RECFAM

Style Guide
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Welcome to #RecFam! You are the most important part of the University Recreation team and without you, we cannot serve the Central Washington University community. Helping our community be well is what we strive to do, and you create the first impression for the department. This means that how you present yourself is crucial in establishing how our patrons, campus partners, and CWU community perceive us.

Our RECFAM Style Guide is an integral part of University Recreation. How we look communicates how we deliver services and programs: with quality and professionalism. A great look communicates credibility and excellence. The way we dress should not interfere or be a barrier to communication or a distraction to the user experience. This style guide creates a consistent expectation in each area and advances University Recreation to being recognized as a premiere program in our region.

Thank you for professionally representing University Recreation by wearing the proper uniform and following style protocols throughout your tenure with the department. You are the key to keeping Wildcats moving, successful, and well.

In health,

Matthew Boyer and University Recreation
GUIDELINES FOR ALL PROGRAMS

Name Tags & Training Badges
All RECFAM members have been issued either a Training Badge or their official name tag. These badges and name tags are considered part of the official University Recreation uniform and must be worn at all times during shifts and times when staff are representing the department. These badges and name tags must be visible at all times. When an employee is not working a shift and/or not representing the department in an official capacity, badges and name tags should be removed. Name tags should be worn near the right shoulder. Name tags and training badges should be kept in the office on the appropriate board and hooks, and should not be taken home.

Personal Hygiene
Please be considerate of our patrons, program participants, and fellow staffers by engaging in regular bathing and dental hygiene care. Please also limit the use and amount of fragrances used when coming to work.

Uniforms & Care
University Recreation issues employee uniforms upon hiring. These uniforms must be in good condition with no tears, holes, or stains. These uniforms must be cleaned and washed regularly. Additional uniforms and shift-approved items are available for purchase through the Administrative office daily, as well as through team stores on a quarterly basis.

Accessories
Accessories can be a wonderful way to express personality. However, long and dangly accessories such as earrings, necklaces, scarves and bracelets may be a danger while on shifts. As such, only small earrings, tight bracelets, watches, and short necklaces are allowed on shift. No long scarves, stacks of necklaces, or bangles are allowed while working shifts. Facial jewelry for nose and eyebrow piercings should be small and tasteful. Additional notes are in the specific program areas.
GUIDELINES FOR ALL PROGRAMS

Hats
No hats are allowed on shift in the main Recreation facility. The Challenge Course, OPR shop and trips, Camp C-Woo, Sport Club Events, outdoor Intramurals staff, and Recreation Sports Complex staff may wear CWU, Recreation, or OPR hats while on shift. All other programs employees must refrain from wearing hats of any kind while working.

Shoes
All employees on shift must wear closed-toe athletic shoes with non-marking soles, and shoes must be in good condition. Shoes should be in school colors (black, white, crimson, or gray). OPR staff may wear seasonally and trip appropriate footwear including sandals with a heel strap and hiking boots.

Jackets/Outerwear
University Recreation will provide appropriate jackets available for shift checkout. Employees are to wear only the approved and issued outerwear when on shift.

Awards & Recognition Gear
Employees who receive awards and recognition gear through department cohorts and recognition programs are allowed to wear them on shift in any program area at any time.

Appearance Policy Discipline
Employees who fail to adhere to department look policies will be subject to the appropriate discipline, including Corrective Action Forms and up to termination.
Program Specific Guidelines
When working in the office:

**Tops**
Button-up shirts or blouses, sweaters, dresses, staff shirts, dress coat/blazers, department issued jackets, pullovers, and polo shirts. Style should be classic, clean, and fit appropriately.

**Bottoms**
Dress pants, chino-style pants, skirts, thick leggings, and clean denim in good condition with no stylistic distressed holes or tears. Business shorts of appropriate length are ok in summer months. Style should be classic, clean, and fit appropriately.

**Hairstyle**
Hair must be out of face,brushed, and presentable.

**Shoes**
Dress shoes, high heels, clean boots, and athletic shoes. Sandals and open-toe shoes ok in summer months based on work day. No flip flops.

**Accessories**
Tasteful jewelry and scarves are allowed. If working in the facility, please remove items at risk for danger.

**Hats**
CWU, Recreation, or OPR hats ok outside.

Note: Style and functional clothing may vary based on staff work day. Dress appropriately for the day ahead.
Tops
Button-up shirts or blouses, sweaters, dresses, staff shirts, dress coat/blazers, department issued jackets, pullovers, and polo shirts. Style should be classic, clean, and fit appropriately.

Bottoms
Dress pants, chino-style pants, skirts, thick leggings, and clean denim in good condition with no stylistic distressed holes or tears. Business shorts of appropriate length are ok in summer months. Style should be classic, clean, and fit appropriately.

Hairstyle
Hair must be out of face, brushed, and presentable.

Shoes
Dress shoes, high heels, clean boots, and athletic shoes. Sandals and open-toe shoes ok in summer months based on work day. No flip flops.

