

## Wellness Center



**F O R T ♦ P E C K**  

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**C O M M U N I T Y C O L L E G E**

**UPDATED 2015**

## Daya Tibi Wellness Center

Mission Statement.....	272
Policy Statement.....	272
<b><u>Section I – Membership.....</u></b>	<b>273</b>
Basic Membership.....	273
Student Membership .....	273
Organizational Membership.....	273
Other Membership.....	274
<b><u>Section II – Fee Schedules .....</u></b>	<b>274</b>
Regular Fees .....	274
Organizational Fees .....	274
Special Activity Fees .....	274
Guest Passes.....	274
<b><u>Section III – Rules and Regulations</u></b>	
Conduct.....	274
Payments from Members .....	275
Use of Equipment.....	275
Attire .....	275
Safety.....	276
<b><u>Section IV – Hours of Operation.....</u></b>	<b>276</b>
<b><u>Section V – Endowments, Donations and Contributions .....</u></b>	<b>277</b>
Receiving.....	277
Accounting.....	277
Reporting .....	277
<b><u>Section VI – Cash Receipts.....</u></b>	<b>277</b>
<b><u>Section VII – Inventory .....</u></b>	<b>277</b>

### **Mission Statement**

Based upon the philosophy of health, physical fitness and Spirituality that is so important in the Native American Heritage, it is the Mission of the FPCC Daya Tibi Wellness Center to provide an environment with mental and physical activities conducive to the promotion of the total health and well-being of the members of the Fort Peck Tribes and Citizens of the Fort Peck Reservation.

### **Policy Statement**

It is the policy of the Fort Peck Community College Daya Tibi Wellness Center to afford its members with every opportunity to obtain a full and virtuous life.

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## **Section I - Membership**

The safety and well-being is of paramount concern to the FPCC Daya Tibi Wellness Center, therefore, all members of the Center must be at least 12 years of age unless enrolled as part of a family membership or enrolled as a full-time student. Individuals under the age of 12 will be permitted to use the facilities if accompanied by a responsible adult or if special functions are held under responsible adult supervision.

### **Basic Membership**

Basic membership means that the member has completed all of the membership requirements and is in good standing with the Center. Temporary membership will be provided new applicants and they will be allowed to use the facilities until their regular membership is approved.

Regular: Regular membership is available to individuals who are held in good standing by completing all the application requirements and are current on membership dues.

Family: Family membership is available to families who are held in good standing by completing all of the application requirements and are current on membership dues. A family is defined as immediate family such as Husband, Wife, Significant Other, and their dependent children.

### **Student Membership**

Student membership means that the principal member is enrolled as a full or part time student at FPCC and has paid the Building Use fee.

Regular: Regular membership means that the individual student is in good standing, has completed all the application requirements and is current on fees.

Family: Family membership is available to families of the students who are in good standing by completing all of the application requirements and are current on membership dues. A family is defined as immediate family such as Husband, Wife, Significant Other, and their dependent children.

### **Organizational Membership**

Organizational Membership is available to any recognized organization that wishes to provide health and fitness center services for their employees/members of their organization. The sponsoring organization is responsible for establishing their requirement for eligibility for participation in their own programs. All individual organization members will agree to abide by all policies and procedures established by the FPCC Health and Fitness Center.

Regular: Regular Organizational Membership means that an individual of a sponsoring organization is in good standing and has met all the requirements for membership by the sponsoring agency.

Family: Family Organizational Membership means that the sponsoring agency is providing family membership for their individual employees. A family is defined as immediate family

such as Husband, Wife, Significant Other, and their dependent children.

Special: Special Membership means Organizational Memberships are available for sponsoring agencies for those individuals who do not meet the previous categories. Examples of these memberships might be Board of Directors, consultants, visitors, etc.

### **Other Memberships**

Special circumstances may exist that are not covered under current policy. This provision is included to deal with special circumstances and requires approval of the Board of Directors by regular meeting or a telephone.

## **Section II – Fee Schedules**

Fees will be assessed by all members of the Center in order to operate and maintain the programs and facility. Fee schedules will be reviewed periodically and usage fees will be determined by the Board of Directors. Every effort will be made to accommodate the income of the members. All fees will be billed from the first day of each month. Members registering at any time other than the first of the month will have fees prorated. Student fees will be collected at the beginning of each semester. Fees will be based upon the following schedules:

### **Regular Fees**

1. FPCC Student Fee	Included in registration fee
2. FPCC Student Family Fee (per semester)	\$30.00
3. Student Summer Rates	(if they were a full time student during the year, there will be no additional charge for the summer)
4. FPCC Staff/Faculty Yearly Fee	\$100.00
5. FPCC Staff/Faculty Family Yearly Fee	\$100.00
6. Individual Yearly Fee	\$200.00
7. Family Yearly Fee	\$225.00

### **Organizational Fees**

1. Charter Organizations	Determined by Board of Directors
2. Other Organizations	\$60.00/member – Determined by Director of Center

### **Special Activity Fees**

1. Daily Pass	\$ 1.00
2. Special Activities (utilizing paid instructors)	Will be announced

### **Guest Passes**

\$ 1.00 per day

## **Section III – Rules and Regulations**

### **Conduct**

The conduct of members and guests will be appropriate for the surroundings, other members'

consideration and for safety. All members, guests and staff will be expected to treat equipment and other members with respect and courtesy. No violations of the rule “Treat others as you would expect to be treated” will be tolerated. Violations of the conduct or safety codes will result in immediate suspension of the individual(s) membership rights until the matter is reviewed by the Board of Directors.

