Georgia Southwestern University
Student Success Center (SSC)
Fitness Manual
Mission Statement
The Mission of the Fitness Program is to serve the GSW community by promoting and encouraging a balanced and healthy lifestyle through educational programming, leadership, and recreational opportunities.

Department Overview
All Group Fitness Instructors and Personal Trainers hold nationally recognized fitness certifications and all Fitness employees receive continuing education allowing our program to offer a higher standard of fitness information and guidance to the Georgia Southwestern community.
Assistant Fitness Director Goals

Overall:
1. Bring fitness staff together as a whole.
2. Encourage the Fitness Program staff to participate in diverse Fitness Program opportunities, such as fitness assessments, group fitness classes, special events and other programs.
3. Encourage healthy lifestyles among the fitness employees.
4. Educate staff to be knowledgeable in all areas of GSW Campus Recreation.
5. Provide a growing, fun, & safe atmosphere.

Personal Training/Fitness Assessment Goals:
1. Improve knowledge level of personal trainers by offering continuing education workshops.
2. Improve formal assessment process of personal trainers.
4. Increase campus outreach efforts to better educate students.

Fitness Center Goals:
1. Greet and interact with participants.
2. Educate patrons on proper weight training technique.
3. Improve student-staff pro-activity.
4. Empower fitness supervisors to manage and train peers.
5. Maintain high level of fitness knowledge and professionalism.

Group Fitness Program/Instructors:
1. Incorporate more programs geared toward diverse populations with a variety of goals.
2. Maintain the studios and Group Exercise area in order to provide a safe, clean, and organized environment for participants.
3. Provide more educational opportunities for staff and participants.
Program Descriptions

Fitness Center Operations
As Fitness staff, you should always be on duty to help participants get the most from their workout; you should be happy to show participants how to use any resistance or cardio equipment as well as give them examples of alternative exercises. Workout towels are mandatory for each participant to use the weight room and cardio deck facilities, and we provide them free of charge for our participants. Please make sure towels are dropped in one of the bins before leaving the building.

The Fitness Center Hours:

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<tr>
<th>Fall 2012</th>
<th>Spring 2013</th>
<th>Summer 2013</th>
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**Hours are subject to change based on holidays and academic class schedules.**

Group Fitness
GSW Campus Recreation offers a variety of group fitness classes to all of our student, faculty, and staff members! We offer a variety of cardiovascular classes, spinning, and mind/body classes that offer group accountability, certified instructors, and a fun way to get in shape! Our cardiovascular classes will raise the heart rate and are great for toning and increasing cardiovascular endurance. These classes include: Hip Hop Fitness, Zumba, Cardio Sculpt, Powerhouse Abs, Cardio Kick, and Sweat. Our Mind/Body classes help to increase flexibility, strengthen the core, and reduce stress. These classes include Yoga and Pilates. Our spinning classes include “Cycle”ology. The class descriptions can be found in Appendix 11.

Special Events
Fitness Center Policies

1. All users of the weight room must be at least 18 years of age. South GA College students as well as Early College students must have a valid I.D. and must be present on the list provided to the fitness staff.
2. **Workout towels are mandatory.**
3. Please clean equipment after use.
4. Proper athletic attire is required (closed toe/heel shoes, athletic shorts, athletic shirt). No cargo shorts, jeans, belts, or pants that contain zippers, rivots, or buttons that could potentially harm the equipment. Use best judgment when assessing excessive pockets. Cut off sleeves are permitted. Shirt must cover the nipple and belly button area at all times. Use best judgment for tennis skirts and short shorts.
5. Footwear must be in the form of running, tennis, or weight lifting shoes. Boots are not allowed. Specialty shoes are at the discretion of the fitness staff. Vibram 5 fingered shoes are permitted only on the cardio deck.
6. Sports bottles or “twist-on” cap bottles are the only permissible beverage containers allowed. No food, gum, or tobacco.
7. No outside personal training is permitted in this facility.
8. Please do not drop or throw equipment.
10. Spotters are required on all free weight press stations.
11. Return equipment and weights to their proper location.
12. Please share equipment during peak hours. 30 minutes time limit
13. Use of offensive language is not permitted.
14. Report any injuries or equipment problems to the Fitness Staff immediately.
15. All personal items must be stored in the provided cubicles or lockers; The Fitness Center and its staff are not responsible for lost or stolen items.
16. **Re-rack all weight plates and place them in their proper location.**

**Policy violations may result in ejection from the facility.**

Other Fitness Center Policies

1. Participants are not allowed in the fitness center unless the Fitness Staff is on duty and the facility is open.
2. All individuals exercise at their own risk. We recommend seeing one of the Fitness Staff if you have questions.
3. Discontinue exercising immediately and notify staff if you feel pain, discomfort, or dizziness.
4. Trash bags, sweat bags, sweat suits or any other material that inhibits the exchange of body heat or promotes water loss will not be allowed.
5. No sitting on cubicles.
6. Please do not place hands, feet or anything else against the mirrors.
7. People socializing in groups that congest the weight room will be asked to disperse or leave.
8. Fitness equipment shall not leave the resistance room, i.e. fitness equipment can not travel from downstairs to upstairs.
9. Be considerate of others.
10. Staff members are not responsible for valuables.
11. Respect for equipment and facilities must be demonstrated at all times. Misuse of equipment and facilities may result in immediate expulsion and/or loss of additional privileges.
Cardio Deck Policies

1. All participants must be 16 years of age or older.
2. **Workout towels are mandatory.**
3. Proper athletic attire is required (closed toe/heel shoes, athletic shorts, athletic shirt). No cargo shorts, jeans, belts, or pants that contain zippers, rivets, or buttons that could potentially harm the equipment. Use best judgment when assessing excessive pockets. Cut off sleeves lower than the elbow are permitted on the cardio deck, however, nipple and belly button area must still be covered at all times. Use best judgment for tennis skirts and short shorts.
4. Footwear must be in the form of running, tennis, or weight lifting shoes. Boots are not allowed. Vibram 5 fingered shoes are permitted.
5. Limit time to 30 minutes on all equipment while others are waiting.
6. Sports bottles or “twist-on” cap bottles are the only permissible beverage containers allowed. No food, gum, or tobacco.
7. Report any injuries or equipment problems to the Fitness Staff.
8. Please clean equipment after use.
9. No outside personal training is permitted in this facility.
10. All personal items must be stored in the provided cubicles or lockers; The Fitness Center and its staff are not responsible for lost or stolen items.

