



Policy Title:	Mukwa Health and Fitness Education Center Member Policies and Procedures		
Approval Authority:	President	Date Effective:	January 9, 2017
Responsible Office:	Exercise Science Department	Responsible Office Contact:	BMCC Exercise Science Department Chair

1. POLICY STATEMENT/REASON FOR POLICY

This policy establishes rules governing the Mukwa Health and Fitness Education Center.

2. ENTITIES AFFECTED BY THIS POLICY

All users of the Mukwa Health and Fitness Education Center.

3. WHO SHOULD READ THIS POLICY

All users of the Mukwa Health and Fitness Education Center.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

-Forms can be found at the Mukwa Fitness Center.

6. HISTORY

-Amended: January 9, 2017

-Next Review Date: January 9, 2018

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

BAY MILLS COMMUNITY COLLEGE MUKWA HEALTH AND FITNESS EDUCATION CENTER MEMBER POLICIES AND PROCEDURES AND INFORMATION

ORIENTATION

Facility orientations are mandatory for new members to familiarize them with the exercise equipment, its proper use, and all facility services. Improper technique during exercise can cause injury, undue soreness, or equipment damage. The Mukwa Health and Fitness Education Center has trained professionals available to assist you with proper form and technique. If you would like a more thorough orientation, we advise you to schedule an appointment with a staff member. Before starting any type of exercise program, we recommend and in some cases require that you consult with your health care provider.

Prior to participation, ALL individuals must complete a [Health History Questionnaire](#) and read and sign an [Agreement to Participate and Release of Liability Form](#), [Informed Consent Agreement to Engage in a Physical Activity Program](#), [Fitness Center Member Policies and Procedures](#), and pay [Membership Fees](#) if required.

CONFIDENTIALITY OF HEALTH INFORMATION

All personal and health related information, supplied to Bay Mills Community College for the purpose of utilizing the Mukwa Health and Fitness Center (facility and services), is protected by law and cannot be disseminated to anyone without your written consent.

PERSONAL TRAINING

Personal Training includes consultation to create a structured fitness activity plan tailored to the needs of the individual and based on the expectations of that individual.

- Only Mukwa Health and Fitness Center (MHFC) staff are allowed to provide instruction on exercise technique or equipment preparation and adjustments.
- Personal Training is prohibited, except by Bay Mills Community College employees or contractual workers who have acquired acceptable certification, and BMCC Health & Fitness students under supervision of certified staff.
- Failure to comply with this policy will result in a 30 day suspension and/or cancellation of membership. Fee paying members who are suspended will not have any portion of their fees refunded.

Individuals planning to utilize the Personal Training services have the following options:

1. Free service with a student personal trainer assigned and supervised by the Community Health and Fitness Educator. This service may be limited in nature due to the availability and skills/knowledge of the student trainer.
2. Certified Personal Trainer for a fee based on current policies and procedures.

CHILDREN/YOUTH (Children and youth attending must be included in the family membership plan)

Youth 15 - 17 years of age:

- Will be granted membership to the Mukwa Health and Fitness Center upon successful completion of an orientation program with MHFC staff; or, as part of a formal one-on-one personal training arrangement with MHFC staff.

Children 12 – 14 years of age:

- Are permitted use of the facility only under direct supervision of approved youth teams or programs (i.e. Boys and Girls Club, schools), and only at times when the group or team activity is scheduled.
- Or, under direct supervision (one adult-one child) of a parent/guardian after successful completion of an orientation program with MHFC staff.
- Are allowed to utilize the facility in an official one-on-one personal training arrangement with MHFC staff.

Children under 12 years of age:

- Are not permitted in the Mukwa Health and Fitness Center except as an official participant in an approved youth program or activity (i.e. youth dance classes).

Our policy is that children are not allowed to accompany parents or other adults into the Fitness Center unless the child is going to be participating or exercising in an approved manner according to these policies. Children 17 years of age and younger may have restrictions placed on the activities which they can engage in, and the equipment they are permitted to use, based on current and accepted industry standards regarding developmentally appropriate precautions for these activities.

