

OFFICIAL COMMUNICATION

REGULATIONS

OF THE PHYSICAL EDUCATION

AND WELLNESS CENTER

REGULATIONS

Administrative Committee



ITESO, Universidad
Jesuita de Guadalajara

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Description of change	<p>Modification to Article 1, regarding the definition of Sports Medicine Service.</p> <p>Modifications to Article 3, in the following paragraphs where it is specified:</p> <ul style="list-style-type: none"> • 3.1, the appropriate medical term. • 3.2.1, the definition of the users of the Sports Medicine Service. • 3.2.3, the type of care that external users shall receive. • From 3.4.1 to 3.4.3, the consideration of unexcused absences for voluntary discharge. • 3.4.6, the technical name of the medical accident policy. • 3.4.7, channeling of cases with chronic and degenerative illnesses, among others, of the university community. <p>As well as the structure, articulation, wording and style of the article, to define more clearly the offer of the Sports Medicine Service to the university community and external users who may require its services.</p>

[Spanish](#)

REGULATIONS OF THE PHYSICAL EDUCATION AND WELLNESS CENTER

ARTICLE 1. DEFINITIONS AND ABBREVIATIONS

For the purposes of these regulations, the following definitions shall apply:

Active lifestyle habit: a pattern of conduct or behavior that is repeated by an individual on a regular basis, in which physical movement is used as a means of positively affecting the individual's health.

Directorate of Administration and Finance (DAF): the university unit that performs the functions of providing what is necessary to promote and support the administrative and financial activities that strengthen the university's sustainability; ensuring the rational and efficient management, proper use and conservation of the institution's economic, material and financial resources; and supervising the procurement of the proper fulfillment of the institutional financial obligations and those of municipal, state and federal public administration.

Directorate of Community Integration (DIC): the university unit in charge of providing what is necessary to contribute to the work of social intervention and collaboration with social organizations and institutions, promoting and providing relevant services to the university community, and contributing to the integral formation of the university community.

External users: people who are not part of the university community and who use CEFSI's programs and services.

ITESO's Physical Education and Wellness Center (CEFSI or Center): The university unit that contributes to the integral formation of the university community through the promotion and provision of services for the development of physical activity, sports and recreation. The following definitions shall apply:

Physical activity: any body movement produced by the musculoskeletal system that requires energy expenditure.

Recreation: activities and situations that promote fun, as well as relaxation and entertainment for playful or educational purposes.

Sport: activity, physical exercise or game subject to certain rules, in which skill, dexterity or physical strength are tested, with or without competition.

Physical activity gym: the building intended and equipped mainly for the systematic practice of physical activity programs, as well as for muscular and cardiovascular strengthening.

Physical activity, sports and recreation equipment: the set of items that are available to users as a means to facilitate the preparation, performance and completion of physical, sports and recreational activities, such as gym equipment, balls, rackets, accessories and the like.

Physical activity, sports and recreation facilities (facilities): the set of enclosures, gyms, sports fields and spaces equipped for physical activity, sports and recreation, such as soccer fields, tennis courts, gymnasiums, physical education classrooms, recreational areas and others.

Sports gym: the building designed and equipped for the practice of sports such as volleyball, basketball, tae kwon do, cheerleading, among others.

Sports hospitality program: the program through which permission is granted to a person or group that is not part of the university community to make temporary use of the physical activity gym facilities under the conditions established by the CEFSI.

Sports Medicine Service: the area of the CEFSI that applies medical science to its users with the objective of preventing damages related to the lack or excess of exercise, or to treat injuries or traumas generated by their participation in physical, sports or recreational activities that are part of the Center's projects and activities.

University community: students, academic and support service staff, members of the Jesuit Team, and members of the Board of Directors and the Board of Overseers of ITESO, AC.

Users: members of the university community who use the Center's facilities and those who are recipients of services or programs administered by the CEFSI.

ARTICLE 2. GENERAL PROVISIONS OF THE SERVICES OF THE PHYSICAL EDUCATION AND WELLNESS CENTER.

