

FITNESS & WELLNESS OUTREACH PROGRAM POLICIES AND PROCEDURES

Purpose: This policy is used to describe the outreach procedures for group fitness instructors and personal trainers providing outreach programs.

Scope: These policies and procedures are used by all F&W Group Fitness Instructors and Personal Trainers instructing outreach programs.

Policies:

I) OUTREACH PROGRAM PRE-PROGRAM PROCEDURES

- a) Obtain the electronic outreach waiver link from the professional staff and have all participants complete the waiver prior to the outreach.
- b) Arrive 15 minutes early to complete the following:
 - i) Inspect and set-up any equipment.
 - ii) Open stereo and play welcome music and greet participants.
 - iii) E-mail professional staff on your arrival at the outreach program location (if not held at Ramsey).
 - (1) For outreach programs held at Ramsey, you will clock in as normal.

II) OUTREACH PROGRAM POST-PROGRAM 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 any equipment.
 - iii) Secure stereo and microphone and placing batteries on charger as needed.
 - iv) E-mail professional staff on your departure from the outreach program location (if not held at Ramsey).
 - (1) For outreach programs held at Ramsey, you will clock out as normal.