

Policies and Procedures



As of May 1, 2011, Club Galeon continues to evolve into one of the premiere Wellness Centers for Older Adults in Minnesota. In order to continue offering these services to Older Adults, we have made necessary changes to our Policies and Procedures.

Blanket Membership Statement:

Club Galeon is open to current Residents, Tenants, and Employees of Galeon.

Club Galeon is also open to all others that are age 50 and older⁴, or those with a qualifying disability. The Club Galeon definition of Qualifying Disability is the same as the ADA definition⁵. (For more information regarding this service, please see Tony Van Acker, Shay Imdieke, or Tonya Danielson)

Lack of Use Statement

If you are 50 years of age or older, and know that you will be unable to use the facility for one month or longer, you must tell Club Galeon staff and sign a form stating that fact. Failure to do so will result in termination of your membership after 90 days. Termination of membership means that you will need to pay all fees and fill out all the paperwork that a new member would, if you choose to reinstate your membership.

In you are under the age of 50, and a current Club Galeon member, you are not able to put your membership on hold, unless you will be undergoing a medical procedure or have specific medical advice to put your membership on hold. In that case, there is a form that your physician will need to fill out stating that there is a medical necessity for membership hold. Please remember that you were allowed to become a member of Club Galeon because you had a specific reason for utilizing the services that we provide.

Natatorium

Policy Statement

It is the policy of Club Galeon to provide use of the Natatorium to its current residents and tenants, full and part-time employees, current RehabCare patients (as guests), and any non-residents/tenants who have a current membership.

There is no lifeguard on duty. You are entering the pool at your own risk.

Procedure

1. Membership Qualifications

Current Galeon residents and tenants, Galeon employees, current RehabCare patients (as guests), and any non-residents/tenants whose membership is current.

2. Requirements for Use of the Natatorium

- a. All participants of the Natatorium should have a Medical Clearance and Informed Consent/Release of Liability form on file with the Wellness Department.
- b. Each individual utilizing the Natatorium is encouraged to participate in an orientation and tour by a member of the wellness staff. The orientation is designed to familiarize the participant with the equipment and emergency procedures.
- c. **No one may utilize the Natatorium alone. The partner system must be used at all times. The partner is not required to be in the water, but must be in the Natatorium at the same time. If there is failure to follow**

this rule, aquatic privileges will be suspended. Club Galeon reserves the right to limit, restrict, or deny access to individuals in the Natatorium.

- d. In the case of severe weather, you will not be allowed to remain in the Natatorium. You will be asked to move to the Locker Room area for safety.**

3. Hours of Operation

The Natatorium will be open Monday-Friday from 8am-4:30pm, unless otherwise noted. If you would like to access the Natatorium outside of normal operating hours, please see the Wellness Director.

4. Code of Conduct

a. Proper Attire for Natatorium:

- Swimsuits are required. Cut-offs are not allowed.
- Aquatic shoes may be worn if authorized by the Wellness Department.
- Please use common sense when deciding on attire for the Natatorium.

b. Common Courtesy When Using the Natatorium:

- **Priority access for Club Galeon is as follows: Residents/Tenants, Members, Member's Guests/Physical Therapy Clients, Employees/Employee's Guests.** If you are using the natatorium facilities and someone with higher priority comes in, then you should make the facilities available to that person within a reasonable amount of time (2-3 minutes).
- Be respectful of others using the facility.
- **Showers are required before entering either pool.**
- No glass containers or food are allowed.
- No bandages or open sores allowed in either pool.
- Participants must bring their own towels.
- Return equipment you have used when you are finished with it.
- If you would like to lap swim, make sure it is okay with others using the pool.
- If you have been ill within the last 7 days, please use your best judgement when deciding whether or not to use the Natatorium.

Wellness/Therapy Area

Policy Statement

It is the policy of Club Galeon to provide use of the Wellness/Therapy Area to its current residents and tenants, full and part-time employees, current RehabCare patients (as guests), and any non-residents/tenants who have a current membership.

Procedure

1. Membership Qualifications

Current residents and tenants, employees, current RehabCare patients (as guests), and any non-residents/tenants who have a current membership.

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2. Requirements for Use of the Wellness/Therapy Area

- a. All participants of the Wellness/Therapy Area should have a Medical Clearance and Informed Consent/Release of Liability form on file with the Wellness Department.
- b. Each individual utilizing the Wellness/Therapy Area is encouraged to participate in an orientation and tour by a member of the Wellness Staff. The orientation is designed to familiarize the participant with the equipment and emergency procedures.
- c. Club Galeon reserves the right to limit, restrict, or deny access to individuals in the Wellness/Therapy Area.

