

Sun City West Yoga Club

DOCUMENT TYPE	POLICY	DOCUMENT ID	016	REVISION	000
ISSUE DATE	07 MAY 2021	EFFECTIVE DATE	07 MAY 2021		
FUNCTIONAL AREA	CLASSES				

5 MINUTE MONITOR CLOSE-OUT BEFORE CLASS

A. PURPOSE

This policy will:

- Ensure that Monitors will be able to be on their mats at the appointed class start time
- Allow the Monitors to close out the sign-in paperwork before getting to their mats
- Avoid disruptive last-moment class entrants
- Courtesy is extended to class participants who have arrived before the cutoff time.

B. SCOPE AND APPLICABILITY

This policy applies to all SCW Yoga Classes.

C. ASSOCIATED DOCUMENTS AND REFERENCES

SCW Yoga Club Bylaws

SCW Yoga Club Policy - 006 - Minimum Age Requirement

SCW Yoga Club Policy - 007 - Guest Policy

SCW Yoga Club Policy - 011 - Do Not Enter Class In Progress

SCW Yoga Club Policy - 014 - First Come First Served Class Admittance

D. DEFINITIONS

TERM	DEFINITION
5-minute cutoff	For a class that starts at the top of an hour (nn:00), the cutoff time will be 5 minutes before the published start time (i.e., nn:55). For a class that starts at the bottom of an hour (nn:30), the cutoff time will be 5 minutes before the published start time (i.e., nn:25).
Sign-in Paperwork	The forms that must be totaled and completed by the time the class ends. Forms may be completed after class.
Waiting in line	Persons who previously entered the studio through the main doors prior to the 5-minute cutoff and have queued in an orderly manner to sign into the class.

SUPERSEDES DOCUMENT ID	N/A	SUPERSEDED BY DOCUMENT ID	N/A
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E. DESCRIPTION

Attendees will not be admitted to the studio after the 5-minute cutoff time as defined above. Persons already waiting in line **inside** the studio after the 5-minute cutoff time has occurred will be allowed to sign in for class.

F. ENFORCEMENT

Monitors will enforce this policy. Instructors no longer have any authority in regard to this topic.

G. EXCEPTIONS

Exceptions may be granted only by a SCW Yoga Club Board member.

H. CHANGE HISTORY

VERSION	CHANGE
001	New

I. APPROVALS

ROLE	NAME
President	Jack Leary
Vice President	Connie Kopf
Treasurer	Gwen Rhoades
Secretary	Sandie Dickson

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