



SUN CITY WEST YOGA CLUB MONITOR HANDBOOK

Updated September 2021

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I. INTRODUCTION

Thank you for agreeing to be a Monitor for the Sun City West (SCW) Yoga Club! This manual describes all of the duties and responsibilities of being a Club Monitor and provides background information necessary to perform well the duties of a Monitor.

The Sun City West Yoga Club (the “Club”) was founded in 1995 and exists *solely* for the benefit of its members. As a Chartered Club of the Recreation Centers of Sun City West (RCSCW, a.k.a., the “Association”), the SCW Yoga Club is regulated by Rules, Regulations, and Procedures set forth by the Association. The Club also has its own set of bylaws that describe the Club’s rules, roles, and purpose.

The SCW Yoga Club is a 501(c)(7) nonprofit entity according to the United States Internal Revenue Service (“IRS”). As such, the Club has its own tax ID and is accountable to the IRS to comply with tax requirements required of each 501(c)(7) in this country. In addition, the RCSCW holds all Chartered Clubs accountable to the Association, as well as accountable for complying with all laws and regulations.

As a Monitor, you have an important role in ensuring that the Club maintains its tax-exempt status. This document describes, in detail, how each person who comes through our doors must be handled (including who may or may not attend our classes), how payments are to be made and collected, how memberships are purchased and recorded, and how the Club paperwork must be completed.

All of the above information is reported monthly to the RCSCW. In addition, annual reports are sent to the RCSCW, and tax forms are filed annually with the IRS. All of this information passes through your hands, so accuracy and attention to detail are critical to the existence of the Club.

Being a Monitor is a big responsibility and should not be taken lightly. We appreciate your commitment to the SCW Yoga Club and your volunteering for this important role.

THANK YOU FOR BEING A MONITOR!

II. WHO MAY ATTEND A SCW YOGA CLUB CLASS

A. Following are the descriptions of who may attend a SCW Yoga Club Class

TERM	DEFINITION
Club Member	A Sun City West Association owner-member or tenant in good standing with the Recreation Centers of Sun City West and a holder of a valid Recreation or Tenant Card, who has paid the current SCW Yoga Club membership dues.
Resident Non-Member	A Sun City West Association owner-member or tenant 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 Association owner-member resident or tenant 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	<p>A non-resident, non-owner-member or tenant of Sun City West who cannot become a member of the Club but comes to a class or event accompanied by a Club Member. Non-resident guests without a SCW Yoga Club host accompanying them will not be admitted (as specified for Club events.).</p> <p>The non-resident guest must meet the minimum age requirements as set forth by the SCW Yoga Club (SCW Yoga Club Policy - 006 - Minimum Age Requirement).</p> <p>See also IV, GUEST AND VISITOR PRIVILEGES, below.</p>

B. SCW Yoga Club members must present their RCSCW Association Recreation or Tenant card and their SCW Yoga Club card when checking into a class or event.

III. PAYING FOR CLASSES

- A. **THERE ARE NO FREE CLASSES.** **ALL** guests and visitors must pay the instructor fee. If paying by personal check, the check must be made payable to SCW Yoga Club
- B. SCW Yoga Club is a cashless Club. Participants must purchase a prepaid card. **Do not accept cash** for individual classes.
- C. Yoga Prepaid cards are available in three denominations:
 - a. \$40 (**yellow**) @ \$4 per circle (10 circles)
 - b. \$20 (**green**) @ \$2 per circle (10 circles)
 - c. \$20 (**blue**) @ \$4 per circle (5 circles).
- D. Yellow, green, or blue prepaid cards can be used in any combination that equals the price of the class.
- E. Prepaid cards do not expire. Members are responsible for the safe keeping of their prepaid cards. Prepaid cards will not be replaced if they are lost, stolen, damaged, etc. The SCW Yoga Club does not offer refunds.

IV. GUEST AND VISITOR PRIVILEGES

- A. All guests **MUST** be accompanied by a SCW Yoga Club member. Non-members may not host guests.
- B. A Sun City West owner-member, if a Resident Guest or a Resident Non-Member (see definitions below), with a valid Rec or Tenant Card may attend 4 sessions before they are required to join the club.
- C. Non-resident guests may only attend 4 sessions as a guest of a SCW Yoga Club member who is a member in good standing. The host must attend each class with his/her guest.

Non-resident guests may not attend a class without an accompanying host.

Non-resident guests may not become members of the SCW Yoga Club.

- D. **THERE ARE NO FREE CLASSES.** **ALL** guests and visitors must pay the instructor fee. If paying by personal check, the check must be made payable to SCW Yoga Club.