Accessories
Tasteful jewelry and scarves are allowed. If working in the facility, please remove items at risk for danger.

Hats
CWU, Recreation, or OPR hats ok outside.

Note: Style and functional clothing may vary based on staff work day. Dress appropriately for the day ahead.
CAMP C-WOO

When working at Camp C-Woo:

**Tops**
Camp C-Woo shirt, Recreation uniform shirt, CWU shirts, and approved Recreation tank top. Department issued sweatshirt and/or jacket.

**Bottoms**
Athletic pants or shorts preferred, leggings okay. Must be functional for interacting with children.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU, Recreation, or OPR hats.

Note: Name tags are not worn at Camp C-Woo.
When working at the Challenge Course:

**Tops**
Recreation uniform shirt or approved Recreation tank top. Under layers should be in school colors. Department issued jacket.

**Bottoms**
Utility pants or shorts, fitted preferred. Must be functional for safety and harness fit. No denim jeans or shorts.

**Hairstyle**
Hair must be out of face, and long hair must be in a ponytail or braid.

**Shoes**
Closed-toe athletic shoes.

**Helmets**
Helmets are required when on the high portions of the Challenge Course. For programs held indoors on the courts or outside on the low ropes course, helmets are not required.

**Accessories**
Small earrings, tight bracelets and watches.
**CLIMBING WALL**

When working at the Climbing Wall:

**Tops**
Recreation uniform shirt. Department issued jacket.

**Bottoms**
Utility pants, fitted preferred. Must be functional for safety and harness fit.

**Hairstyle**
Hair must be out of face, and long hair must be in a ponytail or braid.

**Shoes**
Closed-toe athletic shoes or climbing shoes.

**Accessories**
Small earrings, tight bracelets and watches.
CUSTODIAL

When working in the facility:

**Tops**
Recreation uniform shirt. Department issued jacket.

**Bottoms**
Utility pants, athletic pants, khakis, long athletic shorts, and clean denim in good condition with no stylistic distressed holes or tears. No running shorts.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes or boots with hard, non-marking soles.

**Accessories**
Small earrings, tight bracelets and watches.
Health Programs
Group Fitness Instructors

When teaching a class:

**Tops**
Recreation uniform shirt or approved Recreation tank top.

**Bottoms**
Athletic shorts or pants in school colors (black, gray, crimson).
No white shorts or pants.

**Hairstyle**
Hair must be out of face, brushed, and presentable. “Staff” should be visible on back of staff shirt.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

Note: Name tags are not worn in Group Fitness.
Personal Trainers

When training clients:

**Tops**
Recreation uniform shirt or approved Recreation long sleeve shirt.

**Bottoms**
Athletic shorts or pants in school colors (black, gray, crimson).
No white shorts or pants.

**Hairstyle**
Hair must be out of face, brushed, and presentable. “Staff” should be visible on back of staff shirt.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

Note: Name tags are not worn in Personal Training.

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**HEALTH PROGRAMS**

Personal Trainers

When training clients:

**Tops**
Recreation uniform shirt or approved Recreation long sleeve shirt.

**Bottoms**
Athletic shorts or pants in school colors (black, gray, crimson).
No white shorts or pants.

**Hairstyle**
Hair must be out of face, brushed, and presentable. “Staff” should be visible on back of staff shirt.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

Note: Name tags are not worn in Personal Training.
**INTRAMURAL SPORTS**

**Supervisors**

When working in the office or supervising:

**Tops**
Button-up shirts or blouses, sweaters, dresses (office only), staff shirts, dress coats/blazers, department issued jackets, pullovers, and polo shirts. Style should be classic, clean, and fit appropriately.

**Bottoms**
Black, gray, or khaki chino-style pants or shorts. Rain pants. Clean denim (office only) in good condition with no stylistic distressed holes or tears.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU, Recreation, or OPR hats for outdoor shifts only.
**INTRAMURAL SPORTS**

**Officials**

When officiating any sport:

**Tops**
Indoor/outdoor department provided stripes. Soccer and baseball officials supplied with sport-specific jerseys. Department issued jacket.

**Bottoms**
Black athletic shorts or pants.

**Hairstyle**
Hair must be out of face, and long hair must be in a ponytail or braid.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
No jewelry at all. Whistle provided.

**Hats**
CWU, Recreation, or OPR hats for outdoor sports only.
MARKETING
Staff & Interns

When working in the office or representing the department:

**Tops**
Button-up shirts or blouses, sweaters, dresses, staff shirts, dress coat/blazers, department issued jackets, pullovers, and polo shirts. Style should be classic, clean, and fit appropriately.

**Bottoms**
Dress pants, chino-style pants, skirts, thick leggings, and clean denim (office only) in good condition with no stylistic distressed holes or tears. Business shorts of appropriate length are ok in summer months. Style should be classic, clean, and fit appropriately.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Dress shoes, high heels, clean boots, and athletic shoes. Sandals and open-toe shoes ok in summer months based on work day. No flip flops.

**Accessories**
Tasteful jewelry and scarves are allowed. If working in the facility, please remove items at risk for danger.

