

The Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians

2021 Fitness Program Manual



Purpose

The Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians (CTCLUSI) offers programs and services to Tribal members to support healthy and successful families. The goal of the CTCLUSI Fitness Program is to provide an annual Fitness benefit to Tribal members to encourage improvements in health and wellness.

Program Eligibility

To be eligible for the annual benefit, you must be:

- An enrolled member of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians (CTCLUSI) age 18 or older (Adult Fitness Program), OR
- An enrolled member of CTCLUSI between the ages of 0 and 17 (Youth Fitness Program), OR
- The legal spouse of an enrolled CTCLUSI Tribal member:
 - You must provide a marriage certificate if one is not already on file.
 - The spouse must reside with the Tribal member. If the Tribal member is deceased or is no longer living in the same household, Fitness benefits for the non-Tribal member spouse cease.
 - No benefits are available for legally separated and/or divorced spouses.
 - Benefits are not provided for domestic partners or common-law spouses.
 - If the spouse is also a Tribal member, he/she does not get an additional benefit as a spouse.

Program Guidelines

The program is divided into two benefits: Adult Fitness and Youth Fitness. Although the annual benefit dollar amount is the same (except for Youth 0-5 years of age), there are some differences between the two programs. The Nike Shoe Program is administered concurrently through the Fitness Program and the cost of shoes is deducted from the annual benefit available.

Adult Fitness

- Covers the cost of fitness center membership fees, with an annual cap of \$500.

- **Family memberships:** you may select a family membership at a gym if you prefer. The cost of a family membership will be divided equally among the number of persons living in the household and/or included in the membership. If any of the persons covered by the membership are not eligible for the Fitness benefit, their share of the family membership will not be paid/reimbursed by the Tribe. The annual cap on family membership is \$500 for each eligible person.
- **Late fees, towel fees and lock/locker fees are not reimbursable. Non-fitness related amenities such as tanning and massage, if part of the membership, will be subtracted from the payments.**
- In lieu of fitness center membership, the Tribal member may choose to use his/her annual benefit for other fitness-related activities:
 - **Weight Loss/Management Benefit:** Weight Watchers is the only program eligible for reimbursement under the Fitness benefit. **Programs providing food or relying on shakes, bars, and supplements are no longer reimbursable.**
 - **Sports Participation:** You may use your benefits to pay the costs associated with participating in organized sports programs, such as basketball, football, baseball, golf, etc. Allowable costs include participation fees, court fees, facility fees, greens fees, etc. Clothing and equipment are limited and are included in the Equipment benefit (see below). Fees for conveniences not related to fitness, such as golf cart rentals, towel fees and stable fees, are not allowable. **Participation fees for marathons and races are no longer reimbursable. Personal donations to a sports program or charity sponsor are not reimbursable.**
 - **Equipment:** You may use up to \$250 of your annual benefit to purchase fitness equipment. The equipment must be for your use only and must be specifically and solely used for fitness. Examples of allowable fitness equipment include: treadmills, stair steppers, bicycles, bats, balls, helmets, yoga mats (\$25.00 maximum), safety gear (shin protectors, knee pads, etc.).
 - Fitness trackers (Fitbit, Apple Watch, etc.) are allowable up to a maximum benefit of \$150 per year.
 - Clothing is reimbursable only if it is required to participate in a particular fitness activity (bowling shoes, cleats, etc.) and it is not an everyday use item (socks, t-shirts, etc.).
 - **Specific shoes for running, jogging and walking are limited to one pair up to a maximum cost of \$125 per year; hiking boots are limited to one pair up to \$150 per year.**