PROCEDURES

1. The Fitness Center promotes a responsible, courteous, and safety conscious atmosphere. All members are encouraged to exercise in an unobstructed environment by promoting courteous and cooperative attitudes which promote a positive atmosphere. Members are to be courteous of each other and staff.
2. Disorderly conduct, abuse or misuse of the facility or its equipment or its staff, or disregard for the Fitness Center's policies will not be tolerated, including spitting and defacing the facility. Violations will result in immediate expulsion, re-evaluation of membership privileges and may be subject to student disciplinary action and/or payment for any damages. Fee paying members who are suspended will not have any portion of their fee refunded. There are no exceptions to this rule
3. The MHFC staff promotes safe and effective use of all fitness equipment. Maintain respect for equipment and facilities at all times. Report all unsafe equipment to the MHFC staff.
4. For the health and welfare of all participants, proper hygiene is required - such as no open sores and personal cleanliness.

5. Music on the main Fitness Center floor in the form of a stereo system is not allowed. Hand held personal stereos, i.e. I-pods, MP3 players, with headphones are recommended for personal use on the main Fitness Center floor.
6. Other than water bottles, food and beverages are not allowed in the Fitness Center, on the Fitness Center main floor or in the Group Fitness Room. A water fountain and cups are provided for your use. Items prohibited in the facility include: soda pop, coffee, sports drinks, food, chewing gum, glass bottles, cans, tobacco, alcohol, drugs or other banned substances.
7. Backpacks and other personal items are not allowed in the exercise areas. Participants are encouraged to use the lockers. Jackets are to be hung on the coat racks or in the lockers provided. Lost or stolen personal items are not the responsibility of the Mukwa Health & Fitness Center.
8. Fitness Center members shall not engage in behavior that encourages or facilitates access to the facility by non-members.
9. Bay Mills Community College reserves the right to amend policies, procedures, and membership fees from time to time as needed.

SAFETY PROCEDURES

FIRE ALARMS

Whenever a fire alarm is sounded, immediate evacuation of the building is the appropriate response. If there is a fire alarm while you are using the facility, you must immediately leave the center through the nearest exit door and remain outside until it has been announced that it is safe to enter the center.

HEALTH AND SAFETY

CONTAGIOUS ILLNESS

If you have the flu, a cold, or any other contagious illness, please do not train in the center. Using the Fitness Center with a contagious illness puts you and all other members at risk. Illness causes an individual's system to become weaker and the likelihood for injury increases significantly when training under these conditions. Furthermore, given the nature of physical training, the transmission of contagious diseases occurs quite readily. Bottles of disinfectant and towels are available in the fitness center for cleaning perspiration from the pads and benches. Please be courteous of fellow Fitness Center members and use the supplies provided in the areas that you use.

INJURIES AND/OR MEDICAL EMERGENCIES

Any member who incurs an injury or becomes dizzy or ill while using the center should immediately contact a Fitness Center staff person for assistance. A first aid kit is kept at the front desk for minor injuries. In cases requiring more extensive first aid, fitness center staff will contact the appropriate persons and/or emergency responders for assistance. ***It is important that fitness center staff be immediately notified of any cases of injury or illness so that proper procedures can be initiated.***

**We want you to enjoy your Mukwa Health and Fitness Education Center.
Thank you for cooperating with us to maintain a safe, comfortable, and clean
environment!**

EQUIPMENT USE

To promote the maximum use of our limited resources, we ask that the use of cardiovascular machines (i.e. treadmills, elliptical machines, bikes, etc.) be limited to 30 minutes per session when others are waiting. This practice allows everyone a chance to use the equipment.

All equipment must be used in the manner for which it is designed. Improper use of equipment may cause injury to member(s) and damage to equipment.

- All users must wipe off equipment after use with the provided towels and spray disinfectant.
- The use of chalk is prohibited in the Fitness Center.
- Each user should be trained on each machine before using it. Questions about the proper use of equipment should be directed to MHFC staff.
- Exercise equipment must remain on the main Fitness Center floor and is not allowed in the Group Fitness Room.
- All loose additional weight for the plate/cable machines must be returned to and stay with the machine on which it was found.
- Do not remove Selector pins from any machine station.
- Please use extreme caution when moving weight benches and weights to avoid any injury to yourself or others.
- Furniture or equipment from other areas shall not to be brought onto the main Fitness Center floor.
- Individuals must not wear weight belts when the belts could possibly damage equipment upholstery.
- Individuals must cooperate with others when using equipment.
- Free weights are allowed to be dropped from the knees down only. Do not drop machine plated weights as they crash down, which may cause damage to the machines, floor, plates, or other individuals in the immediate area.
- Always inspect equipment for loose, frayed, or worn parts before using. If in doubt, the equipment should not be used until a staff member inspects the machine.
- Any facility-related injury should be reported immediately.
- Facility or equipment irregularity should be reported to Fitness Center staff.
- All concerns and maintenance needs should be reported to a staff member.

