

CLUBLIFE Participant Handbook

Equal Opportunity

It is the policy of clublife that no person shall, on the basis of race, color, national origin, sex, age, disability, height, weight, religion or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment. All inquiries and complaints should be directed to:

Lindsey Psychas

Compliance Officer

Director of Programming

826 Meadows Dr.

Jackson, MI 49203

(517) 937-4794

Registration and Sign-Up Policy

clublife provides adults (18+) with intellectual and developmental disabilities opportunities that are designed to enrich their lives in the areas of increased independence, improved interpersonal skills and enhanced individual abilities. clublife does this by providing a robust list of activities that will appeal to all that are interested in getting involved in their community and stepping out of their shell. The program goal is for participants to discover new potentials, and find increased self-confidence through lessons, community outings, and enrichment activities. We have a strong belief that when our community comes together, everyone benefits.

It is the mission of clublife to provide these opportunities to as many clients as possible at no cost through the assistance of LifeWays CMH and the taxpayers of Jackson County. The following registration policy and procedures will ensure that people have a fair chance at participating in clublife events.

The clublife calendar of events will be released on 15th of the month prior. At that time you will be able to sign up for events for the following month. Please sign up early to ensure your enrollment in that event.

Prior to signing up for a clublife event, the following must be on file with clublife:

- Clublife Registration Packet
- Photo Release
- Person Centered Plan (if available)

Event Sign - Up:

- Visit clublife website to sign up for individual events
- Individual Event participation will be capped at 15 (unless otherwise noted)

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- Event participation will be on a first come, first serve basis.
- A waiting list will be available in the event that the participation cap is increased or there are cancellations.
- Upon registration, you will be notified by clublife to secure your spot in each event.

Cancellation Policy

- Each participant is expected to commit to the event in which they sign up. However, if a participant must cancel, we ask that it is done 48 hrs prior to the event, to ensure those on the waiting list have an opportunity to participate.
- We understand that emergency situations arise, and 48 hrs notice may not be given. We ask that you call/email/text as soon as possible if you are not able to attend a clublife event that you have registered for.
- After 3 cancellations/no call/no show a participant may be placed on a sign-up probation in which they will be placed on the waiting list, and only given permission to sign up for an event if it hasn't reached the participation cap.

**clublife reserves the right to grant exceptions in situations that are deemed appropriate by the clublife administration team.

***clublife reserves the right to cap the number of events a participant can register for in order for the most amount of participants possible being given the opportunity to partake in clublife events.

Transportation Policy

- All participants are required to secure their own transportation to and from clublife events.
- To encourage community-minded behavior, participants are expected to be picked up no later than 15 minutes after the end time of the event. Participants will not be supervised earlier than 15 minutes prior to an event, or after 15 minutes preceding an event.
- In the event that this becomes an issue and recurring problem for a participant, clublife reserves the right to decline sign-up for the participant until a consumer/consumer team meeting is held with clublife administration.

Inclement Weather Policy

- In the event of dangerous weather, clublife may determine that an event needs to cancel. If cancellation is warranted you will be notified in the following ways:
 - Email sent to the email address provided in the sign-up
 - Posted on the clublife social media page