

FITNESS CLASS/PERSONAL TRAINING SESSION POLICIES AND PROCEDURES

Purpose: These policies and procedures are used to describe the pre-, during, and post-class/session procedures for each specific F&W position.

Scope: These policies and procedures are used by all F&W Staff.

Policies:

I) GROUP FITNESS CLASS POLICY

- a) Instructors must arrive at least 15 minutes early, to allow ample time to clock in, arrive at the studio, and set up for class and should always maintain professional conduct.
- b) All equipment used for class must be put back in its proper place.
- c) In all studios, the stereo door should be locked and shut.
 - i) Volume should be turned down to 0 and powered off.
 - ii) If there is a problem with the stereo, instructors should report the problem to a monitor (if available) or contact the F&W Coordinator via phone or email.
- d) The weight racks should be locked.
- e) Instructor must replace the key in the studio key in the closet once they obtain it to open the stereo.
 - i) Every instructor accepts financial responsibility for the studio key during the time of their class.

II) PERSONAL TRAINING SESSION POLICIES

- a) The trainer must clock in 15 minutes prior to and after the session is complete and should always maintain professional conduct.
- b) Trainer must meet client at pre-designated area as discussed.
- c) Individual training clients are not permitted to bring other individuals with them to the exercise session(s).
- d) Trainers are not to answer questions pertaining to nutrition and/or supplements. If a client is to ask such a question, refer them to nutritionist or other qualified personnel (UGA UHC Nutrition Education Coordinator).
- e) If a trainer feels uncomfortable with a patron and/or client at any time, please bring it to the professional staff's attention.

III) FITNESS MONITOR SHIFT POLICY

- a) Arrive at the designated class 15 minutes prior to start time.

- b) Monitors should check with the instructor that they are ready for class and do not need any assistance before letting patrons in or leaving the class for assigned duties.
- c) The monitor will wait until 15 minutes have passed from the class start time to leave the studio and begin any assigned duties.
- d) Patrons must be checked into class via the tablets through the Fusion software or free week QR codes.
- e) Monitors should complete unrelated tasks during their shift such as using their phones, doing homework, etc. During class, a monitor should perform cleaning or studio maintenance duties as needed.

Procedures:

I) GROUP FITNESS CLASS PROCEDURE

- a) The instructor will introduce themselves to the class, announce the name of the class, ask if there are any first-time participants, and if there are any injuries they should know about.
- b) The instructor will read the pre-class announcements posted near the stereo or sent electronically via email.
- c) When turning on the stereo equipment, make sure the volume is all the way down. Turn on all other boxes before turning on the amp. This will extend the life of our speakers.
 - i) When turning the system off, turn the master volume all the way down and turn the amp off first.
 - ii) When adjusting the volume, the only dials that need to be touched are the master volume, CD/iPod volume, and the mic volume – they should not be turned up past 10. To adjust the speed in Studio D and E use the slide control: up to decrease the tempo and down to increase tempo.
 - iii) Music played in class should be clean in language and content.**
 - iv) Bluetooth connectivity is available for instructors as needed.
- d) To use the microphone, make sure the receiver is ON.
 - i) Make sure there is a battery inside the mic pack.
 - ii) Switch the power ON button on the mic – make sure the mute switch is not on.
 - iii) Adjust the volume using the stereo controls.
 - iv) Place the headset on top of the receiver or hand on hook (studios B & E) after class.
 - (1) Mics in B & E are to be disassembled and hung to dry after use (remove battery, windscreen, yoga wrap) and should be rotated between classes.
 - v) After use, wipe mics down with a clean, dry cloth.

II) PERSONAL TRAINING SESSION PROCEDURE

- a) A client file should be created with each new client and should be placed in the personal trainer's file in the filing cabinet.

- b) The trainer will meet clients at a designated time and place.
- c) Music played during a session should be clean in language and content.**
- d) After the session, the trainer will deduct the session from the client's package on Fusion.
- e) The trainer will leave the PT Office locked with the lights off unless another trainer is utilizing the space.

III) FITNESS MONITOR SHIFT PROCEDURE

- a) Retrieve tablet from the safe in the studio D/E closet.
- b) Log-in to the VPN with UGA credentials and Fusion with the assigned F&W login credentials and complete the before-class form and appropriate duties.
- c) Search every patron's 81 UGA number to verify they have a class pass for the intended class.
- d) Press "allow" on the access reader to check the patron in.
 - a. For multi-visit pass holders, the pass holder must be searched in the Fusion access tab and "allowed" to look up and deduct a session from a multi-visit pass.
 - b. Monitors should update the multi-visit pass holder on the number of classes remaining on the pass.
- e) The monitor will count all patrons in the class and document the total on the after-class form.
- f) The tablet will be placed back into the safe (charging) and the monitor will continue with assigned duties such as the daily cleaning task list.
- g) If the tablets are not working for any reason, the monitor will get a class sign-in/waiver from the Studio D closet and will record all names, signatures, and UGA ID's from the patrons entering the class.
 - a. Waivers will then be placed in the red crate for recording later.