Group Fitness Studio Policies

1. All participants must bring a clean towel for use during the class.
2. Only non-marking athletic shoes are allowed.
3. Proper workout attire must be worn at all times. (No plastic sweat suits allowed during classes)
4. Water is permitted in activity areas if in a re-sealable container. **No other beverages, sport drinks, are allowed in the Group Exercise room.**
5. Chewing gum is not permitted in the Group Exercise room.
6. All personal items must be stored in the provided cubicles and/or lockers.
7. The facility is not responsible for lost or stolen items.
8. Staff members are not permitted to hold valuables.
9. Personal hand weights are not allowed. Facility hand weights will be provided for appropriate classes, and may only be used at the direction of the Group Exercise Instructor. (**No dropping or throwing weights.**)
10. If you experience lightheadedness, dizziness, nausea, or any other discomfort, please stop your workout and see the appropriate staff member on duty.
11. Immediately report any Group Exercise related injury, or facility equipment irregularity, to the appropriate staff member on duty.
12. The doors in the Group Fitness room are locked after class starts, you must be on time.
13. Respect for equipment and facilities must be demonstrated at all times. Misuse of equipment and facilities may result in immediate expulsion and/or loss of additional recreation privileges. All Group Fitness equipment is to remain in the Group Fitness Room and used safely.
Disciplinary Actions

The Fitness Director will keep records of warnings and reprimands given throughout the year. Written reprimand letters will be kept on file, and a copy will be given to the receiving employee. For most offenses, you will be given three chances:

- **1st Offense** – Written Reprimand, meeting with Fitness Director
- **2nd Offense** – Written reprimand, meeting with Fitness Director
- **3rd Offense** – Termination of Employment

Examples of reprimandable actions include: tardiness; improper dress, not taking STATS or allowing people to enter without signing in or providing identification, not fulfilling shift duties; inappropriate behavior; insubordination, etc.

All reprimand letters and disciplinary notices will be kept on record in the employee’s personnel file. Minor reprimands are forgiven each academic year beginning in the Fall semester.

You may miss (not show up) only one shift. Missing a second shift may result in termination.

If your behavior or actions are deemed severely inappropriate, termination will be immediate, regardless of prior reprimands.

Any disciplinary appeals may be sent to the Assistant Director of Fitness and Wellness.
Job Descriptions: Fitness Supervisor

Position Title: Fitness Supervisor  
Reports to: Assistant Director of Fitness and Wellness  
Department: Campus Recreation at Georgia Southwestern State University  
Location: Student Success Center (SCC)

General Summary:
Fitness Specialists are responsible for ensuring the safety and exercise efficacy of all weight room and cardio area participants through education of proper lifting techniques, proper machine use, and the enforcement of weight room policies and procedures, including but not limited to maintaining cleanliness of the Fitness Center.

Essential Functions, Duties, and Responsibilities:
- Provide “spotting” for participants.
- Correct exercise form of participants, and offer advice on exercise selection.
- Clean exercise equipment and fitness center areas.
- Assist with maintenance of equipment if needed.
- Complete work orders on damaged equipment
- Attend monthly meetings and cleaning days.
- Promote, assist and/or participate in GSW Fitness sponsored events.
- Ensure satisfaction of GSW fitness center participants.
- Become acquainted with GSW CAMPUS RECREATION participants on a first name basis.

Qualifications
- Must be a student of Georgia Southwestern State University.
- Must be enthusiastic and knowledgeable in the areas of resistance and cardiorespiratory training.
- Work Ethic: Must be able to work well with supervisors, co-workers, and participants. Must be personable, interactive, helpful, and exhibit a positive attitude. Must be teachable, dependable, and highly motivated to work hard and perform assignments.
- Fitness Specialist must be able to enforce rules, and speak in public.
- Current Adult CPR and First Aid certifications are required.

Physical Demands:
Fitness Supervisors must be able to stand for extended periods of time, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 45 pounds repeatedly, at or above waist height.

***The above statements are intended to describe the general nature and level of the work being performed by people assigned to these jobs. They are not an exhaustive list of all duties and responsibilities associated with it.***

EOE/AAA
Job Descriptions: Group Fitness Instructor

Position Title: Group Fitness Instructor
Reports to: Assistant Director of Fitness & Wellness
Department: Fitness Department of Campus Recreation at Georgia Southwestern State University
Location: Student Success Center (SCC)

Essential Functions, Duties, and Responsibilities:
1. Instructors must be able to teach all classes on the schedule (or be working towards it).
2. Ensure that the Group Fitness room is well maintained and safe for classes at all times. (i.e. steps in order in closet, weights in stack, mats orderly on top shelf, tubing neat in cabinet, Yoga/Pilates mats neat in closet, closet kept orderly).
3. Instruct a safe and fun class absent of any suggestive exercises. This means showing low impact options for those who are not able, or do not wish to do high impact movements.
4. Inform and educate participants while teaching class. Move around and correct form. Overlooking poor form may cause injury.
5. Keep yourself updated in the field of fitness through literature you receive and/or through information available in the fitness storage room as well as by attending workshops and continuing education opportunities.
6. Always be friendly and cordial to all participants, staff, and faculty!
7. Instructor should be present at least 8 minutes before the class begins.
8. Check microphone battery (change if necessary and place used battery in plastic box for proper disposal), prepare music and adjust stereo volume to participant comfort level.
9. Introduce yourself to the class, announce the title and skill level of the class, ask if there are any new participants to the class or exercise, and make your best effort to accommodate a majority of the participants of the class while following the class level advertised (i.e. choreography and intensity level used).
10. Attend GSW Fitness Program orientation each semester, and all in-services and meetings.

Qualifications
1. Hold national certification: Yoga Fit, AFAA, ACE, Madd Dog, Zumba, Flirty Girl Fitness, etc.
2. Hold or attain CPR/AED/First Aid certifications from accredited organization.
3. Familiar with anatomy and exercise physiology terminology and usage as it relates to class.
4. Audition and/or complete GSW Fitness Program “Fitness Instructor Training” program (with the exception of specialty instructors).

