you fail to check in at the Client Experience Desk before your booking, you will not be permitted to book a court in advance for a week.

• Repeated cancellations and/or no-shows will result in the member losing advance booking privileges for the remainder of the term.

**Equipment Rental**

Dalplex rents various pieces of sporting equipment from the Client Experience Centre for a small fee (fee is waived for full-time Dal students with an active Dalplex membership). Your Dalplex membership card is exchanged for the rental equipment and will be returned once all items signed out are returned.

You will be held financially responsible to Dalplex for the replacement cost of rental equipment lost, stolen or damaged while in your possession. Unreturned equipment will have a daily rental charge applied for each day the item is overdue. The rental fee is good for day of purchase only.

**Locks And Lockers**

Dalplex offers small, medium and large lockers for rent and sells combination locks. Please inquire at the Client Experience Centre for rental rates and availability. We strongly advise you not to bring valuables into the locker room even if you plan to leave them in a locked locker. Dalplex rents wallet-sized, key-activated security units to allow for storage of small valuables while in the facility.

There are a large number of day use lockers available. Members may use these lockers at no charge but must remove their items by the end of the day.

To be fair to all users, locks left overnight on day use lockers or expired rental lockers will be removed, as will the locker’s contents. Contents will be held for a period of 14 days, after which unclaimed items will be donated to charity.

**Lost And Found**

Lost and found items will be held for 14 days at the Client Experience Centre (902-494-3372) and then donated to charity. Dalplex is not responsible for lost, stolen or missing items.

**Member Discounts**

Dalplex is pleased to offer members a discount on a wide variety of recreational and sport programs, including but not limited to:

• Youth day camps*

• First aid and CPR training

• Fitness programs

• Personal training

• Sport and recreation programs*

*Only family membership holders are eligible for discounts on children and youth programs and camps.

For a complete list of programs, schedules and pricing, please visit our website.

**Personal Training**

Make the most of your workouts - see the results and feel the difference a trainer can make for you.

Please contact our Fitness Coordinator at 902-494-3017 to make an appointment for your initial consultation (additional fees apply).

**Sport Clubs & Intramural Programs**

Dalplex members are eligible to join many of our Tier 2 sport clubs or participate in Dalhousie intramural leagues, the majority of which operate between September 1 and March 31 (exception: softball league runs from May-August). Sport clubs are self-administered student-based groups which are eligible for support from Athletics and Recreation and some clubs (Tier 1) are strictly student-based due to their participation in intercollegiate competitions. For more information, contact the Campus Recreation Coordinator at 902-494-2002, or visit the Intramurals/Clubs tab on our website.

**Shower Towel Service**

Let us do the laundry! Shower towel service may be purchased on a daily, monthly or annual basis. Towel service users will be held financially responsible for the replacement cost of any towels which are lost, stolen or damaged while in their possession. Dalplex membership cards must be left at the Client Experience Centre when signing out towels.
LOCKER ROOM RULES

Reminder: Dalhousie University is a scent-free environment. Avoid wearing/using scented personal care items when using Dalplex.

- Dalplex is not responsible for lost or stolen items. We recommend you do not bring valuables into the locker rooms and that you keep your locker locked at all times.
- No loitering in the locker rooms.
- School-age children may not use locker rooms of the opposite gender – please use one of the two universal locker rooms to change together.
- Locks left on day-use lockers at closing time will be cut and contents will be removed and stored at the Client Experience Centre. Unclaimed items are donated to charity after two weeks.
- Please report suspicious behaviour or facility/equipment problems to Dalplex staff immediately.

UNIVERSAL LOCKER ROOM RULES (in addition to rules listed above)

- These are locker rooms for everyone.
- Clothing must be worn at all times while in the common areas.
- Cubicles must be used for changing.
- Swimwear must be worn when showering in the lower level universal locker room, as shower cubicles are not private.

FITNESS CENTRE

Cardio Equipment

Over 70 pieces of cardio equipment are located in the fitness hall on the second floor of the fitness centre, and are available for Dalplex members aged 14 and over to use. Dalplex staff are in located in fitness hall to answer your questions or show you how to use a particular piece of equipment.

