

BODY COMPOSITION POLICIES AND PROCEDURES

Purpose: These policies and procedures are used to explain how to perform and administer 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 body comp pass online.
- b) Pass numbers surrendered at the time of service to prevent reuse.
- c) Patrons can only receive services between the allotted times for the Body Compositions.
- d) Patrons are advised to follow all directions listed on the Rec Sports website to prepare for their test.

Procedures:

I) PERSONAL TRAINER PROCEDURES

- a) All personal trainers must complete their InBody certification to conduct body composition assessments.
- b) The Personal Trainer will arrive 15 minutes before the start time to prepare the Assessment Room/Personal Training Office.
 - i) Personal trainers will also place the appropriate signage outside of the personal training office to indicate a body composition testing night is taking place (if applicable).
- c) The Personal Trainer will input the body composition pass number in the Fusion access tab under guest to redeem and deactivate.
- d) To perform the InBody Composition test correctly, the Personal Trainer should follow these steps:
 - i) Have client take off shoes and socks.
 - ii) Have clients use 81x number (student ID) number or phone number to create their profile.
 - iii) Follow detailed instructions given by the InBody machine
 - iv) Read and review results printed from InBody machine to client.