- You may not combine your fitness benefit dollars within a family to increase this benefit for a single piece of equipment.
- **Purchase of large equipment items, such as treadmills, kayaks, paddleboards, bicycles, and other exercise equipment is limited to one every five (5) years.**
- Exclusions/Non-Allowable Items: Fitness funds are not available for items that are not specifically related to fitness.
 - Items such as golf cart rentals, towel fees and locker fees are a convenience and do not contribute to an overall fitness program and are thus not allowable.
 - Weight loss programs (other than Weight Watchers) are not eligible for reimbursement.
 - Equipment must be specifically related to fitness. Items that may be used for purposes other than fitness are not allowable under the fitness program. This includes items such as strollers, motorized scooters, etc. *If you have a question about a specific piece of equipment, please call the program coordinator at (541) 997-6685.*
 - Sports drinks and water are not reimbursable.
 - Child care while parent is exercising is not reimbursable.
 - Food co-op programs are not eligible under the Fitness Program.
 - Fitness apps are not reimbursable.

Youth Fitness

- Covers the cost of organized sports or activities such as softball, baseball, swimming, soccer, karate, dance, gymnastics, etc., with an annual cap of \$500.
 - Children under the age of five (5) receive an annual fitness benefit cap of \$300 for age-appropriate activities such as swimming lessons, tumbling, etc.
 - The equipment benefit for children under 5 years old is limited to items such as age-appropriate tricycles/bicycles or a bicycle carrier/seat which attaches to the parent's bicycle.

- Also covers other expenses such as fees, required clothing, and special equipment necessary to participate in chosen sport.
- Up to \$300 of the annual benefit may be used for equipment necessary to participate in the sport or activity of the Tribal youth's choice.
 - Fitness trackers (Fitbit, Apple Watch, etc.) are allowable for Youth ages 14-17 up to a maximum benefit of \$150. Only 1 fitness tracker per year will be reimbursed.
 - Fitness trackers are not allowable for Youth under the age of 14.
- The program will also pay the school's "pay to play" participation fee. **Requires ten (10) day notification for payment directly to the school.**
- Funds can also be used at athletic clubs, swimming pools, YMCA, tennis clubs, golf clubs, sports centers, etc.
- Fitness Program funds can be used to pay for attendance at overnight/residential youth camps with pre-approval and if the program meets the following criteria:
 - To qualify, the camp must be either fitness-oriented or have a strong fitness/outdoor component.
 - Fitness funds cannot be used to pay for programs that are primarily day care programs (such as an after-school program). To qualify for reimbursement, the program must have a mandatory fitness component.
 - Fitness funds may be used to pay for attendance at camps sponsored by other Native or Tribal organizations if the camp contains a fitness or outdoor activity component.
 - If you want CTCLUSI to pay the camp fees directly, you must send the completed camp application and the completed Youth Fitness Application to CTCLUSI for pre-approval at least three (3) weeks before the camp fees are due to be paid.
 - Fitness funds cannot be used to pay camp fees for non-eligible persons.
 - Camp fees are subject to the annual cap of \$500.
- Non-allowable items under the Youth Fitness program:

- Child care programs.
- Camps which do not have a fitness component (music camps, art camps, etc.).
- Equipment and/or programs that are not age-appropriate.
- Equipment and/or programs that are not for the sole use/benefit of the child.

Nike Shoe Program

- You may use \$65 of your annual funds to purchase a pair of Nike N7 shoes from CTCLUSI. The shoes are subject to the annual \$500 maximum fitness benefit. The cost of the shoes may change without notice subject to the actual cost of the shoes to the program.
- **Nike N7 shoes are subject to availability.** Nike produces a limited number of N7 shoes on a regular basis but when they are gone, no more will be made until the next scheduled production run.
- CTCLUSI reserves the right to substitute a shoe in the same size and a similar color/style when the requested N7 shoe is no longer available.
- If you do not like the shoe or it does not fit, you may return it as long as it has not been worn other than to try it on. If you return the shoe without requesting a replacement, your account, the \$65 fee will be returned to your account, but it must be used in the same calendar year.
- If you meet certain criteria (the N7 screening tool is included on the application) you may be able to receive a second pair of shoes each year through the Diabetes program. This pair of shoes is not charged to your fitness account.

