

Dear Track Coaches,

Welcome to the UW-La Crosse Residence Halls!

*It is of the utmost importance that you share this information with your athletes **before** arrival at UW-La Crosse to avoid problems and conflicts.*

WIAA TRACK MEET POLICIES AND PROCEDURES

1. Coaches will assume total responsibility for the behavior and conduct of their athletes. Our hall directors and student staff are available as information resources and to assist you in the enforcement of residence hall policies.
2. It is expected that at least one coach per team will be present in the residence halls during the evening and overnight hours. It is expected that all coaches be able to fully function in their coach's role at all times during the meet.
3. Upon arrival, all teams are required to pay their housing fees by CHECK or CASH at the Recreational Eagle Center (REC) CENTRAL CHECK-IN AREA. Make checks payable to *UW-La Crosse Residence Life*. **The REC is open for check-in beginning at 3 p.m. Thursday until 2 p.m. Friday.** *All completed forms will be verified at the REC and collected at check-in at assigned hall.*

Eagle Hall will again be available for school housing assignments. This hall is located on La Crosse Street north/west from the REC and east of Coate Hall. Unique amenities include air conditioning, carpeted rooms, and a shared bathroom between two individual rooms. Due to these additional amenities, single rooms are \$35 and double rooms are \$50. These rooms will be available on a first come-first serve basis when schools check into the REC. Please be prepared to pay either amount, for traditional or Eagle Hall amounts. Only traditional halls and receipts for fees are reflected online. It is suggested you bring an additional personal check if you wish to get into Eagle Hall. Additional Eagle Hall reimbursement receipts will be printed for your school.

4. Residence halls front desk hours are:

Thursday	3:00 p.m. - 12:00 midnight
Friday	8:00 a.m. - 12:00 midnight
Saturday	8:00 a.m. - 6:00 p.m.
5. Vending machines, TV room and laundry facilities are located in each hall basement. Card operated washers and dryers are available (\$1.00 to wash, \$1.00 to dry). Laundry cards will be available for purchase at the front. You will need to provide your own laundry detergent. *Note: Ice and ice buckets are NOT provided so plan ahead and bring these and other personal items along with you.*
6. Residence hall front doors will be open for access to the building from 6:00 a.m. to 12:00 midnight. All other doors will be locked at all times.
7. Quiet hours are from 11:00 p.m. to 8:00 a.m.
8. Visitation of the opposite sex is allowed from 8:00 a.m. to 11:00 p.m.
9. Alcohol/drugs are not permitted in the UW-La Crosse residence halls. The residence halls are smoke and tobacco free environments.
10. The following behavior is prohibited:
 - Verbal abuse of hall director or student staff
 - Physical intimidation or menacing behavior
 - Interference with a staff member engaged in performance of duty
 - Removal of any screens on the windows (\$20.00 fine)

11. All student athletes and coaches are to remove garbage from rooms and put it into the outside trash or recycle bins prior to check-out time.
12. Your school will be assessed charges for any damaged and/or missing UW-L property. These fines are due when your school checks out of the residence hall. Any lost keys must be paid for in a separate check (see following paragraph). Coaches are responsible for turning in all keys to the front desk at check-out.

Charges will be assessed for lost keys. Cost for a lost room key is \$85.00. The \$85.00 needs to be paid before the school may check out of the hall. If the key is found, it must be returned, postmarked by June 9, 2013 to be refunded \$85.00. An access card to enter the front door to the hall is given to coaches, only upon request, at a user fee of \$10.00 (non-refundable). If it is lost or broken, an additional \$10 fine will be charged at check-out. Also, additional charges may be assessed for rooms left unusually messy.

13. **Storage for vaulting poles is now available on the north end of the stadium beginning at Noon on Thursday through the completion of the Meet on Saturday. Poles cannot be stored in residence halls.**

***Note:** Any violation of the above policies may be reported to the WIAA office. Individuals and/or schools may be subject to disciplinary action.*

If you have any questions concerning this information, please feel free to contact the **Office of Residence Life** at **(608)785-8076**. We are looking forward to having you stay at UW-La Crosse.

PLEASE MAKE COPIES OF ALL THE FORMS LINKED AT THE BOTTOM OF THE CONFIRMATION LETTER PERTAINING TO YOUR HOUSING RESERVATIONS AT UW-LA CROSSE.