



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 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 thb e thb. e

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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

*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 arrangement

Lost and Found

Bay Mills Community College strongly recommends that individuals not bring valuable items to

**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)

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)

Date _____