## **Payments from Members**

Membership dues will be collected on a yearly basis. Dues may be paid on a monthly, quarterly, semester, or annual basis.

### Timeliness

Members will be allowed a 10 working day period of grace for making their dues payment. After that period of time, member will be placed on a “pay to play” basis until dues are paid. If a member is placed on the “pay to play” basis more than two times, the member will have to petition the Director of the Center to reinstate full member benefits.

### Special Circumstances

Any event or series of events that may affect the standing of the member may be appealed to the Board of Directors by submitting a petition to the Board explaining the special circumstances. The Board will review any petitions at the next regular meeting and make a decision on action to take involving that member. It will be the member’s responsibility to attend that meeting as no letter will be sent to the individual. The individual will be told the date, time and place of the next regular scheduled Board of Directors meeting at the time they turn in their petition.

## **Use of Equipment**

Equipment will be adjusted and maintained by staff of the FPCC Wellness Center. The need for safety precludes the adjusting of equipment by the member user. Safety rules and regulations will be posted on the equipment or on the walls near the equipment.

Supervision: Staff will provide assistance to any member in regards to routine use of equipment or programs. Staff will also have the responsibility for enforcement of all rules and regulations in regards to safety, use of equipment and conduct. Staff has the right to remove any individual, from the premises, that abuses any of the equipment, impedes other’s safety, or is discourteous to any staff or other member. An incident report will be prepared at that time and be presented at the next regular Board of Directors meeting.

Maintenance: For insurance reasons, all routine maintenance of equipment will be performed by staff members. Facility users are to report any equipment in need of repairs or adjustments to the staff member on duty. Maintenance requests will be noted on a log, the date and time of the adjustment will be noted and the name of the staff member will be recorded. Any piece of equipment that is in need of major repair will be noted on the daily maintenance log and a work order request will be filled out and turned in to the FPCC Administrative Office. The request will be routed through their channels for repairs. Any piece of equipment deemed to be unsafe or un-operable by the staff member, will have a sign put on it and will not be used until safely repaired.

## **Attire**

Members must dress according to the function that they are going to be performing while

exercising or using equipment. The attire should not be offensive to other members of the Center.

#### Appropriateness

The member shall dress appropriate for the activity they are participating in. If mechanical apparatus are being used, care must be exercised not to catch loose items of clothing, hair or other objects in the equipment. Good judgment and reason will be expected from the members and staff.

#### Activities

Appropriate attire will be required for the activity that the member is participating in. Proper shoes, gloves, clothing and safety equipment will be required before a member is allowed to participate in any activity that requires the use of any special equipment.

### **Safety**

Paramount to the health and well-being of the members, safety rules must be observed. Violations of safety rules will result in temporary suspension of a member's right to participate in Center activities. These rules are in place to protect, first our members and second, the Center from any unnecessary or unwanted consequences.

#### Equipment

All equipment use safety rules will be posted on the equipment or on the wall next to the equipment. Rules will be observed for the protection of everyone. Those who do not observe the safety rules will not be allowed to use the equipment.

#### Building

All safety rules will be posted in conspicuous areas. Violation of the rules will result in temporary suspension of all rights and privileges and referred to the Board of Directors for further action.

#### Office

All safety requirements, pertaining to the daily operation of the office and office area, will be observed.

#### Outside of Premise

The same courtesy, respect for others and their property will be observed outside the Center is required on the inside. Violation of the rules will result in temporary suspension of all right and privileges and referred to the Board of Directors for further action.

### **Section IV – Hours of Operation**

Hours of operation may vary, depending on season and activities. Hours of operation will be posted on the front door of the Center and advertised through local media. Hours of operation may be flexible to accommodate special events.

#### **Week Days**

8:00 am to 7:00 pm

#### **Weekends**

CLOSED (Saturday)  
1:00 pm to 3:00 pm (Sunday)

### **Section V – Endowments, Donations and Contributions**

The FPCC Wellness Center will actively solicit donations, contributions and endowments to allow continued operation and for expansion and improvement of the facilities.

#### **Receiving**

All receipts of contributions, monetary or equipment will be recorded in the Fort Peck Community College Business Office.

#### **Accounting**

Accounting procedures will follow the Fort Peck Community College business and accounting policies and procedures.

#### **Reporting**

All fiscal reports will be prepared by the FPCC Business Office.

### **Section VI – Cash Receipts**

All cash receipts will be secured and accounted for at the end of each business day or change of worker shift, whichever comes first.

- Cash receipts and checks will be reconciled at the end of each work day or change of shift for workers.
- Except for a “working cash drawer”, all cash and checks will be recorded on a deposit slip and deposited in the night depository at the Traders State Bank. Monies for a “working cash drawer” will be placed in a safe for the night.
- All deposit slips will be turned in, each day, to the FPCC Business Office.

### **Section VII - Inventory**

Reports of inventory of all hardware and expendable items will be performed on a semi-annual basis or more often if necessary.

- Staff will perform routine inventory on all hardware on a weekly basis.
- All hardware inventories will receive an inventory control number as assigned through the FPCC Business Office.