3. Hours of Operation

- a. The Wellness/Therapy Area will be open Monday-Friday from 8am-4:30pm, unless otherwise noted. If you would like to access the Wellness/Therapy Area outside of normal operating hours, please see the Wellness Director.

4. Code of Conduct

a. Proper Attire for Wellness/Therapy Area:

- **Shoes, shirts and shorts/pants** are to be worn at all times.
- Athletic shoes and comfortable clothing are highly recommended.
- **For Safety Reasons, open-toed shoes may not be worn unless authorized by the Wellness Director.**
- The following are **not** allowed in this area:
 - Swimsuits (Unless dry and wearing a cover-up)
 - High heels and/or dress shoes (Damages equipment)
 - Dresses or skirts (Improper exercise attire)
 - Feet in only socks/stockings (Dangerous when using equipment)
- Please use common sense when choosing attire for the Wellness/Therapy Area.

b. Common Courtesy When Using Wellness/Therapy Area:

- **Priority access for Club Galeon is as follows: Residents/Tenants, Members, Member's Guests/Physical Therapy Clients, Employees/Employee's Guests.** If you are utilizing a piece of equipment and feels/knows someone with higher access is waiting, then you should make the equipment available to the resident in a reasonably short period of time (one to two minutes).
- Work cooperatively if more than one individual wishes to use a particular piece of strength equipment at any given time.
- Profanity will not be tolerated.
- Wipe off equipment when you are done with it.
- Water (in a covered/capped container) is allowed. However, food and other beverages are not allowed.
- Personal belongings (bags, etc.) must be kept in a locker, in the cubicles located in the strength area, or on the coat rack.
- Return weights to the rack when you have finished with them.

5. In the case of severe weather, you cannot stay in the Wellness/Therapy area, including the mezzanine (cardiovascular) or The Outlook. You will be asked to move to the Group Exercise Studio during normal business hours, and to the Community Memorial Home safe areas if it is after normal business hours.

Group Exercise Studio

Policy Statement

It is the policy of Club Galeon to provide use of the Group Exercise Studio to its current residents and tenants, full and part-time employees, current RehabCare patients (as guests), and any non-residents/tenants who have a current membership.

Procedure

1. Membership Qualifications
2. Current residents and tenants, employees, current RehabCare patients (as guests), and any non residents/ tenants who have a current membership.
3. Requirements for Use of the Group Exercise Studio
 - a. All participants of the Group Exercise Studio should have a Medical Clearance and Informed Consent/Release of Liability form on file with the Wellness Department.
 - b. Each individual utilizing the Group Exercise Studio is encouraged to participate in an orientation and tour by a member of the Wellness Staff. The orientation is designed to familiarize the participant with the equipment and emergency procedures.
 - c. Club Galeon reserves the right to limit, restrict, or deny access to individuals in the Group Exercise Studio.
4. Hours of Operation
 - a. The Group Exercise Studio will be open Monday-Friday from 8am-4:30pm, unless otherwise noted. If you would like to access the Group Exercise Studio outside of normal operating hours, please see the Wellness Director.
5. Code of Conduct
 - c. Proper Attire for Group Exercise Studio:
 - Shoes, shirts and shorts/pants are to be worn at all times.
 - Athletic shoes and comfortable clothing are highly recommended.
 - Open-toed shoes **may not be worn** unless authorized by the Wellness Director.
 - The following are **not** allowed in these studios, unless noted:
 - Swimsuits (Unless dry and wearing a cover-up)
 - High heels and/or dress shoes (Damages flooring)
 - Dresses or skirts (Improper exercise attire)
 - Please use common sense when choosing attire for the Group Exercise Studio.
 - d. Common Courtesy When Using Group Exercise Studio:
 - **Priority access for Club Galeon is as follows: Residents/Tenants, Members, Member's Guests/Physical Therapy Clients, Employees/Employee's Guests.** If you are utilizing a piece of equipment and feels/knows someone with higher access is waiting, then you should make the equipment available to the resident in a reasonably short period of time (one to two minutes). Work cooperatively if more than one individual wishes to use the studio at any given time.
 - Profanity will not be tolerated.
 - Please return the Group Exercise Studio to the condition it was when you arrived.
 - Water (in a covered/capped container) is allowed. However, food and other beverages are not allowed.
 - Personal belongings (bags, etc.) must be kept in a locker, or on the coat rack.
 - Return weights to the rack when you have finished with them.