- 2.1.** The CEFSI shall provide the services of physical activation, sports, recreation and medical services in the facilities of the university campus, as well as in other enclosures and spaces enabled and equipped for this purpose, in accordance with the Center's programs, projects and internal dispositions.
- 2.2.** The CEFSI shall provide services for the promotion of active life habits, health, training, supervision of physical activities, sports practice, recreation and sports medicine services. It may offer these services together with other private or public institutions, under the terms of these regulations and ITESO's governing legal structure.
- 2.3.** The services, facilities and equipment of the campus shall be provided preferably for CEFSI projects, such as representative teams, sports workshops, intramural tournaments, basic forces, summer courses, among others. University activities other than those mentioned above may be carried out with the prior authorization of the CEFSI Director.

- 2.4.** The services, facilities and equipment may be provided to public or private institutions and may be used by external users, for a fee or free of charge, with preferences or restrictions for certain projects or groups of users. The above shall be approved by the Director of the Center and ratified by the Director of Community Integration, in accordance with current policies and applicable regulations.
- 2.5.** The provision of services and the use of university campus facilities, infrastructure and equipment shall be subject to the schedule of activities approved by the Center's Council. No person may receive services, or make use of CEFSI facilities and equipment, on campus outside the authorized dates and times.

ARTICLE 3. GENERAL PROVISIONS OF THE SPORTS MEDICINE SERVICE

- 3.1.** The Sports Medicine Service shall provide specialized consultation in sports medicine and functional readaptation, related to acute injuries of a traumatological origin, generated in the course of physical and sports activities organized by the CEFSI.
- 3.2.** The Sports Medicine Service shall be provided to:
 - 3.2.1.** ITESO students who are users of CEFSI programs, in accordance with section 3.1.
 - 3.2.2.** ITESO personnel who use the facilities or are part of the sports, physical activity and recreation programs offered by the Center, who as a consequence of their participation therein require a specialized sports medicine service.
 - 3.2.3.** External users of special projects of the Center, such as Summer Courses, Sports Hospitality Program, Basic Forces, among others. These users shall only be entitled to an assessment by the physician responsible for the Sports Medicine Service, within the timetable of such projects, during their affiliation to them.
 - 3.2.4.** Students or employees referred by the University Medical Service, who require a specialized assessment of traumatological situations and functional readaptation.

3.3. The rights of the users of the CEFSI Sports Medicine Service are:

- 3.3.1.** To receive initial sports medicine attention in the event of emergencies occurring within the sports facilities or spaces, during the hours established for the service.
- 3.3.2.** Upon diagnosis and prescription by the Center's medical staff, users entitled to the Sports Medicine Service shall have the possibility of receiving a maximum of ten sessions of physical therapy and rehabilitation at the Center's facilities.

3.4. The obligations of the users of the CEFSI Sports Medicine Service are:

- 3.4.1.** To request an appointment with the Sports Medicine Service Manager should they non-urgent sports medicine attention. No user shall be received without an appointment.
- 3.4.2.** To regularly and punctually attend scheduled appointments. Failure to attend two physical therapy appointments shall be considered voluntary discharge and the user's treatment shall be canceled.
- 3.4.3.** Should they be unable to attend a previously scheduled appointment, they must notify the person in charge of the Sports Medicine Service 24 hours in advance, either personally or in writing. Appointments not canceled shall be considered non-attendance.
- 3.4.4.** Treatments that are not carried out in accordance with the indications recommended by the person in charge of the Sports Medicine Service shall be considered voluntary discharges.
- 3.4.5.** To inform the person in charge of the Sports Medicine Service of any records, previous diagnoses or treatments received from medical or any other kind of personnel outside the Center. In the event of failure to do so, the user assumes the results of the care received at his/her own expense, with no personal or institutional responsibility for ITESO.
- 3.4.6.** To cover the expenses generated by the medical studies

requested by the CEFSI doctor, should the school accident policy not be used.

3.4.7. In the event of being referred by the University Medical Service, as foreseen in Article 3, section 3.2.4, to present the pass and the corresponding medical assessment to the person in charge of the Sports Medicine Service. The person in charge shall make a second assessment and, based on his/her criteria and the availability of the service, determine whether or not the medical service is to be provided.