Instructor Guidelines:
1. Instructors are encouraged to participate and volunteer in GSW Fitness events, including Fitness and non-Fitness program events, promoting GSW Fitness events in and out of Group Fitness classes. (Please see calendar of events).
2. Instructors will attend all monthly meetings and semester trainings.
3. Each instructor is responsible for finding a sub for his/her class. The Group Fitness Director must be notified if a sub is not found within 24 hours of the class.
4. Instructors will be evaluated on a semester basis. Evaluations will be conducted by the Fitness Coordinator as well as by the participants. Each instructor will meet with the person who conducted the evaluation to discuss concerns and or performance.
5. Instructors are expected to teach each class according to the description of the class listed on the schedule. If you are unsure of the format, please confirm class design before classes start with the Group Fitness Director.
Job Descriptions: Personal Trainer

**Position Title:** Personal Trainer  
**Reports to:** Assistant Director of Fitness & Wellness  
**Department:** Fitness Department of Campus Recreation at Georgia Southwestern State University  
**Location:** Student Success Center (SCC)

**General Summary:**  
Personal Trainers are responsible for ensuring the safety and exercise efficacy of his/her clients through education, exercise program design, and proper exercise technique. They are also responsible for maintaining professionalism and client rapport as well as continuing education.

**Essential Functions, Duties, and Responsibilities:**

1. Attend all monthly meetings and/or trainings.  
2. Assist with special events.  
4. Design a safe and effective exercise program based on client goals and needs. Be open to having this reviewed by Fitness Director.  
5. Keep all certifications, including CPR, First Aid, and Personal Training up to date.

**Qualifications**

1. Must be a student of Georgia Southwestern State University. Exceptions must be approved by the Fitness Director.  
2. Must pass nationally recognized Personal Trainer Exam.  
3. Must be able to work well with supervisors, co-workers, and clients/participants.  
4. Must be personable, interactive, helpful, and exhibit a positive attitude.  
5. Must exhibit a sincere desire to educate clients in established fitness principles.  
6. Must be able to work independently, with multiple clients, and maintain strict confidentiality.  
7. Must be teachable, dependable, and highly motivated.  
8. Must demonstrate healthy lifestyle.

**Certifications/Training**

1. All trainers must hold a nationally recognized, current Personal Trainer certification from one of the following organizations:  
   - National Strength and Conditioning Association (NSCA)  
   - American College of Sports Medicine (ACSM)  
   - National Academy of Sports Medicine (NASM)  
   - American Council on Exercise (ACE)  
   - International Sports Medicine Association (ISMA)  
   - Aerobics and Fitness Association of America (AFAA)  
2. Current CPR and First Aid certification and completion of all training.

**Physical Demands:**

Personal Trainers must be able to stand for extended periods of time, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 45 pounds repeatedly, at or above waist height. They must also be able to perform a variety of exercises with proper form.

***The above statements are intended to describe the general nature and level of the work being performed by people assigned to these jobs. They are not an exhaustive list of all duties and responsibilities associated with it.***

EOE/AAA
Fitness Supervisor Info
Introduction
Fitness Specialists are vital to the operation of the GSW Fitness Program. Many individuals evaluate the Fitness Program based on the experiences they have with employees in the fitness center. Therefore, it is very important that Fitness Specialists and Fitness Supervisors carry out their duties with the utmost efficiency and courtesy.

Work Attire
College logos must be of Georgia Southwestern University, and writing must be small. No khaki’s, jeans or sweat pants allowed. All clothes must be cleaned and ironed. Proper athletic shoes (tennis shoes with closed heel/toe) and socks should complete the staff uniform. You are allowed to wear an official Georgia Southwestern baseball cap as part of your staff uniform. No torn or otherwise damaged or dirty hats are allowed. We will continue to be the most professionally dressed GSW Fitness employees.

Policies regarding attire will be strictly enforced.

Work Schedule
The Fitness Director will create the schedule each semester. Scheduling will be based on each employee’s availability to work, past job performance, fitness program needs, longevity, knowledge and skill, dependability, and the total working pool of Fitness Supervisor. All Fitness Supervisors must be available to work at least two shifts per week. Due to these variables, there is NO GUARANTEE of total working hours for any individual. Work schedules will be made prior to each semester and placed at each Fitness Desk. It is the employee’s duty to notify the Fitness Director of any personal schedule changes or modifications. The Fitness Director reserves the right to modify the schedule for program needs at any time.

Workouts During Shift
If there are less than 10 people in the facility, the Fitness Supervisor is allowed to workout. However, the Fitness Supervisor is still responsible for those in the facility. She/he is also still responsible for the shift duties (cleaning equipment, laundry, etc)

Substitutes
It is the Fitness Supervisor’s responsibility to find a replacement well in advance if he/she is going to be absent from work. If you are having someone substitute a work shift for you or you are substituting for someone else:

1. Contact the Fitness Director by phone, email, and personally.

The Fitness Supervisor who accepts the traded shift assumes responsibility for the work shift. If no substitution can be found for your work shift, then it remains your responsibility to work that shift. Failing to obtain a substitute for your work shift in the above manner will result in disciplinary action and possible termination. If you are getting your shift covered, you are responsible for the shift until substitute employee accepts the trade. If your substitute does not show up, the employee originally responsible for the shift will receive the reprimand.

Closing Shift Maintenance
The purpose of the extra time during the last shift is to provide time to re-rack all weights, move machines back into place if they have shifted out of place, straighten the front desk area, and clean the cubbies. Procedures for closing the weight rooms are as follows:

- Complete assigned duties on the “Closing Shift Checklist” form
- The Fitness Director will conduct spot checks at regular intervals.
Working Shift
It is important to report to work on time and leave work as scheduled. Tardiness will not be tolerated. Please arrive at the time your shift starts according to the schedule. While on shift, employees will be required to fulfill all responsibilities accompanying their job. Arriving late between five and 29 minutes is considered tardy. Thirty minutes past or more will result in a reprimand.

While working, employees must:
Clean assigned equipment for each working shift.
Stay within the assigned area.
No bunch up with other supervisors.
Check for attachments not in use and return them to proper rack.
Complete paperwork should an accident occur.
Inspect for malfunctioning equipment & record for maintenance review if needed.

Do Not:
1) Watch TV
2) Eat
3) Read books or magazines, study, etc.
4) Use cell phones. Supervisors can use cell phones, ONLY in the event of a no show, in order to contact a replacement.

Signing In/Out
Employees will sign in/out on the timecard punch system located at the front desk. Procedures for shift sign in/out are as follows:
- Sign in upon arrival for work shift (no more than 7 min. before shift starts).
- Work the shift fulfilling all job duties.
- Sign out when leaving work and inform the Fitness Director of any problems or incidents.
In the event the ADP e-time service is down, please use the timecard issued and let the Fitness Director know.

Payroll Procedure
Pay periods are bi-weekly. Paychecks are distributed through direct deposit. Please refer to the Appendix for payroll and time sheet signing dates.

