

# Sun City West Yoga Club

<b>DOCUMENT TYPE</b>	POLICY	<b>DOCUMENT ID</b>	014	<b>REVISION</b>	000
<b>ISSUE DATE</b>	01 JAN 2020	<b>EFFECTIVE DATE</b>	01 JAN 2020		
<b>FUNCTIONAL AREA</b>	CLASSES				

## FIRST COME, FIRST SERVED CLASS ADMITTANCE

### A. PURPOSE

This policy defines the basis for who comes to Club classes and events.

### B. SCOPE AND APPLICABILITY

This policy applies to all Club regularly scheduled classes and events

### C. ASSOCIATED DOCUMENTS AND REFERENCES

SCW Yoga Club Policy - 006 - Minimum Age Requirement

SCW Yoga Club Policy - 007 - Guest Policy

SCW Yoga Club Policy - 008 - Class Size Limit

SCW Yoga Club Policy - 009 - Fee Schedule

SCW Yoga Club Policy - 010 - Payments Made by Members

SCW Yoga Club Policy - 011 - Do Not Enter Classes in Progress

SCW Yoga Club Policy - 012 - Class Capability Levels

### D. DEFINITIONS

TERM	DEFINITION
First Come, First Served	Indicates that a group of people will be dealt with in the order in which they arrive
Club Member	A Sun City West resident in good standing with the Recreation Centers of Sun City West and a holder of a valid Recreation Card, who has paid the current SCW Yoga Club fee.
Resident Non-Member	A Sun City West resident in good standing with the Recreation Centers of Sun City West who comes to a SCW Yoga Club class or event with the intention of trying out that class or event before deciding to become a member of the Club.
Resident Guest	A Sun City West resident in good standing with the Recreation Centers of Sun City West who is not a member of the SCW Yoga Club but comes to a class or event accompanied by a Club Member.
Non-Resident Guest	A non-resident of Sun City West who cannot become a member of the Club but comes to a class or event accompanied by a Club Member.

<b>SUPERSEDES DOCUMENT ID</b>	N/A	<b>SUPERSEDED BY DOCUMENT ID</b>	N/A
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### E. DESCRIPTION

First come, first served is the fairest way to allow people to register to attend a Club class, especially those that are highly attended. This means that no person has higher priority than another person, including other Club Members, Resident Non-Members, Resident Guests, or Non-Resident Guests.

Because Club classes have size limitations, there will be times when people must be turned away due to reaching that limit. The club apologizes for the inconvenience and reminds people that being indignant, rude, angry, threatening, etc. will not result in admission after the class limit has been reached.

### F. ENFORCEMENT

The class sign-in sheet is the official record of attendees and is the final arbiter of who is in the class. Allocating a space does not reserve anyone a spot in a class.

### G. EXCEPTIONS

There are no exceptions.

### H. CHANGE HISTORY

VERSION	CHANGE
001	New

### I. APPROVALS

ROLE	NAME
President	Jack Leary
Vice President	Vikki Erla
Treasurer	Vicky Frank
Secretary	Ann Johnson

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