3.4.8. In the event of suffering an acute injury in the Physical Activity Gym, to report the incident immediately to the instructor or coordinator of the area,. The instructor or coordinator shall issue the pass for the sports medical evaluation. Users of the Physical Activity Gym who arrive without a pass shall not be admitted.

3.5. The CEFSI sports medicine services shall be provided to users as defined in Article 3, subsection 3.2, except in cases when:

3.5.1. They have received care from the University Medical Service and do not require referral to sports medicine services.

3.5.2. They do not comply with the care procedures established in CEFSI policies.

3.5.3. They make use of the medical services provided by the school accident policy of the insurance company contracted by ITESO.

3.5.4. They cover such services through another policy contracted directly by them.

3.5.5. They decide to seek care outside of ITESO.

3.6. Once the medical assessment has been carried out by an external service, the CEFSI Sports Medicine Service shall not be responsible for said assessment, or for the treatment indicated, or for its follow-up.

3.7. Users of special CEFSI projects, such as Basic Forces and Summer

Course, whose injury is the result of their participation in these projects, shall receive an initial assessment by the CEFSI Sports Medicine Service and shall be channeled to the insurance policy provided for by such projects.

- 3.8. The Sports Medicine Service may cancel the appointments of users without prior notice, in the event that a medical emergency requires its attention.

ARTICLE 4. THE RIGHTS OF USERS OF THE FACILITIES OF THE PHYSICAL EDUCATION AND WELLNESS CENTER.

Users of CEFSI facilities shall have the right to:

- 4.1. Know these regulations and the policies and provisions that regulate the use of the facilities, programs and services.
- 4.2. Make use of the facilities and equipment for physical, sports and recreational activities, in accordance with the policies established by the CEFSI.
- 4.3. Be informed of the services, programs and activities carried out within the CEFSI facilities.
- 4.4. Rent or borrow lockers for the safekeeping of personal belongings while they use the sports facilities.
- 4.5. Request guidance from the CEFSI staff for the correct use of materials and equipment provided for physical activity.
- 4.6. Inquire about the hours when the CEFSI's facilities are open.
- 4.7. Suggest new physical activity, sports or recreation services and programs in accordance with the institutional process established to implement new services at the university.
- 4.8. Express their opinions and suggestions in relation to the management of sports facilities.
- 4.9. Express dissatisfaction regarding the conditions of the facilities, equipment, sports materials and their operation, as well as regarding CEFSI services, to the Director of the Center. In the case of the physical activity gym, such observations shall be made, in the first instance, to the Physical Activity Gym Manager or the Physical Activity and Health Coordinator, who shall bring them to the attention

of their superiors, and users shall have the right to obtain a response within five working days of having submitted their observations in writing.

4.10. Submit a written complaint within three working days regarding lack of or poor attention by the CEFSI staff, to the Physical Activity and Health Coordinator in the case of the physical activity gym, or to the Center's Director in all other cases.

4.11. Appeal the response of the Center's Director to the Director of Community Integration within three working days of notification. The resolution of the appeal shall be final.

ARTICLE 5. THE OBLIGATIONS OF THE USERS OF THE FACILITIES OF THE PHYSICAL EDUCATION AND WELLNESS CENTER.

5.1. To observe these regulations and the Center's internal policies for the use of facilities, equipment, materials and services.

5.2. To respect the hours of service and use of facilities established by the CEFSI.

5.3. To pay the fees for the use of the facilities or services subject to charge.

5.4. To avoid conduct that offends or abuses users or staff of the Center or that disturbs the order and operation of the facilities.

5.5. To address the Center's staff with respect.

5.6. To follow instructions for the use of equipment and facilities and for physical activity, as well as disciplinary observations made by the CEFSI staff.

ARTICLE 6. THE AUTHORITY OF THE DIRECTOR OF COMMUNITY INTEGRATION WITH RESPECT TO THE PHYSICAL EDUCATION AND WELLNESS CENTER.

In addition to those provided for in ITESO's regulations, the Director of Community Integration shall have the following authority with respect to the CEFSI:

6.1. To apply and oversee the observance of ITESO's governing legal

structure, these regulations and the applicable policies and provisions in force, in order to ensure the provision of the Center's services.