Alternately, a hosted guest may have his/her class fee paid by his/her host via the host's prepaid card. Listed below are the payment methods defined for all members, resident non-members, and guests.

TERM	DEFINITION	CLASS / EVENT PAYMENT METHOD
Club Member	A Sun City West Association owner-member or tenant in good standing with the Recreation Centers of Sun City West and a holder of a valid Recreation or Tenant Card, who has paid the current SCW Yoga Club membership dues.	Prepaid Card for classes. As specified for Club events.
Resident Non-Member	A Sun City West Association owner-member or tenant in good standing with the Recreation Centers of Sun City West and a holder of a valid Recreation or Tenant Card, 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.	Personal check OR a Club Member's prepaid card, if offered, for classes. As specified for Club events.

TERM	DEFINITION	CLASS / EVENT PAYMENT METHOD
Resident Guest	A Sun City West Association owner-member or tenant in good standing with the Recreation Centers of Sun City West and a holder of a valid Recreation or Tenant Card who is not a member of the SCW Yoga Club but comes to a class or event accompanied by a Club Member.	Personal check OR a Club Member's prepaid card, if offered, for classes. As specified for Club events.
Non-Resident Guest	A non-resident, non-owner-member of Sun City West who cannot become a member of the Club but comes to a class or event accompanied by a Club Member. The non-resident guest must meet the minimum age requirement as set forth by the SCW Yoga Club (SCW Yoga Club Policy - 006 - Minimum Age Requirement).	Personal check OR a Club Member's prepaid card, if offered, for classes. As specified for Club events.

Non-resident guests **may not** attend a class without a Yoga Club member host attending the same class. Unaccompanied non-resident guests will not be admitted when presenting a resident's Recreation or Tenant Card, as they are non-transferable.

ALL NON-RESIDENT GUESTS MUST SIGN THE GUEST WAIVER SHEET.

The signed form is to be placed in the monitors' binder. *SCW Residents do not need to sign the Guest Waiver.*

V. SETUP PRIOR TO CLASS

- A. All supplies are in the Cabinet in the southeast corner of the Studio. If not already unlocked, sign out the key from the facilities office. The red key will open the cabinets where the supplies are kept.
- B. If not already at the Monitor's Desk, retrieve the Monitor Binder from the Cabinet.
- C. Retrieve the manila envelope and Monitor Sign-Up Calendars for the specific class from the Instructor's drawer. Note: Instructors with more than one class will have multiple envelopes and calendars; be sure to retrieve the correct calendar and manila envelope.
- D. The binder is arranged with all the forms and documents you will need for the class.
 - a. Sign-In Sheet
 - b. Class Summary Sheet
 - c. Membership Forms
 - d. Membership Cards
 - e. Prepaid Cards

Set out the Instructor's Monitor Sign-up Calendar so that members may sign up to monitor a class.

If you are running low on forms – additional Sign-In Sheets, Class Summary Sheets, and Membership Forms are in a folder marked Extra Forms in the storage cabinet.

If supplies are low, put a note about which supplies are needed in the manila envelope with the checks and paperwork when you close the class.

VI. MONITOR PROCEDURES

A. Opening the Class

1. Class Sign-In Sheet

- i. Fill in the date, the class time, class title (as shown on the class schedule), and instructor's name at the top of the Sign-In Sheet. If a substitute is teaching, fill in the space with the substitute's name.

2. Class Summary Sheet

- ii. Fill in the date, the class time, class title (as shown on the class schedule), and instructor's name in Section 1 of the Class Summary Sheet
- iii. If a substitute is teaching, fill in the space with the substitute's name.

B. Checking Participants into a Class and Purchases

1. Identification Required to Enter a Class

Ensure all members show Membership Card, Rec or Tenant Card (with photograph), and Prepaid Card or personal check to purchase a prepaid card as they sign in.

The photograph on the Rec or Tenant card must match the face of the presenter. The name on the Rec or Tenant Card must match the name on the SCW Yoga Club membership card.

Make sure that each participant legibly prints his/her name and Rec or Tenant Card number and checks the appropriate box: Member or Visitor/Guest.

2. Taking Class Payments from Participants

- i. **Do not accept cash for individual classes.** Prepaid cards are the preferred payment method. In a pinch, members may pay by check for each class, but they should be

encouraged to buy prepaid cards.

- ii. Check off one (1) circle on a **yellow** prepaid card. Each circle is \$4.
- iii. Check off two (2) circles on a **green** prepaid card. Each circle is \$2.
- iv. Check off one (1) circle on a **blue** prepaid card. Each circle is \$4.
- v. For classes that are more or less than \$4 per person, per class, a combination of \$20 and \$40 prepaid cards that add up to the price of the class may be used.

