$1 BODY COMPS POLICIES AND PROCEDURES

**Purpose:** These policies and procedures are used to explain how to perform and administer $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 purchasing $1 body comp pass in cash and signing the waiver.
      i) The waiver and purchase may take place either online or the rec sports admission desk pro shop.
      ii) Passes must be in hand and surrendered at the time of service.
   b) Patrons can only receive services between the allotted times for the Body Compositions, as set by the Assistant Director and Coordinator for Fitness & Wellness.

**Procedures:**

I) **PERSONAL TRAINER PROCEDURES**
   a) The Personal Trainer will arrive 15 minutes before start time to prep the Assessment Room/Personal Training Office.
   b) The Personal Trainer will collect or scan the $1 body comp pass.
   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)