

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 or at the admission desk.
- b) Passes must be in hand and surrendered at the time of service.
- c) 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 30 minutes before start time to prep the Assessment Room/Personal Training Office.
- b) The Personal Trainer will scan and/or collect the body comp pass to deactivate.
- c) To perform the InBody Composition Machine correctly, the Personal Trainer will follow these steps:
 - i) Have client take off shoes and socks
 - ii) Have client use "810" Student I.D number to create their profile
 - iii) Follow detailed instructions given by the InBody machine
 - iv) Read results printed from InBody machine to client