Pay Scale
Fitness Supervisors are paid $7.25 per hour.

Employee Appraisal
Fitness Supervisors will be evaluated by the Fitness Director both formally (written) and informally (observations). A written evaluation will be completed for each employee every academic term.

Termination of Employment
Notice of two weeks is required when an employee wishes to terminate employment to remain in good standing with the GSW Fitness Program.

Accident/Injury
The procedures for accidents and injuries are found in the emergency chapter of this manual. Follow the outlined procedures, but never provide treatment that is beyond your training. If in doubt, call EMS or Campus Safety. It does not cost anything for EMS to check on a patron, it only costs if the patron is transported. The Fitness Director must be notified in all emergency and injury situations. An accident/injury form located with facility staff should always be completed if an injury occurs. If the Athletic Trainer is in the building, inform him/her of the situation ASAP!
The First Aid kits, which contain a pocket mask, are located at the Fitness Desk. Please make sure you are familiar with all their contents.

The GSW Fitness Program cannot provide transportation for injured participants. An injured participant must find his/her own means of transportation.

An Emergency Action Plan can be found at each Fitness Desk.

**Security**
Fitness Employees should contact their on-duty Campus Safety, who will in turn contact the Fitness Program Director with any security related problems, including but not limited to:

1. Verbal abuse toward GSW Fitness employees or patrons.
2. Threatening behavior toward GSW employees or other participants.
3. Or refusal to comply with fitness center or facility rules.

An incident report should then be completed by fitness staff should any of the above occur.

**Television Guidelines**
Only on duty fitness employees can adjust volume and change television stations.

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**Monthly Meetings**

You must attend a monthly meeting with your Fitness Director. You are responsible for communicating with the Fitness Director should a conflict arise. Any missed meetings will result in disciplinary action.

**Fitness Supervisor meeting (day/time TBD)**

**These meetings are mandatory. Please let the Fitness Program Director know of any conflicts.**

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**Fitness Employee Knowledge**

**Fitness Memos**
All employees are responsible for notices / memos put out by the Fitness Director. Memos will remain at the Fitness Desk for one week.

**Fitness Meetings and Trainings**
All meetings and trainings are mandatory. Missing a meeting will result in a reprimand letter being placed in the employee’s personnel file. Please talk to the Fitness Director to obtain permission if you should have to miss a meeting.

**Maintenance**
All equipment should be inspected for proper operation during each shift. This should include checking upholstery, cables, hand grips, unusual noises, etc. Report and record any equipment problems on the equipment maintenance sheet located at each Fitness Desk.
There will be out of order sheets at each Fitness Desk. Stick one on the broken piece of equipment and reuse them. Record all equipment problems in the maintenance binder at each Fitness Desk. Fitness Maintenance strives to repair all equipment within 24 hours. Be ready to coach participants on alternative exercises.

### Responsibilities to Participants

Educate and instruct participants in the proper use of free weights, selected weight machines, plate loaded weight machines, cable machines, cardiovascular equipment, and functional training equipment.

Approach and educate participants in a polite manner on the rules and safety procedures of the GSW fitness center. A good system to follow for participant interaction is the PEER principle.

**PEER Principle:**
- Polite words
- Educate on rules
- Enforce rules
- Refer if necessary

Instruct participants in proper techniques and safety features of an exercise program. This includes:

- Warm up
- Muscular conditioning
- Aerobic fitness
- Cool down
- Stretching

Teach and emphasize the 6 components of fitness:

- Flexibility
- Muscular strength
- Muscular hypertrophy
- Muscular endurance
- Cardiorespiratory fitness
- Body composition

### Exercise Guidelines

**Cardiorespiratory fitness**
Participants should participate in cardiorespiratory fitness 3-5 days/week for at least 20-60 minutes and an intensity of 6 or 7 on a scale of 1-10. This would include large dynamic movements such as running, walking, biking, etc.

**Resistance Training**
Participants should participate in resistance training 2-3 days/week training each major muscle group for 3-4 sets of 8-12 repetitions.

**Flexibility**
Participants should participate in a flexibility program 3-4 days/week (ideally 7) stretching each major muscle group for a duration of 15-30 seconds for each stretch. Each stretch should be done 2-6 times. Flexibility can
consist of static (cool down) or dynamic stretching (warm up). It is recommended to stretch a muscle that is warm and not cold. Stretching should follow a warm-up and after a completed workout.

## Fitness Safety Responsibilities

1. Ensure the free weight area is cleared of idle dumbbells and barbells (properly racked and re-racked).
2. Equipment such as benches and barbells are in their appropriate locations.
3. Benches should be spaced properly (bars on benches must be at least 3 feet apart).
4. Plates must be properly placed on their racks and must not be lying on the floor. Plates should also be re-racked by patrons after use.
5. Instruct patrons in proper barbell and dumbbell use. “Throwing” or dropping of weights is prohibited.
6. Enforce all GSW fitness rules, including those concerning chewing gum, and appropriate shoes & clothing.
7. Ensure participants are exercising with proper body alignment and consider proper bar, handle, and seat positions for various exercises.
8. Direct participants to the appropriate exercise equipment.
9. Assist participants at the fitness desk.
10. Settle any disputes and assist in injuries as needed.
11. Maintain cleanliness of exercise equipment during each work shift.
12. Remain alert and aware of excessive room traffic and the activities within the room at all times. There should be one Fitness Supervisor for every 50 participants in the fitness center room.

## Cleaning Teams

The Fitness Center is notorious for superior cleanliness. We go to great efforts to ensure that our participants have the safest and cleanest place to work out. In addition to daily cleaning efforts, we have cleaning days.

At the beginning of each semester, everyone will meet to do a thorough cleaning of the fitness center. Everyone is required to attend.

### Procedures

- There will be a cleaning day once per month
- All cleaning days will be on a Sunday afternoon after the monthly meeting.
- If a schedule conflict arises, it is your responsibility to get it switched with a peer. If a cleaning day switch is made or not able to be made, please contact the Fitness Director.

Cleaning Days – At end of each monthly meeting!
Emergency Procedures

All employees must be CPR and First Aid certified. There is a first aid kit at fitness desk.

In the event of any type of emergency, you are the first responder & the facility supervisor must be contacted immediately (also the Fitness Director if she is in the building). Upon arrival to the accident scene, more qualified medical personnel will take charge of the situation and direct you as to what actions should be taken. An injury in which you provide care for MUST have a completed injury/accident form. (Example: if you give someone a band-aid you do not need to have an injury/accident form completed. If you put the band-aid on the participant you have provided care). The supervisor may ask you to assist with this or may direct you to fill out the report.

