

Facility Address  
**3400 Rezanof Drive East**



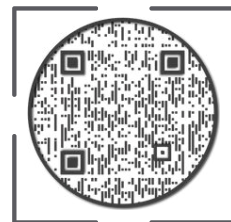
Direct Phone Line  
**(907) 486-1377**



Organization Website  
**kodiakhealthcare.org**



Hours of Operation  
**Monday-Friday  
5:30 AM - 8:00 PM  
Saturday & Sunday  
8:00 AM - 2:00 PM**



**SCAN FOR  
THE KANA  
WELLNESS  
CENTER  
WEBPAGE**



# WELLNESS CENTER MEMBER HANDBOOK

Unlock the door to wellness:  
Your guide to KANA's  
Wellness Center Etiquette,  
Memberships, and Policies.



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## You are Welcome Here!

At the KANA Wellness Center, we believe in the power of fitness and wellness to change lives, and we are dedicated to creating a gym community that embraces diversity and inclusivity. We strive to foster a space where everyone feels valued, respected, and empowered to reach their fitness goals.

This handbook will provide general information regarding our code of conduct, your membership, general rules, and policies. Additional information about programming, including our class schedule, can be found on our membership app; GloFox, or our website at [kodiakhealthcare.org](http://kodiakhealthcare.org).

If you have questions beyond these pages, or need clarity, our dedicated Wellness Center staff is just a message away. Your journey to wellness is our top priority.

*Quynhda*



# WHAT **INCLUSIVITY** Means to Us



## DIVERSE COMMUNITY

We welcome individuals of all backgrounds, ages, genders, abilities, and fitness levels. Our gym is a space for everyone, and we celebrate the unique perspectives and experiences that each member brings.

## ACCESSIBILITY

We are dedicated to providing an accessible environment for all. We strive to provide accessible equipment and ensure staff are trained in assisting as needed and modifying workouts for all levels of ability.

## ZERO TOLERANCE FOR DISCRIMINATION

Discrimination, harassment, or any form of exclusionary behavior will not be tolerated within our gym. Our code of conduct supports this and allows us to rectify any such incidents promptly.

## SUPPORT AND EMPOWERMENT

We are here to support you on your fitness journey. Our trainers and staff are dedicated to helping you achieve your goals while respecting your individual needs and preferences.

## RESPECT AND DIGNITY

We expect all members to treat each other with kindness, empathy, and respect, creating an atmosphere where everyone feels safe and comfortable.

## FEEDBACK AND IMPROVEMENT

We value your feedback and are always striving to improve. If you have suggestions on how we can enhance our inclusivity efforts or if you encounter any issues, please let us know. Your voice matters. To complete a satisfaction survey please scan the QR Code below.



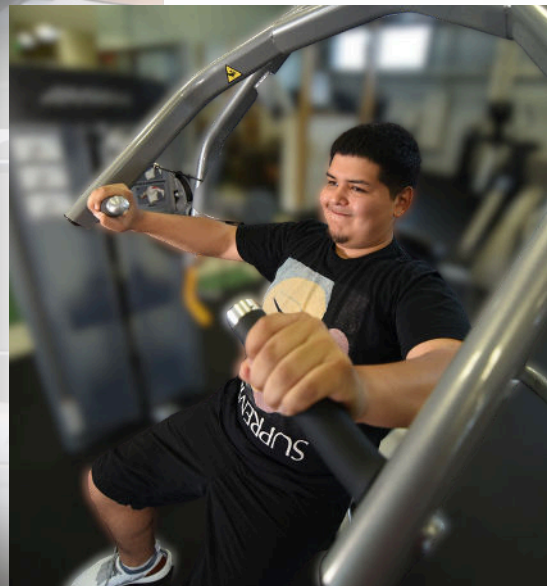
# MEMBERSHIPS

## MEMBERSHIP ELIGIBILITY

The KANA Wellness Center offers memberships to Alaska Native/American Indian Beneficiaries, Veterans, and KANA employees. Presently, it is not open to the general public, with exceptions for specific group classes and events. To utilize the Wellness Center, members must undergo verification and adhere to specific criteria.

## VERIFICATION

Members must provide proof of status as a Beneficiary, Veteran, or employee, as well as provide a valid photo ID, and sign a waiver during registration. For Beneficiaries and Veterans receiving services through KANA, allowing access to electronic medical records is an option for verification. Alternatively, if not under KANA medical care, submission of required information in paper or digital form is acceptable. Failure to verify status may result in the inability to offer a membership.