- 6.2. To verify that the physical infrastructure and equipment are adequate for the provision of the Center's services and, if necessary, to propose their provision to the Rector.
- 6.3. To receive, use, store, maintain, update and back up on appropriate technical supports the documents, data and information of the Center and of the users.
- 6.4. To issue policies that facilitate the implementation and enforcement of the use of the CEFSI's physical activity, sports and recreation facilities, as well as its materials and equipment.
- 6.5. To authorize projects or programs to promote active living habits, sports and recreation.
- 6.6. To issue policies for the leasing of sports facilities and equipment.
- 6.7. To reach agreement with the DAF on the use of funds collected from leases, fees, sponsorships and other income.
- 6.8. To approve, upon the proposal of the CEFSI's Director, the provisions for the users of the Center's services, as well as the population subject to charges or service restrictions.

ARTICLE 7. THE COUNCIL OF THE CENTER FOR PHYSICAL EDUCATION AND WELLNESS

- 7.1. The CEFSI Council is the collegiate body responsible for planning, monitoring plans and programs, and approving policies and provisions for the provision of the Center's services and the use of facilities, in dialogue and coordination with the Center's Director.
- 7.2. The Council of the Center shall meet at least once every three months and shall follow the applicable procedures set forth in the University Council Regulations.
- 7.3. The Council's decisions shall be made by majority vote. The quorum for the sessions shall be half plus one of its members. In the event of a tie, the Coordinator shall have the casting vote.
- 7.4. The authority of the Center Council shall be as follows:

- 7.4.1.** To approve the policies for the use of the Center's facilities and services, as well as the programs and services of the coordinating offices and the Sports Medicine Service.
- 7.4.2.** To approve the policies of the sports hospitality program and the Center's other programs.
- 7.4.3.** To approve policies for the leasing of sports facilities and materials.
- 7.4.4.** To monitor and evaluate, in the first instance, the programs and work plans of the coordinating offices.
- 7.4.5.** To be consulted by the CEFSI Director for the smooth running of the Center's services.
- 7.4.6.** To approve the Center's calendar of activities.
- 7.4.7.** To deliberate on other matters that the CEFSI Director submits to it for consultation.

ARTICLE 8. AUTHORITY OF THE DIRECTOR OF THE PHYSICAL EDUCATION AND WELLNESS CENTER

The authority of the Center Director shall be as follows:

- 8.1.** To apply and oversee the observance of ITESO's legal structure, these regulations, policies and other provisions that regulate the Center.
- 8.2.** To plan, organize, execute, coordinate and evaluate the Center's activities and services, and promote the participation in them of the personnel under his/her charge and the support services affiliated to the CEFSI.
- 8.3.** To prepare and submit to the Director of Community Integration the Center's annual operating budget and to supervise the exercise of the authorized budget, as well as to arrange for the administration of the material, technical, financial and human resources allocated for the planned activities.
- 8.4.** To determine the affiliation and approve the assigned duties of the

personnel affiliated to the Center, to follow up on them, to evaluate them and to seek their promotion in accordance with the previously published requirements.

- 8.5.** To propose the recruitment of the necessary personnel to the Director of Community Integration. Once recruited, to organize and coordinate their work, and to determine development, training, improvement and updating activities.
- 8.6.** To develop program proposals for the promotion of active lifestyle habits through physical activity, sports and recreation.
- 8.7.** To issue internal regulations for the use of the Center's physical activity, sports and recreation facilities, materials and equipment, as well as regulations for the provision of sports medicine services and for the development of the Center's services and programs.
- 8.8.** To apply penalties for inappropriate behavior in accordance with the Student Regulations, and to rule on appeals for penalties imposed by the institutional managers of the facilities and programs.
- 8.9.** To enforce penalties for inappropriate behavior of academic, administrative and support personnel, in accordance with the Internal Work Regulations and applicable legislation.
- 8.10.** To propose to the Director of Community Integration the provisions for users of the Center, the sports hospitality program and the population subject to charges or service restrictions.
- 8.11.** To develop policies for leasing the sports facilities and materials.
- 8.12.** To determine financial compensation for the use of sports facilities, services and equipment, in agreement with the DAF, through the Finance Office.
- 8.13.** To reach agreements with ITESO's authorized departments, by means of a formalized contract and in exchange for a retribution or not, regarding:
 - 8.13.1.** The lease or loan of the facilities, infrastructure and equipment that fall under the CEFSI's responsibility.
 - 8.13.2.** The implementation of promotions, advertisements, sales, advertising activities or announcements, or marketing, as

agreed, in the facilities, infrastructure and equipment that fall under the CEFSI's responsibility and the policies established by the institution's sponsorship committee.