Fitness Studios

There are four dedicated fitness studios on the second floor of the fitness centre – two large rooms and two smaller rooms. Studios are mirrored, have hardwood floors, are climate controlled, and have built-in cubbies for storage. All group fitness classes take place in these studios, with the exceptions of Aquafit and DALspin.

Strength Training Equipment

Dalplex offers its members the use of more than 200 pieces of strength training equipment in the fitness hall on the second floor of the fitness centre. The fitness hall contains a complete range of weight training equipment (resistance machines, free weights, squat racks, etc), as well as an area for stretching, mat work and core training exercises. Dalplex staff are in located in fitness hall to answer your questions or show you how to use a particular piece of equipment. Dalplex also has a high performance weight room designed to meet the training needs for Dalhousie’s varsity/club athletes, including team/group strength training, but is open periodically during the week for member use as well. Please check our website for details.

FITNESS HALL EQUIPMENT RULES

- Minimum age for use of strength training or cardio equipment is 14 years old.
- Gym bags must be stored in the cubbies provided.
- Gym chalk is not permitted, liquid chalk only.
- The use of a spotter is highly recommended while using weight room equipment.
- Do not rest on equipment.
- Do not drop the weights on the floor.
- Weight room users must return weight plates/dumbbells/barbells to the storage racks provided.
- Wipe down all equipment after use with cleaning wipes provided.
- Please be courteous to other users at all times.
- Members must follow the direction of weight room monitors and facility staff at all times.

FIELDHOUSE

Climbing Wall

Dalplex is pleased to offer members access to two climbing walls. The first is located in the fieldhouse and members are permitted to climb without supervision to a designated height marked on the wall. All other climbing on the fieldhouse wall must be conducted under the supervision of Dalplex’s trained climbing instructors. The second wall, called The Rock Court, is located on the lower level near the squash courts.

Hardwood Courts

Dalplex has courts in the fieldhouse for members to play badminton, basketball, pickleball, table tennis or volleyball. The fieldhouse is a free weekday co-ed pickup basketball game, or volleyball. We also offer Noon Hoops, which is a free weekday co-ed pickup basketball game, from 11:30am-1pm for members. Badminton, pickleball, and table tennis courts must be booked prior to use (courts are reserved for 45 minute time slots - see Court Booking section on page 6).

Indoor Track

There is a 267m, two-lane synthetic rubber compound surfaced indoor track in the fieldhouse.

INDOOR TRACK RULES

- Track direction: Inside lane, counter clockwise, 260m. Outside lane, clockwise, 267m.
- Track is closed daily for Dal Tigers Cross Country and/or Track & Field team practices.
- Only authorized practices are permitted.
- Run in pairs or singles only.
- Keep moving – rest/stretch off of the track.
- Shoe spikes are restricted to 1/8” pin or pyramidal spikes.
- No objects are permitted to be pulled, pushed, dragged, or otherwise moved across the track surface.
- Wipe up all spills immediately.

DALPLEX

Children’s Play Area

The play area is located on the lower level of Dalplex, overlooking the pool (stroller access by elevator only) and includes toys and games for toddlers and pre-school age children.

PLAY AREA RULES:

- Children must be under the age of six (6) to use the children’s play area.
- Shoes, food or beverages are not permitted in the play area.
- Socks must be worn at all times.
- Children must be supervised by an adult at all times.
- All toys must remain in play area

The Rock Court

The Rock Court is located on the lower level near the squash courts and is open during select hours throughout the week (please see full schedule on our website). Anyone wishing to use The Rock Court is required to complete an accreditation session. Accreditations are valid from September to August (a small fee applies) and you must be at least 18 years of age to participate.
NO SHOWS/CANCELLATIONS:
• If you are not able to make the class, please call to cancel your booking at least 30 minutes prior to the class starting.
• If you cancel with less than 30 minutes notice or if you fail to show up for class, you will not be permitted to book a bike in advance for a week.
• A second cancellation and/or no-show will result in the member losing advance booking privileges for a period of 3 months.

