FITNESS CLASS POLICIES AND PROCEDURES

Purpose: These policies and procedures are used to describe the pre- and post-class procedures for Group Fitness Instructors.

Scope: These policies and procedures are used by all F&W Group Fitness Instructors.

Policies:

I) GROUP FITNESS INSTRUCTOR PRE-CLASS PROCEDURES
   a) Instructors must arrive 15 minutes early to complete the following.
      i) Inspect and set-up equipment.
      ii) Open stereo and play welcome music and greet participants.

II) GROUP FITNESS INSTRUCTOR POST-CLASS PROCEDURES
    a) Instructors have up to 15 minutes after conclusion of class to complete the following.
       i) Answer participants questions.
       ii) Clean and put away equipment.
       iii) Secure stereo and microphone and placing batteries on charger as needed.
       iv) Secure doors if needed.