Procedures for minor injuries (scratches / bruises)
- Determine if emergency help is needed, and inform the facility supervisor.
- If no help is needed, make sure the participant is capable of driving home.
- Do not let the injured person continue with the activity.
- Suggest that the participant see a doctor.

Procedures for major injuries
- Person is not breathing:
  - Call 928-1390 or 931-2245 (after 5p) (Public Safety) or 911 and inform the facility supervisor (and Fitness Director, if in building).
  - Follow CPR/rescue breathing training guidelines.
  - Continue CPR or rescue breathing until AED or help arrives.

If participant is bleeding:
- Inform the supervisor if bleeding is severe.
- Follow First Aid training guidelines.
- Attend to member until help arrives.

Procedures if neck injury or broken bones occur
- Follow First Aid training guidelines and inform the facility supervisor.
- Keep member calm and warm until help arrives.

For fires, bomb threats, or any other reason to evacuate the building
- Assist the facility supervisor in evacuating the participants out of the building.
- Pull the fire alarm and inform the facility supervisor.
- Check to make sure nobody was left in the building.

Tornado
- Assist the facility supervisor in directing participants to stairwell or locker rooms.

**Please refer to the Emergency Action Plan located at each desk to assist with each scenario**
Group Fitness
Group Fitness Job Policies

Group Fitness Instructors are vital to the operation of the GSW Fitness Program. Participation in Group Fitness classes can jump start the initial interest in fitness improvement or health behavior changes. It is especially important that instructors perform their job with enthusiasm and genuine concern for the participants to help motivate them to continue exercising.

Policy
It is YOUR RESPONSIBILITY to follow every section written in the Fitness Manual. Failure to abide by and carry out established policies may result in termination without further warning.

Attire
Appropriate fitness attire is required when teaching a Group Fitness class. It is important that participants recognize who can assist them with their questions. A few other notes on attire:

1. Baggy t-shirts, wind pants, or sweatshirts over fitness attire do not represent a professional image.
2. Wear clean fitness attire (i.e. spandex, fitted shorts, or long tights and a fitted sport top – short or long). Running type shorts over tights are acceptable but not recommended for reasons of body alignment.
3. Proper group fitness shoes (if applicable) are also important in order to remain injury free and set a good example for participants.
4. No excessive jewelry, cell phones, or politically incorrect logos etc. (cell phones should not be in use in the Group Fit Room at any time during pre-class or post-class instruction).

Attitude
The most important characteristic of a Group Fitness instructor is his/her attitude toward the job responsibilities and the participants. All instructors should exhibit a positive attitude, a high level of enthusiasm, and a genuine interest in each participant’s experience in GSW’s Group Fitness Program. Instructors should also have a genuine interest in pursuing continuing education in the area of group fitness and wellness as well as a desire to research and implement new ideas into his/her classes. Complacency is the downfall of participation.

Certification & Continuing Education
Instructors who have used GSW Funds to obtain a fitness certification or CEUs must agree to instruct classes for one year and lead educational sessions.

It is important to note that GSW instructors will receive a great deal of training and continuing education opportunities through teaching. Because of time, effort, and money spent on training by the GSW Fitness Program, it is expected that an instructor’s first loyalty (in terms of teaching availability) will be to the GSW Group Fitness Program. Those instructors who choose to teach at other facilities in addition to teaching for GSW must first have this approved by the Fitness Program Director.

Fitness Resources

Substitutes
Each instructor receives a contact sheet at the beginning of the semester. If the instructor knows that they will be unable to teach their class on a particular day, it is best to get the class covered well in advance. Substitutes can be found at meetings, through email, and/or phone correspondence. The individual who is subbing the class should contact the Fitness Director by email or phone call.
Methods for finding a sub include:

1.) Sending an email to EVERYONE on the contact list.
2.) Phone Calls
3.) Text Message

In the event of an emergency (illness close to class time, accident, etc.), the instructor should attempt to get the class covered. Phone calls and text messages can be sent out. If the instructor attempts all methods of contact with no response, the instructor must contact the Fitness Director for approval to cancel class. If the Fitness Director is unavailable, the instructor must contact Angie Hobbs, Director of Intramurals and Recreation. Facilities must be called if an instructor is going to be late or if the class is being cancelled.

**Equipment & Room Maintenance**
Each instructor should make sure that the Group Fitness room is clean and neat after his/her class. This includes, but is not limited to: benches/risers are stacked properly below window, all equipment is put back into its proper place (i.e. weights in holder, mats are stacked neatly). Any problems with equipment or facilities (for example excess amounts of sand on the floor) should be reported immediately to the Facility Head Supervisor and to the Fitness Director as soon as possible. Those instructors who continually leave the room “cluttered” after their classes may receive a reduction in the number of classes they are asked to teach and a reprimand. Encourage participants to clean off their mats before and after use.

**Workouts During Class**
Obviously, the nature of an instructor’s job necessitates that he/she will “workout” during class time. HOWEVER, it is crucial to realize that as a Group Fit Instructor, you are a TEACHER and a COACH. Instructors who like teaching because they can “get in their workout and get paid for it” will ultimately not be successful because their primary goal is not the well being of their class participants. Often times the class may need to have the instructor walk around the room and inspect form rather than participate in each and every move of the class.

**Signing In/Out**
Sign in/out through the ADP Portal unless otherwise notified by the Fitness Director (situations such as working for another department). Instructors are to sign in when arriving for class and sign out after class, as well as initial the hours recorded. Each Group Fitness class varies in length and will be paid accordingly. Instructors are REQUIRED to come to class AT LEAST 10 minutes before the start of class sign in and to be sure the Group Fitness room is prepared 7 minutes before the start of class and sign out 10 minutes after class for participant questions and comments or to straighten the room (if needed).

**Payroll Procedures**
Pay periods are bi-weekly. All employees are required to have direct deposit in order to receive payment. Failure to do so will result in your check being late due to being mailed. Questions about hours or paychecks should be directed to the Fitness Director.