Squash/Racquetball Courts
You can find our squash (5) and racquetball (1) courts on the bottom level of Dalplex, on the same level as the Rock Court. Squash and racquetball courts must be booked prior to use (courts are reserved for 45 min time slots, please see court booking procedures on pg. 6). Only non-marking/scuffing shoes are permitted and closed eye protection is strongly recommended. Racquets can be rented and balls can be purchased at the Client Experience Centre.

Swimming Pool
Dalplex’s 8-lane, 50-metre pool with moveable bulkheads is home to both of Dalhousie’s men’s and women’s varsity swim teams, our Master’s swimming club and plenty of aquatics programming. Dalplex also offers lifeguarding, lifesaving and first aid courses.

POOL AVAILABILITY
Dalhousie regularly hosts swim competitions and training camps. During these times, water temperature is reduced and pool space is limited or unavailable. A pool schedule with lane swims, open swims and aquafit class times is available on our website, at pool entrances or by calling the Client Experience Centre.

To ensure the health and safety of all our visitors, please remember to follow these easy steps for healthy swimming:
• All patrons must take a shower before entering the pool.
• Anyone with open cuts, sores, bandages, colds, coughs or infected eyes are NOT permitted in the pool.
• Anyone not toilet trained must wear water-resistant swim pants/swim diapers/swimwear to prevent contamination of the pool. Regular cloth or disposable diapers are NOT accepted.
• Proper swim attire is required. Cut-off shorts, underwear, sports bras and loose-fitting clothing are not permitted.
• Outdoor footwear and strollers are NOT permitted on the pool deck.
• Spitting, spouting or nose-blowing in the pool is strictly prohibited.
• Food, beverages or breakable items are NOT permitted on the pool deck. Dispose of gum in a garbage can before entering the pool.

DALPLEX POOL RULES
• Cameras, video cameras, mobile phones, or any other type of recording equipment are not permitted on the pool deck, with the exception of birthday parties, special events and private rentals.
• Children under 12 MUST be supervised by an adult (18+) at all times in all areas of the facility.
• Children aged 7 years and under MUST remain within arm’s reach of a parent or guardian (18+) at a ratio of 1 adult to 2 children.
• Children 7 years and under are not permitted in the deep end without a properly fitted PFD.
• Children 7 years and under who wish to swim in the water without an adult who is within arm’s reach or swim in the deep end without a PFD must achieve “special swimmer status.” Please see a lifeguard for more details.
• Please walk with caution on the pool deck as it is wet and slippery. NO running!
• Diving is only permitted in the deep end.
• Starting blocks are reserved for competitive training only.
• Do not walk on or swim under the bulkhead. Do not sit or hang on the lane lines.
• Patrons are not permitted to rough-house, throw/hit each other with toys, sit on each other’s shoulders, etc.
• Pool toys must remain in the shallow end. Do not stand on the mats in the water.
• Pool noodles and fitness belts are not substitutions for PFDs. Fitness belts are only available for fitness classes.

DIVING BOARD RULES
• Diving boards are only available for use during Open Swims.
• Only one person is allowed on the diving board at any time.
• Only one bounce per dive when using the diving board. No back flips!
• Dive straight ahead from the end of the board. No jumping or diving off of the side of the diving board.
• Diving or jumping when other swimmers are present below the diving board is prohibited. Wait until it’s clear.
• Twists, flips and back flips from the diving board are prohibited unless in the presence of a certified diving coach.
• No hanging onto the diving board from underneath.
• PFDs are not permitted on any of the diving boards or platforms.

TARZAN ROPE RULES
• The Tarzan rope is only available for use during Open Swims.
• Only one person is allowed on the rope at a time.
• Ensure the area in the water is clear before swinging out on the rope.
• When using the Tarzan rope, swing straight out and let go when it has reached the end of its swing. Do NOT swing back towards the pool deck.
• No climbing up the rope.

VIOLATIONS OF POOL RULES
• 1st Offense: A patron will be verbally warned.
• 2nd Offense: The patron will be asked to leave the pool.

WICKWIRE FIELD
The artificial turf at F.B. Wickwire Field consists of a feature field with three practice fields. Activities are often scheduled on the field but Dalplex members may use the field when it is not booked for rentals or activities. Please call 902-494-3372 to inquire about availability. A rental fee will be charged should you wish to run organized events or be guaranteed a space.