**Hats**
CWU, Recreation, or OPR hats outside.

Note: Style and functional clothing may vary based on staff work day. Dress appropriately for the day ahead.
**OPERATIONS**

Membership Services - Recreation Center

When working at the front desk:

**Tops**
Recreation uniform shirt or approved polo. Department issued jacket.

**Bottoms**
Black, gray, or khaki chino-style pants or shorts. No athletic wear.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.
OPERATIONS

Membership Services - Recreation Sports Complex & Aquatics

When working at the Recreation Sports Complex & Aquatic Center:

**Tops**
Recreation uniform shirt or approved polo. Department issued jacket.

**Bottoms**
Black, gray, or khaki chino-style pants or shorts. No athletic wear.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes, rain boots, or snow boots.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU, Recreation, or OPR hats.
Operations Managers

When working in the facility:

**Tops**
Recreation approved polo and/or Wellington High Five shirts. Department issued jacket.

**Bottoms**
Black, gray, or khaki chino-style pants or shorts. No athletic wear.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes or flat dress shoes.

**Accessories**
Small earrings, tight bracelets and watches. Radio and pack required.
**OUTDOOR PURSUITS & RENTALS**

**Shop Attendants**

When working in the OPR Shop:

**Tops**
Recreation uniform shirt or OPR shirt. Department issued jacket.

**Bottoms**
Black, gray, or khaki utility pants, chino-style pants or shorts, athletic pants, and clean denim in good condition with no stylistic distressed holes or tears.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes preferred. Outdoor sandals ok with heel strap. No flip flops.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU, Recreation, or black OPR hats.
Trip Leaders

When working in the field:

**Tops**
Recreation uniform shirt or OPR shirt. Under layers in school colors preferred. Department issued jacket.

**Bottoms**
Functional, weather dependent outdoor clothing in black, khaki or gray colors preferred. No cotton.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe, trip appropriate shoes. Outdoor sandals with heel strap okay for water programs.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU, Recreation, or any color OPR hats ok. Sun hats.

Note: Well-kept outdoor apparel okay on trips regardless of color.
**SPECIAL EVENTS STAFF**

When working a Special Event:

**Tops**
Recreation approved polo or Special Event shirt; coordinator will determine the appropriate top per event. Department issued jacket.

**Bottoms**
Black, gray, or khaki chino-style pants or shorts.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU or Recreation hats ok for outdoor events only.

Note: Name tags not worn at Special Events.
Supervisors & Office Staff

Tops
Recreation uniform shirt or approved polo. Department issued jacket.

Bottoms
Black, gray, or khaki chino-style pants or shorts, and clean denim in good condition with no stylistic distressed holes or tears.

Hairstyle
Hair must be out of face, brushed, and presentable.

Shoes
Closed-toe athletic shoes.

Accessories
Small earrings, tight bracelets and watches.

SPORT CLUBS

Supervisors & Office Staff

When working in the office or supervising:

Tops
Recreation uniform shirt or approved polo. Department issued jacket.

Bottoms
Black, gray, or khaki chino-style pants or shorts, and clean denim in good condition with no stylistic distressed holes or tears.

Hairstyle
Hair must be out of face, brushed, and presentable.

Shoes
Closed-toe athletic shoes.

Accessories
Small earrings, tight bracelets and watches.
SPORT CLUBS

Event Staff

When working an event:

**Tops**
Recreation uniform shirt or approved polo. Department issued jacket.

**Bottoms**
Functional, weather dependent outdoor clothing in black, gray, or khaki colors. Black, gray, or khaki chino-style pants or shorts.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Closed-toe athletic shoes.

**Accessories**
Small earrings, tight bracelets and watches.

**Hats**
CWU, Recreation, or OPR hats.
OPERATIONS
Strength & Cardio Floor Supervisors

When working on the Floor:

Tops
Recreation uniform shirt. Department issued jacket.

Bottoms
Black, gray, or khaki chino-style pants or shorts, athletic pants, and shorts.

Hairstyle
Hair must be out of face, brushed, and presentable.

Shoes
Closed-toe athletic shoes.

Accessories
Small earrings, tight bracelets and watches.
Conference & Presentation Attire

When attending a conference or giving a presentation:

**Tops**
Button-up shirts or blouses, sweaters, dresses, staff shirts, dress coat/blazers, department jackets, pullovers, and polo shirts. Style should be classic, clean, and fit appropriately.

**Bottoms**
Dress pants, chino-style pants, skirts, and thick leggings. Style should be classic, clean, and fit appropriately.

**Hairstyle**
Hair must be out of face, brushed, and presentable.

**Shoes**
Dress shoes, high heels, or clean dress boots.

**Accessories**
Tasteful jewelry and scarves are allowed.
Thank you to everyone involved in making this Style Guide happen, including our glamorous models and the University Recreation professional staff for their opinions and editing work. Special thanks to Lia Butterfield for graphic design, Scott Hastings for photography, and Dania Cochran and the Student Development program for creating and executing this project.

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