**Pay Scale**
Employees are paid: depends on years of teaching at GSW.

- 1st year (signed contract): $15/class
- 2 years and Specialty Certifications: $20
- 3+ years and Specialty Certifications: $30
- Independent Contractors: $20
- Trainings and meetings are paid by the hour.
Employee Appraisal
Formal semester evaluations will be conducted by the Fitness Director. Each instructor will then meet with the supervisor who carried out the evaluation and do a personal evaluation. Instructors are also encouraged to attend other instructor’s classes and complete a Peer Evaluation of that instructor as well as giving verbal feedback after the class (please be constructive with any criticisms given but do bring any concerns to their attention on the spot).

Class Start/End Times
Each instructor must start and end their class at the time designated on the schedule. Failure to start and end class on time takes time away from other classes and does not encourage a good rapport with out participants. Be courteous of those that teach after you.

Facility Rules
Instructors must be familiar with GSW CAMPUS RECREATION’s general facility rules, including lost and found policies, food, towel policies, alcohol, and tobacco policies. These rules are listed in the manual and posted inside the facilities. Any problems that arise during an instructor’s enforcement of Group Fitness room/facility rules must be reported immediately to the Facility Head Supervisor and update the Fitness Director as soon as possible. Group Fitness instructors have the primary responsibility for enforcing all rules during classes and supervising the room while instructing class. If any participant is not following rules/policies in your class or of SCC, call the Facility Head Supervisor ASAP and have them talk with/escort the problem participant from the class.

If we expect participants to follow the policies and procedures that we have established, then it is very important that we also follow those same policies and procedures. Set a great example when you are participating or working as an employee in a Group Fitness or Fitness Program area. Also remember to bring in your valid Georgia Southwestern identification. You may not be allowed to access the facility without it. If you are a non-student employee, please make arrangements with the Fitness Director to access the facilities.

GSW Fitness Staff Communication
Two way communications is vital to the success of the Group Fitness program. Feel free to communicate with all GSW professional staff at all times (following the proper channels of communication). Suggestions, comments, and concerns should be communicated clearly so that our environment remains healthy, positive, and as fun as possible. We are constantly looking for ways to improve our program. If you have any suggestions please let us know what we can do to improve our program. Here are a couple of ways you can communicate:
1. Contact Anna when you have ideas or are having problems with a class, participant, or equipment.
2. Read all staff correspondence before class starts in order to relay necessary information to participants.
3. Attend as many GSW social events that you can. Develop your social network by getting involved in GSW programs.
4. Keep your calendar updated with meeting dates and other events.
5. Check your email daily as this is our main form of communication.
6. Proper Channels of Communication: Email or call Anna at the office or on cell phone to arrange meeting. If desiring to have a meeting with Angie Hobbs, email or call her office or cell.

General Scheduling Policies & Procedures
1. Group Fitness schedules change each semester and scheduling is done by the Fitness Director.
2. Each instructor is responsible for giving the Fitness Director his/her schedule, on the form provided (See "Scheduling Availability in the Appendix), including all academic classes, work responsibilities and/or other commitments, by the date given. If the schedule is not received by this date, the instructor will be put on a sub status unless prior arrangements have been made.
3. Instructors may include what classes she/he would like to teach, including the type, times and number of classes’ preferred (This DOES NOT mean that all requests can be honored). Schedules and classes assigned are determined by participant surveys as well as performance evaluations done throughout the semester. Taking responsibility for classes includes, but is not limited to; learning new routines, arriving on time, teaching the class as it is described in the description of classes, etc.

4. Because we value our instructors, the health and wellness of our instructors is a top priority. Instructors will not be scheduled for back to back cardio classes. Also, GSW Fitness does not support any instructor teaching more than 8 classes per week (either exclusively at GSW or a combination of GSW and another facility).

5. EXAM WEEK and INTERIM SCHEDULING is done on a first come, first serve, and sign-up basis. Instructors are expected to sign up for classes prior to exam weeks. Your help is needed during these weeks to make it successful for everyone. Sign-up sheets are always posted in the equipment closet.

Group Fit Standard Operating Procedures

Before Class
1. Arrive at least 7 to 10 minutes before class.
2. Get music ready.
3. Arrange equipment in front of room so that participants know what equipment to pull out.
4. Greet and talk with participants. **Remind them to sign in.**
5. Temperature Guidelines: Please see the director for temperature guidelines. If the temperature exceeds these guidelines, the class must be cancelled. When the temp. is in close proximity to these guidelines, the class must be modified in intensity.

After Class
1. Remind participants to put all equipment away, **if they forget – you put it away.**
2. Make sure everyone signs in.
3. Turn off stereo.
4. Ask participants to clean off their mats.
5. Make sure equipment room is locked.
6. Ensure that both GF doors are shut and locked when you leave.

Team Teaching Guidelines
1. Follow above procedures, assisting lead instructor.
2. Remain in room during entire class (except when getting water or in case of emergencies or class needs).
3. When not instructing, position yourself in a place you can be seen to help participants catch on to choreography.
4. Help lead instructor with participant form, especially during resistance and isolation exercises.

Stereo/Music Before Class
1. Turn unit on with switch on power strip.
2. Check volume levels before playing music or using mic.
3. The CD or iPod volumes should be set appropriately
4. Ask participants if volume level is okay before and during class. Do not ask participants about music speed, you regulate the speed for safety(class appropriate BPM’s should be selected).
5. Cue CDs &/or iPods and make sure everything is ready for class.
6. Teach a great class. ☺
**Stereo After Class**
1. Remove all CD’s and/or iPods from both units including aux cords.
2. Turn off unit with main switch.
3. Do not touch any other power switches on the unit!

**Stereo/Microphone Trouble Shooting**
If the stereo does not work, try one or more of the following:
1. Check the battery light on the microphone pack,
   a. if the light is on, change the battery.
   b. If the light is not on check number 2.
2. Check all “power” buttons on the stereo unit; they should all be “on”.

**Equipment after Class**
1. Make sure all steps are stacked neatly in order at the back of the room not to reach above the windows. The entire step must be placed on another step so that it supports the stack (Misplaced steps can fall and cause injury).
2. All stability balls must be placed back in the storage closet neatly as possible.
3. Hand weights must be placed back in the weight rack with the bar locking them in at the top. Power Bars and weights must be placed in their correct locations.
4. Mats must be placed neatly on the shelves in the storage closet.
4. Resist-a-bands must be placed in the closet. Any bands that have tears or cracks must be thrown away and the Fitness Director should be notified.
5. **NO PIECES OF EQUIPMENT SHOULD BE LEFT LYING AROUND THE ROOM AT ANY TIME AFTER CLASS.**

**Microphone Before Class**
1. Check battery. Change if needed,
2. Check volume….ask participants if it’s okay.

**Microphone After Class**
1. Turn mic. off (you do not need to take out the battery).
2. Remove mic. transmitter from waist pack.
3. Lay mic. headset and transmitter on top stereo.
For all emergencies, evacuation routes will be through the double doors located on either side of the stage. (Follow the arrows and see Emergency Procedures)

**Anatomy Terms**

**Skeletal System**
The skeletal system provides the basic structure and support for the body. It is comprised of 206 bones. These bones are linked together across joints by ligaments. The ligaments also provide stability to the joints when the body is in motion. Tendons link muscle to bone. Thus, when a muscle contracts (shortens), it pulls on the tendon which in turn pulls on the bone to make the movement occur.