Guest Policy

Policy Statement

It is the policy of Club Galeon to provide use of the Wellness Center to guests of current Residents, Tenants, full and part-time employees, Members, and RehabCare Patients.

Procedure

1. Adult Guest Qualifications

In order for someone to use the Galeon Wellness Center as an adult guest (Minimum 18 years of age), they must be a guest of a current Resident, Tenant, Member, or Employee and must be accompanied by said Resident, Tenant, Member, or Employee. Adult guests are not allowed to access the facility without said Resident, Tenant, Member, or Employee that they are a guest of. The only exception to this policy are current RehabCare Clients. Current Rehabcare Clients may access the facility during normal operating hours, outside of their scheduled rehabilitation appointments, once they have purchased a guest pass.

2. Child Guest Qualifications

In order for someone to use the Galeon Wellness Center as a child guest (under age 18), they must be a family member of a current Resident, Tenant, Member, or Employee and must be accompanied by said Resident, Tenant, Member, or Employee. Child guests are not allowed to access the facility without said Resident, Tenant, Member, or Employee that they are a guest of.

3. Requirements for Use of the Galeon Wellness Center Guest Policy

- A guest is defined as someone who is currently not a Resident, Tenant, Employee, or Member of Club Galeon. Please see above qualifications of guests.
- All guests of the Galeon Wellness Center must sign an Informed Consent/Release of Liability form prior to using the facility the first time. Guests may be asked to sign a new Informed Consent/Release of Liability each year.
- All guests must pay for their visit prior to using the facility. Guest Pass pricing can be found in the "Current Pricing" Section of the policies and procedures.
- Guests do not have to adhere to the 55+ age policy.
- **Children under the age of 16 years are not allowed to use any exercise equipment upstairs, and must be supervised at all times by the adult member (over the age of 18) that they came to the facility with, when in the pool or spa.**
- Guests must follow all of the policies and procedures outlined in this document. Failure to follow these policies and procedures will result in termination of guest privileges.
- If guests will be coming outside of normal operating hours, we rely on said resident, tenant, member, or employee to use the purple-handled punch located behind the front desk.
- In certain situations, Club Galeon may allow groups not associated with members, etc, use of the facility. One example of this is ECFE.

4. Under no circumstances are there to be any "parties", be it birthday or otherwise for any non-residents, non-tenants, non-members, or non-employees.

Current Pricing

Outreach Member, 50 and over	\$49 Initiation \$30 per month
Outreach Member and Spouse, 50 and over	\$49 Initiation \$52 per month
Outreach Member, Under 50 with Qualifying Disability.	\$49 Initiation \$30 per month
Outreach Member's Guest(s) Galeon Board Director's Guest(s) Galeon Resident and Tenant's Guest(s) Galeon Employee's Guest(s)	\$5 per visit each \$3 per visit each w/prior purchase of 10 punch card.
Galeon Residents and Tenants	Free ¹
Galeon Board Director and Spouse	Free ¹
Galeon Employee and Spouse (full and part-time only)	Free ¹
Galeon Board Director's Children ² Galeon Employee's Children ² (full and part-time only)	\$1 per visit each with prior purchase of a punch card.
Massage (by appointment only) Jen Holzer: 320-815-1279	30 minutes: \$27 (member ³) \$30 (non-member) 60 minutes: \$45 (member ³) \$50 (non-member)

¹Residents, Tenants, Employees, Board Members and others who have insurance coverage that provides a wellness benefit will be assisted in submitting for that amount each month.

²**Children under the age of 16 years are not allowed to use any exercise equipment and must be supervised at all times by an adult member when in the natatorium.**

³Member in this case refers to any employee, resident, tenant, and/or active (paying) outreach member.

⁴Those Under 50 with an eligible spouse, are entitled to membership as part of a couple's membership. If the over-50 individual quits, then the membership becomes null & void, as does this rule.

⁵A person with a disability is generally defined as someone who; has a physical or mental impairment that substantially limits one or more "major life activities", has a record of such an impairment, or is regarded as having such an impairment.

Note: The resident, tenant, employee, or member must always be present with their children and/or guests. Children are generally not allowed to use the Wellness Center during normal business hours (8-4:30, M-F). Club Galeon reserves the right to restrict or deny child access to the pool based on daily activity levels.

The CLUB GALEON Guarantee:

If you are not satisfied with you progress at Club Galeon of Osakis after 90 days of membership and active participation, we will give you your money back.*

*Certain Restrictions Apply

Club Galeon Policies & Procedures, Pricing, and Services are subject to change without notice.