- 8.14.** To submit sponsorship projects to the Director of Community Integration.
- 8.15.** To address complaints and suggestions regarding the Center's services and facilities.
- 8.16.** To issue service provision hours in accordance with the calendar approved by the Board and to authorize special hours.
- 8.17.** To consult the Center Council on any matter s/he deems pertinent.

ARTICLE 9. AUTHORITY OF THE DIRECTORATE OF ADMINISTRATION AND FINANCE DIRECTORATE, THROUGH THE FINANCE OFFICE, WITH RESPECT TO THE PHYSICAL EDUCATION AND WELLNESS CENTER.

The DAF, through the Finance Office, shall have the authority to:

- 9.1.** Determine financial compensation for services or uses of sports facilities and equipment, in agreement with the CEFSI.
- 9.2.** Establish the procedure for the collection and deposit of the amounts collected for the different types of services and fines, the issuance of vouchers and the respective cash reconciliations, and to allocate these resources in accordance with the agreements of Article 6, paragraph 6.7.

ARTICLE 10. PENALTIES FOR IMPROPER BEHAVIOR

- 10.1.** The acts listed in the Student Regulations, the Academic Personnel Regulations, the Internal Work Regulations, the laws of society, these regulations and in the policies, provisions and other regulations issued by the Directorate of Community Integration and the CEFSI shall be considered improper behavior subject to penalties.

- 10.2.** External users shall be subject to the penalties stipulated in the CEFSI's policies and, if applicable, by the laws of society.
- 10.3.** The penalties that the CEFSI Director, the Physical Activity and Health Coordinator and the Physical Activity Gym Manager, in their capacity as institutional managers, may impose for inappropriate behavior are:
- 10.3.1.** Oral reprimand.
 - 10.3.2.** Written reprimand.
 - 10.3.3.** Immediate suspension of physical activation, sports or recreation activities.
 - 10.3.4.** Suspension for a period of up to two weeks from the use of the facilities administered by the Center. This penalty may only be applied by the CEFSI Director.
- 10.4.** If the CEFSI Director considers that a student has seriously violated ITESO regulations, s/he may present the case to the council of the educational program where the student is enrolled, to the Department Council or to the Disciplinary Commission, depending on the nature and seriousness of the misbehavior.
- 10.5.** Penalties imposed on students by the CEFSI Director, the Physical Activity and Health Coordinator or the Physical Activity Gym Manager shall be in accordance with the Student Regulations.
- 10.6.** In sports hospitality programs with other institutions or groups, as well as in the case of graduands, the CEFSI Director shall apply the penalties that are applied to offending users of such institutions and groups for inappropriate behavior, in accordance with the Center's internal policies.
- 10.7.** In the event of misconduct by academic or support service personnel affiliated to their university units, the CEFSI Director shall notify the corresponding immediate supervisor or the Personnel Office Director so that, in accordance with the regulations in force, they may apply the corresponding penalties. The imposition of said penalties shall be made within a period of no more than five days from the date on which

the CEFSI Director gave notice of the incident.

10.8. Users who cause material damage to CEFSI infrastructure, facilities and equipment shall make good the damage they caused.

The CEFSI Director shall certify the liability incurred and determine the amount of compensation corresponding to the total cost of the damage, by means of a corresponding appraisal. In all cases, offenders shall pay for the material damage they caused.

ARTICLE 11. THE INTERPRETATION OF THESE REGULATIONS

The application and administrative interpretation of these regulations and of the internal provisions shall be the responsibility of the Director of Community Integration, the CEFSI Director and the personnel to whom this authority is delegated. Interpretation shall be made in accordance with the provisions of ITESO's governing legal structure.

TRANSITORY ARTICLE

SOLE.

These regulations shall enter into force on the day following their publication and they abrogate all conflicting provisions.