**Kinesiological Terms**
Tendons and ligaments are both found at the joint. Depending on the arrangement of the bone processes, a wide variety of movements are possible. The definitions below will aid in learning and discussing movement. Anatomical position: the erect position with the face toward the observer, arms hanging at the sides and the palms of the hands turned forward…. all references to body parts assume the body to be in this position

**Posterior**: in back of

**Anterior**: opposite of posterior, front, or in front of

**Superior**: toward the head, one part above another

**Inferior**: toward the feet, one part below another

**Medial**: toward the midline of the body

**Lateral**: toward the side, away from the center of the body
Prime movers (agonists): muscles which directly cause or produce the joint motion

Antagonists: muscles which act to oppose the prime movement, also act to control the movement, making it smooth and precise

Synergists: muscles cooperating with one another, producing a movement that neither one could produce alone

Flexion: movement resulting in a decreasing of a joint angle with respect to the anatomical position

Extension: the return of a joint to the anatomical position after flexion has occurred

Hyperextension: the continuation of extension beyond the anatomical position

Abduction: sideward movement away from the midline of the body

Adduction: the return movement from the adduction . . . moves together

Rotation: turning from a forward position to a left or right position with no displacement from the central axis

Pronation: movement of the back of the hand forward

Supination: the palms forward position of the anatomical position

Isotonic: a muscle contraction which results in a change of length of the muscle

Concentric: the shortening of a muscle under stress

Eccentric: the lengthening of a muscle under stress

Isometric: a muscle contraction in which the muscle length remains constant

Origin: the less moveable attachment of a muscle . . . generally closest to the midline of the body

Insertion: the most moveable attachment of a muscle . . . generally the farthest from the midline of the body
Personal Training
Job Policies

Introduction
The Personal Training program is an additional service offered by GSW Fitness. This program is an additional cost to our members and therefore a high quality program is expected. Therefore, the personal trainers are expected to display professionalism and to offer the highest quality program as possible.

Attire
Personal Trainers are expected to look professional when meeting with clients or on other assignments. You should wear khaki pants, khaki shorts, athletic pants or shorts, athletic shoes (no open back). All clothes should be ironed and clean. Policies regarding attire will be strictly enforced.

Personal Training/GSW Fitness/Facility Rules
- All participants must be 18 years of age or older.
- All fitness center rules apply to you and each client you train. You are held accountable for these rules.
- All clients must purchase sessions before training or getting a fitness assessment. There are NO exceptions.
- All sessions expire when the clients GSW membership expires. Please make sure your clients are actively working toward using sessions. If you have concerns about this please see the fitness director. Please make the Director aware of any clients that excessively cancel or no-show as this is not tolerated due to your busy schedules. Any exceptions should be approved by the fitness director.
- All partner sessions must be used as partner sessions. Each partner will be charged for a session even if one doesn’t attend a session.
- All group sessions must be used as group sessions. Each group member will be charged for a session even in one of the members doesn’t attend a session.
- In the occasion you should need to cancel a session, you must call the client 24 hrs prior to the scheduled appointment.
- All trainers will be evaluated periodically. This will include the fitness director reviewing exercise programs, observing as you train, and calling clients randomly. You will be evaluated on these items.
- Fitness assessment appointments must be made prior to the fitness assessment to avoid overlaps.
- The fitness lab must be kept organized due to high volume use. All equipment should be put back in the drawers.
- All certifications must be kept current. If a certification expires, you will be suspended from training until it is renewed. Continuing education is required as supplement to this.
- All personal training meetings/trainings are mandatory.
- All client information will be kept in the file cabinet to protect confidentiality.

* These rules will be strictly enforced. Any violation will result in disciplinary action.

Other assignments
As a personal trainer for GSW Fitness there will be times in which you are asked to do other assignments other than training clients. Other assignments may include publicity of the PT program, presentations, cleaning, fitness assessments, etc. Some of this will be required and will be paid. (If it is required, you will be paid). GSW Fitness would really like for you to buy into our program and help out whenever you can. Those of you that step up are remembered for your services. Please remember working for GSW Campus Recreation is about the experience. This is your time to get experience that will be helpful in other jobs. We would like for you to have a positive experience with GSW Campus Recreation and to make the most of your time here.
Mannerism
Since members pay an additional cost they expect a high quality program. That consists of the client feeling comfortable with you, establishing rapport, being punctual & attentive, etc. Therefore, you should make sure that your session is not interrupted for any reason. You should be attentive to your client at all times meaning your eyes should not wander from them. You should not leave or turn your back to your client for any reason. If for any reason, a GSW CAMPUS RECREATION employee interrupts your session you should make sure that person knows it is not professional to interrupt the session unless it is an emergency. If you need to cancel a session you should contact your client 24 hrs in advance unless otherwise agreed upon between you and your client. You should also explain to your client the cancellation policy if he/she should need to cancel.

Signing in/out
You must sign in for each session at the Fitness Desk. In order to keep sessions organized in the system, I will need to know when and who you trained. This should match up to the time sheet at the Front Desk. You will also need to sign in at the front desk as you come in to train in order to get paid. This is your responsibility. If you do a fitness assessment you will still sign in, however you will need to put “FA” next to the slot on the time sheet to indicate you did a fitness assessment. If you have any partner sessions you will need to sign in for 1.5 hrs instead of 1 hr. even though the session only lasts an hour. You get paid extra for doing extra work. Group sessions are paid double, therefore, you would sign in for 2 hrs even though the session only lasts 1 hr.

Time Sheets
You are responsible for checking over your hours when you get your paycheck on Friday’s. It is not required that you check over your time sheets, but if you have a mistake on your check it will be helpful.
Protocol for Each Client

1. Check e-mail and phone messages **daily** to note any newly assigned clients or new information, call or email the Fitness Director to confirm acceptance of client.

