$1 BODY COMPS POLICIES AND PROCEDURES

Purpose: These policies and procedures are used to explain how to obtain the money bag and perform $1 Body Compositions.

Scope: These policies and procedures are used by all F&W Personal Trainers and Monitors.

Policies:

I) PATRON POLICIES
   a) Patrons can only participate in this service by paying $1 in cash and signing the waiver.
      i) The waiver and acceptance of money only take place in the Personal Training Office.
   b) Patrons can only receive services between the allotted times for the Body Compositions, as set by the Assistant Director and Specialist for Fitness & Wellness.

Procedures:

I) MONITOR PROCEDURES
   a) The Monitor will report to the Main Office of the Ramsey Center to meet with a previously designated Business Staff Personnel 15 minutes prior to the start time of the $1 Body Compositions.
   b) The Monitor then receives and signs-off on the Money Bag with an allotted amount of cash inside.
   c) The Monitor will collect the patron sign-in sheet from the Studio D closet and will report to the Personal Training Office.
   d) Upon arriving at the Personal Training Office, the Monitor will proceed to collect cash from patrons and have them sign-in on the waiver in an organized manner.
   e) After the allotted time for Body Compositions, the Monitor will tally up the number of patrons and dollars that were serviced.
   f) Following the tallying completion, the Monitor will document the numbers and return the Money Bag to the Facility Manager and sign-off that it has switched hands.

II) PERSONAL TRAINER PROCEDURES
   a) The Personal Trainer will arrive 15 minutes before start time to prep the Assessment Room/Personal Training Office.
b) Once participants arrive at the designated times, the Trainer (or Monitor) will have participants read the laminated waiver provided and sign the sign-in sheet.

c) To perform the Tanita Body Composition Machine correctly, the Personal Trainer will follow these steps:

   i) Click “on”
   ii) Clothes = 1.0
   iii) Choose M/F standard or athletic (10 hours/week & RHR <60 BPM)
   iv) Enter Age
   v) Enter Height (ft & in)