3. Prepaid Card Purchases

- i. **Do not accept cash for prepaid card purchases**. Checks are the only payment method accepted for prepaid cards.
- ii. When an individual purchases a prepaid card, he/she must note the card number(s) in the appropriate column below the Purchases heading on the Sign-In sheet (i.e., \$40 or \$20) on the row where he/she signed in.

4. Membership Purchases

- i. **Do not accept cash for membership purchases**. Checks are the only payment method accepted for memberships.
- ii. The current annual dues are noted on the Membership Form and can be paid by personal check made payable to SCW Yoga Club.
 - 1. There are no reduced dues for partial year membership.
 - 2. The Yoga Club does not offer refunds.
- iii. All new and renewing members must complete a Membership Form at the time the membership is sold.
 - 1. Present the new or renewing member with the blank membership form. **DO NOT REMOVE THE**

ATTACHED MEMBERSHIP CARD.

2. Have the new or renewing member complete the top of the membership form and sign the bottom.
 3. Collect payment from the new or renewing member.
 4. After the new or renewing member has completed steps 1 and 2 above, detach the membership card from the membership form.
 5. The Monitor will fill in the new or renewing member's Rec or Tenant Card number and name on the membership card.
 6. Present the new or renewing member with the membership card.
 7. Place the completed membership form in the manila envelope along with the Daily Summary Sheet, Sign-In Sheet, and any checks that were collected.
- iv. When an individual purchases a new or renewal membership, he/she must place a check mark next to his/her name in the Membership column on the Sign-In Sheet.
- C. Closing the Monitor Desk Before Class
- a. **Close the monitor desk 5 minutes before the scheduled class start time.** The five-minute cutoff time exists to allow you time to get to your mat before class begins.
 - b. Place the Do Not Disturb sign on the magnets on the exterior of the door.
 - c. Record the number of people in the room (including the Instructor) on a Post-It Note and place it on the Studio door before class begins so that it is visible to the outside. This is necessary so that the Beardsley staff member may note the room occupancy.
 - d. You have the option of Closing the Class and Filing the Paperwork
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(i.e., complete all the paperwork and file it) in the time between closing the Monitor Desk and class starting time OR you may wait until after class has ended to do either or both steps.

D. Closing the Class

1. The Sign-In Sheet

- i. Count the number of entries in each column of the Sign-In Sheet and indicate that count at the bottom of that column. Do not depend on the row numbers for an accurate count, as rows may have been skipped or entries crossed out.

1. Member
2. Visitor
3. Memberships
4. \$40 Cards Purchased
5. \$20 Cards Purchased

- ii. Print your name at the bottom of the sheet.

2. The Class Summary Sheet

i. Section 2 – Checks Collected

1. New Memberships sold – Count and total dollar amount (Number of memberships sold multiplied by \$10)
2. \$40 Prepaid Cards sold – Count and total dollar amount (Number of \$40 prepaid cards sold multiplied by \$40)
3. \$20 Prepaid Cards sold – Count and total dollar amount (Number of \$20 prepaid cards sold multiplied by \$20)
4. Checks collected – Count and total dollar amount of all checks

5. Make sure the Total Checks Collected matches the total of all checks received.
6. Sum the columns
7. The counts of these items should match the counts at the bottom of the corresponding columns of the Sign-In Sheet.
8. The total dollar value of checks should equal the sum of the prepaid card and membership sales (in dollars).

ii. Section 3 – Attendance

1. From the Sign-In Sheet, count the number of Members who signed in. *Do not depend on the row numbers* for an accurate count, as rows may have been skipped or entries crossed out.
2. From the Sign-In Sheet, count the number of Visitors who signed in. *Do not depend on the row numbers* for an accurate count, as rows may have been skipped or entries crossed out.
3. Sum the Member count, the Visitors count, and the Instructor count (1), and enter the total at the bottom of the column.
4. The counts of Members and Visitors should match the figures shown on the Sign-In Sheet.

iii. Section 4 – Signatures

1. Sign the Class Summary Sheet

3. Filing the Paperwork

- i. Gather the Sign-In Sheet, Class Summary Sheet, completed Membership Forms, and checks, and place them in the properly marked manila envelope.
- ii. Place the manila envelope in the lockbox in the bottom cabinet.

- iii. Put the instructor's monitor sign-up calendar back in his/her bin in the cabinet.
4. Final Close-Out
- i. If there is a class IMMEDIATELY following the class just ended, you may leave the Monitor Binder, signs, pen holders, etc. and cabinet keys on the Monitor Desk for the next Monitor.
- Otherwise, return the Monitor Binder, signs, pen holders, etc., to the cabinet and lock them. Return and sign in the key to the facilities office.