2. Contact new clients by phone **within 24 hours** and schedule the initial fitness assessment (which is NOT counted as a training session). Schedule the first training session at the client and trainer’s convenience. **(Personal Trainers CANNOT be working as a Fitness Supervisor AND train clients at the same time. FS’s CANNOT obtain a substitute for their shift in order to train clients. If a mutual time cannot be worked out between the client and the trainer, a new Personal Trainer will need to be assigned).**

3. **Client preparation procedures**
   a) Review new client’s paperwork **BEFORE** assessment to ensure paperwork has been completed appropriately and plan for assessment and training.
   b) Prepare training folder to be kept in the Personal Training closet, located behind Fitness Desk downstairs, for client and trainer access, including workout summary sheet, training log, and any other training information the client should have access.

4. **Initial fitness assessment procedures:**
   a) Collect the client’s receipt of payment.
   b) If client is faculty/staff he/she must sign a waiver.
   c) Explain and have the client sign the Informed Consent form. If client refuses to sign, no assessment will be performed.
   d) Assess the client.
   e) Upon completion of assessment, place client confidential information (including assessment printouts and PT client information) in personal training file drawer.
   f) Review and sign the client/trainer agreement form and place it in client’s folder.
   g) Review and complete the client information/goal setting form and place in client’s folder.
   h) Reassess client within 6-10 weeks.

5. **Personal Training fitness assessment protocol follows those used in the general participant fitness assessment guidelines (see Fitness Assessments section) and serves to establish a baseline from which the client’s progress can be measured.**

6. Following each training session trainers will write a short summary of the session on the “Personal Trainer’s Workout Summary Sheet” and include with workout log. This report should be a short description of the activities done during the session, along with any notes on the client’s progress and/or attitude. The client must place his/her initials beside each entry into this log.

7. **If the trainer is late for a session, that time is owed to the client. If the trainer must cancel a session, that session is owed to the client. Notification of cancellation by a trainer must be given to the client AT LEAST 24 hours in advance. Emergency situations are accepted.**

8. **If the client is late, the session will only last until the end of the hour for which that session was scheduled. However, if after 15 minutes the client does not show up, the Trainer may leave. The trainer should attempt to call the client when late before the trainer leaves the building. If a session needs to be canceled for any reason by the client, a 24 hour notice must be given to the trainer. If prior notification is not received, that session will be forfeited.**
9. All client information will be kept strictly confidential. Files will be reviewed regularly to ensure that all paperwork is being completed appropriately and client’s current with all payments.

10. Trainers are expected to adhere to the standards and guidelines of their certifying organization (ACE, ACSM, NSCA, NASM etc.) and conduct themselves in a professional manner at all times. Any problems experienced, or training-related questions or uncertainties should be brought to the attention of the Fitness Director immediately.

11. Each client will have the opportunity to complete a trainer/program evaluation after his/her final workout, after his/her 8th workout session, or at the client’s request. Evaluations should be delivered or mailed to the Fitness Director and will be revealed to the trainer after review.
Program Outline

Main Office Responsibilities
1. Give interested participants PT information packets & answer basic questions.
2. Review client paperwork for proper completion; give/explain medical release if needed.
   - **Make sure both sides of “Exercise History & Attitude Questionnaire” and PAR-Q are complete**
     (do not except paperwork if the client is a male over 45 or a female over 55 without signed Medical
     Release form, he/she MUST have the Medical Release signed by his/her physician before
     paperwork is accepted; we can fax the form to his/her physician).
3. Accept completed paperwork and payment for personal training packages.
4. Give client receipt (which will be given to the trainer as proof of payment at initial fitness assessment)
5. Forward all completed Personal Training request forms and information to Fitness Director’s mailbox.
6. Accept future payments, place a copy of the receipt in the fitness director’s mailbox

Fitness Director Responsibilities
1. Review all personal training request forms, and match trainer with client.
2. Confirm the selected trainer via verbal, email, or phone (Within 24-hours).
3. Periodically contact clients to ensure training sessions are going well and ask for feedback of program and
   trainers.

Intern Responsibilities
1. Spot-check programs written by trainers, review trainer’s logs, and assess client’s evaluation of his/her
   trainer.
2. Make folder with new client information and file in FA Room.
3. Make sure trainers turn in PT Client Evaluations regularly.
5. Balance client sessions.

Trainer’s Responsibilities
1. Check e-mail and phone messages daily for any new clients assigned and respond ASAP to confirm
   acceptance of new client.
2. Contact any new clients to set up initial fitness assessment (within 24 hours) and schedule training sessions
   at client and trainer’s convenience.
3. Maintain all records in client’s folder (including payment information).
4. Have client complete trainer/program evaluation at end of his/her last training session and/or after his/her 8th
   training session. The evaluation is to be turned in to the Fitness Director upon completion by the client.
Personal Trainer Evaluation

Trainer Name: __________________________

Client Status (please circle one): Faculty Staff Other Student:

How often do you regularly meet with your trainer? (please circle one)
Once per week Twice per week Three per week More than 3x week

Please use the following scale to rate the items listed:
1-very poor 2-poor 3-average 4-good 5-excellent

Trainer:
Knowledge & skill level
1 2 3 4 5
Concern for safety
1 2 3 4 5
Approachability & responsiveness to questions
1 2 3 4 5
Ability to motivate you
1 2 3 4 5
Verbal explanation of exercises
1 2 3 4 5
Selection of exercises
1 2 3 4 5
Energy & enthusiasm
1 2 3 4 5
Preparedness for each session
1 2 3 4 5

Overall training ability
1 2 3 4 5
Trainer's ability to help you work toward your goals
1 2 3 4 5

Comments:
________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Personal Training Program:
Ease in scheduling/purchasing sessions
1 2 3 4 5
Variety of trainers available
1 2 3 4 5
Quality of equipment (fitness center, etc.)
1 2 3 4 5
Quality of assessment (fitness assessments, etc.)
1 2 3 4 5
Education of trainers
1 2 3 4 5
The facility itself (fitness center, etc.)
1 2 3 4 5

Comments:
________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Thank you for taking the time to complete this survey, we value your participation in our Personal Training Program. If you would like more information, please contact Anna Champion, Fitness Program Director, at 931-2111 or via email at champion@gcanes.gsw.edu. If you would like to be contacted please include the following information:

Name (optional) Phone (optional) e-mail address (optional)
Trainings

You must attend all PT trainings.

** These meetings are mandatory. Please let the Fitness Director know if there are any conflicts.

Any excuses will need to be approved.