Appropriate use of free weights includes the following:

- Plates, bars, and hand weights are only to be used in the designated free-weight area with rubber flooring (not to be utilized in the Group Fitness Room).
- Collars are to be used at all times to secure weights on bars.
- Weights should be directly moved from the racks to the bars only. Never set plates on the floor or lean them against equipment, walls, or mirrors. After utilizing equipment, strip bars and return plates, collars, and dumbbells to proper storage areas.
- Do not drop dumbbells or other free weight equipment at any time. Return dumbbells to the rack in the proper order. Damaged dumbbells will be removed from the floor with no guarantee of replacement due to limited funds.

- Re-rack all dumbbells and weights after use to keep the room safe, neat and in order. If equipment is lying on the floor, it increases the possibility of injury.
- Spotters are strongly recommended for all free weight exercises. If you know you are attempting to lift a weight that is difficult, you should have a spotter help you as your muscles fatigue - this will decrease the chance of you becoming injured during the lift. If a person is lifting correctly, anyone should be able to spot them. If a person knows they are attempting a “max” lift, they should not attempt the lift on their own – if in doubt, consult with staff.
- No heavy dead lifts are allowed due to limited space. Olympic lifting (explosive movements such as snatch and clean, clean and jerk) is not allowed.

REMEMBER, WE ARE A COMMUNITY/COLLEGE HEALTH & FITNESS EDUCATION CENTER, NOT A POWER LIFTING FACILITY/GYM

MEMBERSHIPS

Fees are required for all active memberships for those under 55 years of age. Membership paperwork and fees are mandatory before membership is granted. All fees are non-refundable (exceptions only per policies) and memberships are non-transferable. Fitness Center membership carries with it the responsibility of appropriate conduct. Violation of any rules, policies, and procedures, or other abusive or irresponsible behavior may result in suspension of Fitness Center privileges, or re-evaluation of membership. Some organized classes (i.e. aerobics, functional training, Zumba, yoga) and personal training services may require additional payment above and beyond regular membership fees.

MEMBERSHIP RATES

Bay Mills Indian Community Tribal Members

Daily Individual Fee: \$2.00	*Family of 2 Monthly Fee of \$25.00
Individual Monthly Fee: \$20.00	*Family of 3 or more Monthly Fee: \$30.00
Individual 6-Month Fee: \$80.00	*Family 6-Month Fee: \$140.00
Individual Yearly Fee: \$150.00	*Family Yearly Fee: \$270.00

Memberships for those aged 55 and older are free

Non Bay Mills Indian Community Members

Daily Individual Fee: \$2.00	*Family of 2 Monthly Fee: \$30.00
Individual Monthly Fee: \$25.00	*Family or 3 of more Monthly Fee: \$40.00
Individual 6-Month Fee: \$110.00	*Family 6-Month Fee: \$170.00
Individual Yearly Fee: \$210.00	*Family Yearly Fee: \$330.00

Memberships for those aged 55 and older are free

College/University Students

College and university students from BMCC and LSSU who can prove current enrollment are eligible for a membership fee of \$20.00/semester (fall/spring/summer).

*Family is defined as spouses and children living at home. Individuals aged 18 and older, who have graduated from high school and are living at home with parents/guardians are required to have their own membership.

Paying for Membership Fees with Payroll Deduction

- Employees of Bay Mills Indian Community and Bay Mills Community College may pay for Fitness Center memberships through payroll deduction, where fees are automatically deducted from the employee's paycheck
- **To use this method of payment, a payroll deduction form must be completed and signed when submitting a membership application**
- Fees for payroll deduction are based on the monthly fee rate
- **Payment can be taken as a one-time deduction or on a bi-weekly basis**
- **Membership will end if payroll deductions are terminated for any reason, i.e. end of employment, any type of leave, or if the employee stops payment**
- Members are responsible for canceling their own payroll deduct forms

Payroll Deduction Rates/Pay Period

Bay Mills Indian Community Tribal Members

Individual membership (\$10.00/pay period)

Family of 2 membership (\$12.50/pay period)

Family of 3 or more membership (\$15.00/pay period)

Non Bay Mills Indian Community Members

Individual membership (\$12.50/pay period)

Family of 2 membership (\$15.00/pay period)

Family of 3 or more membership (\$20.00/pay period)

Refunds

- Refunds are issued for medical or relocation purposes only.
- Submit all refund requests, in writing, to the Community Health & Fitness Educator.
- Memberships are non-transferable.