Fitness Program Procedure

1. You must fill out a new form each year. The Adult Form includes the Tribal member and his/her spouse. The Youth form is for all eligible children 0-17 and High School Seniors over the age of 17.
2. ***In consideration for participation in this program, the Tribal member/spouse/parent agrees that CTCLUSI is not liable for any resulting injury or costs associated with an injury.***

3. CTCLUSI has agreements with some fitness clubs in the local areas. If you join a club with such an agreement, they will bill CTCLUSI each month for your membership.
 - a. If you discontinue your membership, it is your responsibility to notify the fitness club and CTCLUSI. If you stop using the club but fail to cancel your membership, you will be responsible for any monthly charges that occur after you stop going to the facility.
 - b. Some facilities offer pay-per-visit plans. Please evaluate your options and choose the plan that best meets your intended usage. If your monthly usage on pay-per-visit is higher than an unlimited monthly plan would be, CTCLUSI will switch you to an unlimited plan to maximize your benefit.
 - c. Many facilities in the local area require sign-in with your visits and this sign-in is include in the monthly billing. If we see that you are not using your membership, we will contact you to discuss other options (pay-per-visit, cancelation, etc.). **Please be aware that we will not continue to pay for a membership that is not being used.**
 - d. If you register for a fitness facility, you are responsible for any fees over the annual benefit of \$500.
 - e. **You are responsible for any damages, late fees, or other costs beyond the allowable costs associated with the Fitness Benefit incurred by you or a member of your family at a Fitness Club or gym.**
4. Other gym memberships:
 - a. If you join a gym with an annual membership fee, we will determine your monthly membership cost and reimburse for those months that fall within the current year. The remaining months will be reimbursed in the following calendar year.
 - b. Family memberships: we will divide your family membership by the number of persons included on your membership and credit the individual amount against each person's account. If the family membership includes a person who is not eligible for the Fitness Benefit, that amount will not be reimbursed.
 - c. If your gym membership includes certain spa amenities, such as massages or tanning, we will reimburse only the amount for a basic membership that does not include the added amenities.

5. All other Fitness Program expenses are on a reimbursement basis. You must turn in a copy of your itemized receipts to be reimbursed for your costs.
 - a. Only items purchased within the calendar year are eligible for reimbursement. Unused benefits do not roll over to the next year.
 - b. To be eligible for reimbursement, we must receive all receipts by the date (mid-January) on the Fitness Application each year. Reminders are also placed in the November and December CTCLUSI Tribal newsletters.
 - i. Receipts must clearly indicate the vendor's name, the date of purchase, the item(s) purchased and the cost of each item. For receipts for club memberships, the receipt must also have the name of the Tribal member or spouse on the membership. **Generic receipts must be accompanied by a canceled check or bank statement. No bill of sale or cash receipts from private parties.**
 - ii. Items must be purchased in the year for which funds are being requested (the Fitness Program runs on a calendar year: January 1 through December 31). **Purchases from January thru June will be due for reimbursement in July. July thru December purchases are due in January.** *The specific dates will be posted in the newsletter.
 - iii. Due to year-end close-out of our books, requests received after the due date cannot be processed.
 - c. If you have a hardship and are unable to purchase a fitness item and await reimbursement (which can take up to 3 weeks), contact the program coordinator to see if there are other options available.

Denials and Appeals

If your fitness reimbursement is denied, you will be notified in writing with a reason for the denial. Possible reasons for denial include, but are not limited to:

- Request received after the due date for the year
- No itemized receipt
- Item does not meet the criteria for the Fitness Program
- Annual cap of \$500 (\$300 for youth five and under) has been reached

If you disagree with the denial, you may appeal the decision. Appeals may be submitted only by the **enrolled Tribal member**:

- You must appeal in writing within ten business (10) days after receipt of the denial.
- Written appeals go to the Director of Health & Family Support Services.
- The Director will review the appeal request and send a response, in writing, within thirty (30) calendar days.
- If you do not agree with the appeal decision, you may send a written appeal within five business (5) days to the CEO. The CEO will review and respond, in writing, within thirty (30) calendar days. The decision of the CEO will be final.