## TYPES OF MEMBERSHIPS

### Beneficiary

- Eligibility: Alaska Native/American Indian aged 16 and above (including age 16).
- Access: Full amenities, including 12 personal training visits per year.
- Application Requirements:
  - Valid photo ID
  - Certificate of Indian Blood (CIB)

### Veteran

- Eligibility: Veterans receiving VA services.
- Access: Full amenities, including 12 personal training visits per year.
- Application Requirements:
  - Valid photo ID
  - Verification
    - Registered with KANA Medical
- OR**
- DD214 Provided

### KANA Employee

- Eligibility: Current employee status.
- Access: Full amenities.
- Restrictions: Not eligible for personal training or Wellness Center-sponsored fitness challenges. Workshop or class space may be restricted.
- Application Requirements:
  - KANA employee photo ID

# GUEST PARTICIPANTS

All membership types are granted the privilege of bringing one guest, who may also be a minor as per our minor policy. It is important to note the following guidelines for a seamless and enjoyable experience:

## Guest Eligibility:

- Guests cannot be paid individuals, such as personal trainers.
- The guest will be officially registered under the member's name, referred to as the "sponsor."
- Access to Wellness Center facilities is granted only when the sponsor is present.
- The sponsor assumes responsibility for all actions of the guest, and any code of conduct violations by the guest may lead to the suspension or termination of the sponsor.

## Guest Limits:

- No member may bring more than one guest at a time.
- Each member is limited to having a maximum of two guests registered under their name.

## Registration Process for Guests:

- Guests must provide a valid photo ID and complete a waiver.
- Guests will be registered under their sponsor's name on the sponsor's account, without access to the member app.



## Available Amenities:

- Guests have access to gym facilities.
- Attendance in group fitness classes or workshops requires the sponsor to sign them up.
- Class and workshop space may have restrictions.

## Changing Sponsors:

- Guests have the option to change sponsors but must always be accompanied by the sponsor they are currently registered under.
- Guests may not simultaneously register with more than one sponsor.

## Attendance Without Sponsor:

- Guests are not allowed to come to the Wellness Center without their sponsor.
- It is unacceptable for guests to request sponsorship from Wellness Center staff or another member who is not their original sponsor.
  - Repeated violations of this rule will lead to the suspension of the guest, with notification to their sponsor.





# MINOR PARTICIPANTS

Our Minor Policy is designed with their well-being in mind, ensuring a safe and inclusive environment where they can thrive. We believe in nurturing not only their physical health but also their sense of belonging. Please take a moment to familiarize yourself with the minor participants section.

**Age Restrictions:**

- Minors under the age of 13 are not permitted in the gym.
- Ages 13-15 permitted under direct parent or guardian supervision.

**Supervised Access for Minors (Aged 13-15):**

- Minors aged 13-15 are permitted to use the gym under direct parent or guardian supervision or during designated “Teen Hours” during which Wellness Center Staff will supervise them.
- Upon arriving at the gym, the sponsoring adult will first check-in and then sign in the sponsored minor.
- The sponsoring adult must actively supervise the minor during their entire visit to the gym.

**Waiver and Registration (Ages 13-17):**

- For all minors aged 13-17, an adult parent or guardian must complete all registration forms and sign a facility use waiver.

# LOCKER USE

For your convenience, both small lockers in the entryway and larger lockers in the designated locker rooms are available for day use. Please take note of the following guidelines to ensure a secure and organized experience:



**Responsibility for Personal Items:**

- The Wellness Center cannot be held responsible for unsecured items, whether inside or outside of lockers. Please exercise caution and ensure your belongings are properly secured at all times.

**Lock Options:**

- You have the option to bring and use a personal lock on the lockers.
- Complimentary locks are available for borrowing. Wellness Center staff will request a valid photo ID to hold until the lock is returned.

**Lost and Found:**

- Any items left in day-use lockers at the end of the day will be moved to the lost and found.
- At the end of 30 days, any lost and found items not claimed will be donated.

**Removal of Personal Locks:**

- Personal locks left on day-use lockers after closing hours will be removed, and the items will be relocated to the lost and found.



# CODE OF CONDUCT

The Wellness Center is committed to fostering a safe and inclusive space guided by our Suqpiaq Alutiiq values of Courtesy, Caring, Respect, Sharing, and Pride. We believe that by embracing these values, we create an environment where everyone feels welcome. To ensure the well-being of all our members and guests, we kindly ask for your cooperation in adhering to the following guidelines:

**General Expectations:** By accessing Wellness Center facilities and services, you acknowledge and agree to abide by this Code of Conduct and the policies outlined in the Member Handbook. We appreciate your understanding and commitment to maintaining a positive and respectful atmosphere.

The following actions are strictly prohibited within the Wellness Center premises.