THANK YOU FOR
MONITORING!

VII. APPENDIX

Forms for use by Monitors follow.

SUN CITY WEST YOGA CLUB SIGN IN SHEET

Class Date:		Time:		Class Title:	
Instructor Name:		Initials:		Substitute:	

Rec or Tenant Card Number		Name (Print)	Check One:		Purchases		
			Member	Visitor	Member- ship	Card Number	
						\$40	\$20
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

COUNT OF MEMBERS & GUESTS/VISITORS ➡

COUNT OF MEMBERSHIPS SOLD ➡

COUNT OF PREPAID CARDS SOLD ➡

Monitor (1) Print Name: _____

Monitor (2) Print Name: _____

CLASS SUMMARY SHEET

Sun City West Yoga Club

1 - CLASS INFORMATION	
Class Title	
Class Date	
Instructor	
Substitute	

2 - CHECKS COLLECTED		
	Number Sold	Dollar Amount
Memberships Sold (\$10.00)		\$
Prepaid Cards Sold (\$40.00)		\$
Prepaid Cards Sold (\$20.00)		\$
Checks Collected (\$4.00)		\$
TOTAL CHECKS COLLECTED		\$

sum the column sum the column

3 - ATTENDANCE	
	Count
Members	
Guests / Visitors	
The Instructor	1
TOTAL ATTENDANCE	

sum the column

4 - SIGNATURES	
Monitor Signature	
Monitor Signature	

BOOKKEEPER	
Deposit	\$
Over / (Under) Amount Collected	\$

CLASS SUMMARY SHEET

Sun City West Yoga Club

1 - CLASS INFORMATION	
Class Title	
Class Date	
Instructor	
Substitute	

2 - CHECKS COLLECTED		
	Number Sold	Dollar Amount
Memberships Sold (\$10.00)		\$
Prepaid Cards Sold (\$40.00)		\$
Prepaid Cards Sold (\$20.00)		\$
Checks Collected (\$4.00)		\$
TOTAL CHECKS COLLECTED		\$

sum the column sum the column

3 - ATTENDANCE	
	Count
Members	
Guests / Visitors	
The Instructor	1
TOTAL ATTENDANCE	

4 - SIGNATURES	
Monitor Signature	
Monitor Signature	

BOOKKEEPER	
Deposit	\$
Over / (Under) Amount Collected	\$

**SUN CITY WEST YOGA CLUB
2021 Member Registration Form**

Annual Dues: \$10.00

Make check payable to **SCW YOGA CLUB**

Member Name _____

**Rec or Tenant
Card Number** _____

SCW Address _____

Phone Number _____

The undersigned, as a Member of the Sun City West Yoga Club, by execution of this release, does hereby release, waive and discharge the Sun City West Yoga Club, instructors, and/or officers of the Sun City West Yoga Club, Recreation Centers of Sun City West, Arizona thereof, and any of their officers, employees, agents, representatives and successors and assigns from any and all liability for any damage, loss, injury, or death which may be sustained by, accrued to, or arise out of participation in an event sponsored by the Sun City West Yoga Club. This release and waiver shall be binding upon Member's heirs, executors, representatives, and assigns. Member recognizes that the activities of the Sun City West Yoga Club are physically demanding and that the advice of a competent physician should be sought and followed prior to entry or participation if there is any doubt as to Member's physical capabilities or condition.

Member Signature _____

Date _____

**SUN CITY WEST YOGA CLUB
2021 Member Registration Form**

Annual Dues: \$10.00

Make check payable to **SCW YOGA CLUB**

Member Name _____

**Rec or Tenant
Card Number** _____

SCW Address _____

Phone Number _____

The undersigned, as a Member of the Sun City West Yoga Club, by execution of this release, does hereby release, waive and discharge the Sun City West Yoga Club, instructors, and/or officers of the Sun City West Yoga Club, Recreation Centers of Sun City West, Arizona thereof, and any of their officers, employees, agents, representatives and successors and assigns from any and all liability for any damage, loss, injury, or death which may be sustained by, accrued to, or arise out of participation in an event sponsored by the Sun City West Yoga Club. This release and waiver shall be binding upon Member's heirs, executors, representatives, and assigns. Member recognizes that the activities of the Sun City West Yoga Club are physically demanding and that the advice of a competent physician should be sought and followed prior to entry or participation if there is any doubt as to Member's physical capabilities or condition.

Member Signature _____

Date _____