HEALTH CARE PROVIDER'S REFERRAL

Generally, clients referred by an approved Health Care Provider will be required to **obtain a regular Fitness Center membership and possibly seek personal training services from Fitness Center staff**. Partnerships may be developed between Mukwa Health & Fitness Center and healthcare organizations (i.e. Ellen Marshall, War Memorial Hospital) whereby a transition program is developed and reduced rates for set periods of time will be made available for patients transitioning from formal therapy or other health care arrangements to community fitness center use. **Use of the Mukwa Health & Fitness Center, either independently or as a personal training client does not substitute for formal physical therapy or cardiac rehabilitation services**. War Memorial Hospital does provide formal physical therapy services at the Mukwa

Health & Fitness Center; formal cardiac rehabilitation services are not available at the Mukwa Health & Fitness Center

PERSONAL CONDUCT

Bay Mills Community College reserves the right to cancel an individual's membership with no refund of fees, for any or all of the following reasons:

- **If the member is found guilty of stealing** equipment, supplies, money, or any other property from the Mukwa Health and Fitness Center, its staff, or members.
- **If the member is physically violent** towards any other member, instructor, or staff member of Mukwa Health and Fitness Center.
- **If the member is verbally abusive and/or uses derogatory language** towards any member, instructor, or staff member of Mukwa Health and Fitness Center.
- **If the member partakes in sexual harassment** towards any member, instructor, or staff of Mukwa Health and Fitness Center.
- **Any other circumstances defined deviant or harmful** by Mukwa Health and Fitness Center staff.

DRESS CODE

To promote a safe, healthy, and comfortable environment for all members, proper athletic attire and shoes must be worn while using the Mukwa Health and Fitness Center:

- **Shoes that have been worn outside are NOT ALLOWED in any area of the Fitness Center.** You must bring your athletic shoes with you and change into them before entering the Fitness Center main floor or group fitness room.
- **Soft-soled, closed-toe athletic shoes with non-marking soles must be worn.** Sandals, flip-flops, open-toed shoes are prohibited due to feet being exposed.
- Shirts should cover full chest, back and lower torso area (no sport bras only) and shorts must have at least a 4" inseam (workout shorts are acceptable). Shorts, full-back sleeveless tank tops or full, non-mesh t-shirts must be worn at all times to decrease the chance of transmitting diseases such as ringworm, impetigo and staff infections through body contact on the pads of equipment. Shirts must completely cover the upper torso
- Clothing with offensive language and/or graphic designs is prohibited.
- Jeans, button down shirts, and clothing with buttons, divots, zippers, belts, or grommets are prohibited because they could damage or tear the padding on the equipment.
- MHFC staff reserves the right to determine what constitutes appropriate attire.

LOCKERS

- Lockers are available on a daily basis only. Locks that are left on lockers between visits will be cut off. There are no assigned lockers for long term use.
- The user is responsible for any damage to the interior of the locker.
- Any problems with lockers must be reported to MHFC staff.
- Bay Mills Community College and its employees are not responsible for lost, stolen, or damaged items.

Lost and Found

Bay Mills Community College strongly recommends that individuals not bring valuable items to the facility when working out. The College and its employees are not responsible for users' personal belongings or lost or stolen items. All items left behind will be held at the Mukwa Health and Fitness Center office for two weeks (items will be discarded after two weeks). However, valuable items, such as wallets or jewelry, will be immediately turned over to the BMIC Police Department.

Inclement Weather

The Mukwa Health and Fitness Center may not be staffed whenever Bay Mills Community College is closed due to severe weather.

Bay Mills Community College
Mukwa Health and Fitness Education Center
Member Policies and Procedures and Information

I declare that I have read and understood the contents of the Mukwa Health and Fitness Center Member Policies and Procedures, and agree to comply with them.

Name of Participant (Please Print)

_____ Date _____

Signature of Participant

_____ Date _____

Signature of parent/guardian (If participant is under 18 year of age)

_____ Date _____

Signature of Witness (Must be 18 years of age or older)