## Prohibited Actions:

- Using or possessing alcohol, marijuana, or illegal drugs.
- Smoking, vaping, or using chewing tobacco.
- Carrying or concealing weapons or any object that may be used as a weapon.
- Harassment or intimidation of staff or patrons.
- Verbal or physically abusive behavior.
- Sexually explicit conversation, behavior, or contact.
- Disregard for facility rules or staff instructions.
- Theft or actions resulting in property destruction.
- Loitering after being asked to leave.
- Use of electronic devices in locker rooms.
- Unauthorized capture of members in photos or videos without explicit consent.
- Bringing unregistered guests into the facility.
- Use of social networking websites in a manner contrary to our values.

## Consequences of Violation:

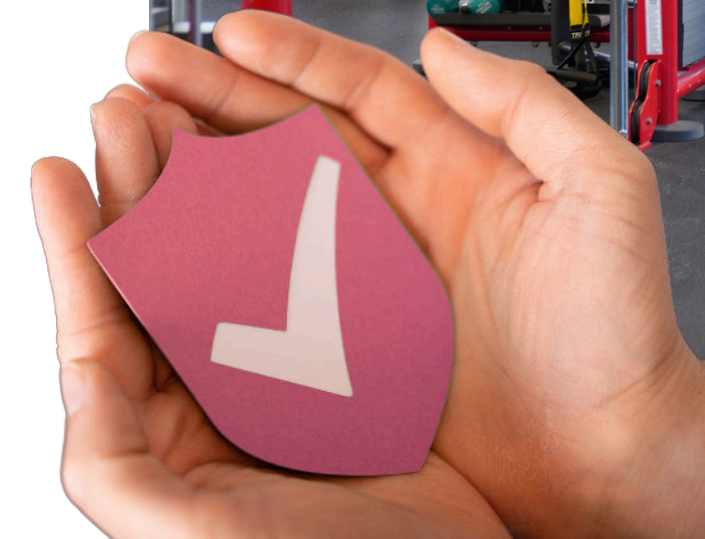
Violations of this Code of Conduct may result in the suspension or termination of Wellness Center membership, at the discretion of KANA. Temporary suspension may occur during investigations.

## Additional Considerations:

The Wellness Center reserves the right to deny access or membership to individuals with a history of sexual abuse convictions, registration as a sex offender, drug-related convictions, or current influence of illegal substances. If you witness any violation of this Code of Conduct, please promptly report it to a staff member on duty.

For further clarification or information, feel free to discuss any aspect of this Code of Conduct with a Wellness Center staff member.

Quyanaa for contributing to a positive and supportive community environment.



# GENERAL RULES

To ensure the well-being and enjoyment of all our members, we kindly ask for your cooperation in adhering to the following General Rules.

## Check-in:

- All members must possess a valid membership or be registered as a guest with their sponsor.
- Kindly check in at the front desk upon arrival.

## Proper Attire:

- Wear gym attire and clean, non-marking athletic shoes. A shirt or tank top is required, and shorts must cover the buttocks. Street clothes are prohibited to preserve gym equipment. No offensive graphics are allowed.
- No street shoes are allowed past the entryway.

## Equipment Use:

- Allow others to work between sets and avoid circuit workouts requiring multiple machines during peak hours.
- Limit cardio machine use to 30 minutes or less during peak hours.
- Follow posted instructions for equipment use; seek assistance if uncertain.
- Respect staff instructions on equipment use; repeated misuse may necessitate a meeting with a personal trainer for a Skills and Competency Checklist.
- Avoid dropping weights or using excessive force.
- Use safety clips and collars when necessary.
- Wipe down all equipment, including mats and free weights, after use with provided disinfectant and towels, and put away.
- Personal gloves or wraps are required when using punching bags.
- Ensure shoes have no metal or hard plastic to avoid bag damage.
- Report any broken or malfunctioning equipment.

## Cleanliness:

- Dispose of trash in designated bins and place used towels in assigned towel bins.
- Do not remove towels from the facility.
- Wipe down showers and remove all personal products after use.



## Noise and Disturbances:

- Headphones are required.
- Keep noise levels minimal (no yelling, grunting, or loud music).

## Respect for Others:

- Respect personal space and boundaries.
- Refrain from unsolicited advice or criticism.
- Be courteous and supportive of fellow members.
- Share equipment when necessary.
- Arrive on time for class and personal training appointments.

## Cell Phones:

- Use cell phones in designated areas only.
- Keep conversations brief and at a low volume.
- Recording or taking photos is prohibited in locker rooms. [PG 12]

## Guests and Minor Participants:

- Guests may only use the gym when their sponsor is present. [PG 8]
- Minor use is limited by age group. [PG 10]

## Food and Drink:

- No food or snacks in workout areas.
- Beverages are allowed in spill-proof containers.

## Personal Belongings:

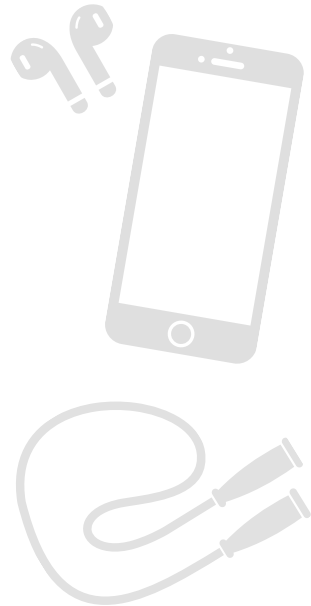
- Make sure to lock personal items in designated lockers. [PG 11]
- Do not leave belongings in workout areas; the Wellness Center is not responsible for unsecured or unattended belongings.

## Group Classes:

- Sign up in advance for group classes via the GloFox app. [PG 12]
- Arrive on time and be respectful of the instructor and fellow participants.

## Emergency Procedures:

- Familiarize yourself with emergency exits, the AED location, and evacuation procedures.
- Report any accidents or injuries to staff immediately.





# GROUP FITNESS

Please familiarize yourself with the following guidelines for a seamless experience.

## Class Availability:

- Access the schedule online through GloFox for up-to-date class information.
- Classes are generally open to all members; however, discretion may be applied based on booking rates, occasionally restricting access to guests or employees.

## Class Size and Booking:

- Class sizes are typically capped at 12 members, subject to variation based on class type, equipment availability, and trainer discretion.
- Ensure trainers are prepared by signing up in advance via the GloFox app, online, or by calling (907) 486-1377.

## Cancellations and No-Shows:

- Cancel reservations up to 1 hour before the class; afterward, call (907) 486-1377.
- Notifications of cancellations due to trainer availability or weather will be sent via the GloFox app.
- For fairness, members with more than 3 no-shows will have app booking temporarily suspended.

## Late Policy:

- Classes start promptly; participants arriving more than 5 minutes late may not be allowed to attend.

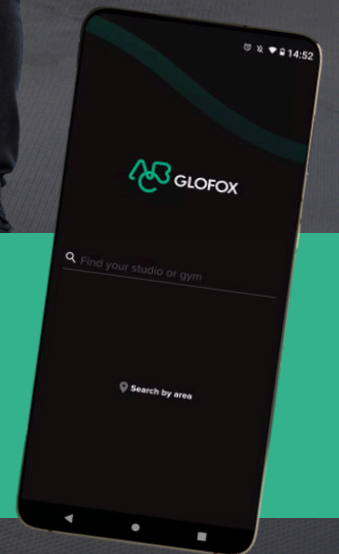
## Community Classes:

- The Wellness Center may offer public classes through grant funding.
- Non-members can register with a valid photo ID and waiver, to receive a class pack.
- Community members can book through GloFox for the registered class but do not have general gym access.



The Wellness Center offers a variety of classes throughout the week to elevate your fitness journey.

Stay updated on the schedule through the GloFox portal or app, open to all members.



# PERSONAL TRAINING

Our certified personal trainers are dedicated to crafting customized workout plans tailored to your specific goals, whether it's weight loss, reducing your blood pressure, gaining muscle, improved flexibility, or overall wellness. Beneficiary and Veteran members are eligible for 12 personal training sessions annually. With one-on-one guidance and expert coaching, you'll receive:



## Individualized Workouts:

- Bid farewell to generic routines as your trainer tailors workouts exclusively for you, aligning with your abilities and personal goals.

## Proper Form and Technique:

- Learn the correct form and technique to prevent injuries and maximize results.

## Accountability:

- Stay motivated and on track with a dedicated trainer invested in your success, helping you set achievable milestones and celebrating victories along the way.

## Continuous Support:

- Your fitness journey extends beyond each session; our trainers provide ongoing support, answer questions, and adjust your plan as you progress.

## Virtual Personal Training:

- Whether you reside in a village, prefer the comfort of your own home, or simply need personalized workouts, our virtual personal training is here for you. Begin with an intake session via Zoom, and then seamlessly connect with your trainer through our personal training app. With the app, you can easily track your goals, access tailored workouts, and communicate directly with your trainer!



## Extension of Personal Training Member Benefit

The Wellness Center embraces members of all abilities and backgrounds. Recognizing that some may require additional support beyond the 12-session benefit, KANA Medical, Physical Therapy, and Behavioral Health providers can request an extension based on medical need. "Medical need" includes scenarios such as:

- A physical impairment that hinders independent equipment access.
- Inability to participate in group classes due to medical issues.
- Cognitive impairment requiring personnel assistance during workouts.

To seek an extension for this benefit, collaborate with your personal trainer. Your path to wellness is distinctly yours, and we're dedicated to assisting you at every turn.

Whether you're a gym novice or aiming to surpass plateaus, our personal training services empower you to reach new heights in your fitness journey. Take the first step towards a healthier, stronger, and happier you today!