At the Vanderbilt Recreation and Wellness Center (VRWC) our mission is to provide the highest quality group fitness experience to our members. Our goal is to deliver this program through a comprehensive selection of innovative fitness classes addressing all components of fitness (cardiorespiratory, endurance, muscular strength, and flexibility). The purpose of this manual is to provide an overview of policies and procedures, as well as safety guidelines, to assist in achieving our mission while preventing injury.

The Group Fitness Program follows the guidelines of the Aerobics and Fitness Association of America (AFAA), the American Council on Exercise (ACE), the International Dance and Exercise Association (IDEA), and the American College of Sports Medicine (ACSM).

The VRWC is staffed as follows:

Interim Director: Brock Williams
Associate Directors: Lynn Smith - Intramurals/Fitness/Wellness Memberships
                     Frank Harrison - Aquatics/Outdoor Recreation/Club Sports
Manager: Marilyn Holmes - Wellness/Group Fitness/Marketing/Liaison to H+
Assistant Directors: Linda Rosencranz - Outdoor Recreation
                    Calvin Diggs - Member Relations / Welcome Center
                    Todd Suttles - CampVandy Youth Programs & Fitness Center
Group Fitness Coordinator: Lori Cowan - Group Fitness
Outdoor Rec Coordinator: TBA - Outdoor Recreation Center
Activities Coordinator: Melissa Bates - Front desk/facility
                        Jennifer Ray - Wellness & Fitness
Program Coordinator: Kit Wilson - Aquatics & Youth Programs
Administrative Assistant: Katie Quinn
Facility Supervisor: Margaret Turner
Front desk staff: RV Oliver, Barbara Morgan
Address: Vanderbilt Recreation and Wellness Center
         2700 Children’s Way, Nashville, TN 37235
Front desk phone: 615-343-6627
KEY CLASS COMPONENTS

VRWC Group Fitness Instructors are expected to teach using the format listed below. Performance evaluation scores are heavily based upon adherence to and implementation of the following class format, key components, and safety guidelines:

(1) INTRODUCTION
- Start class on time
- Use microphone & proper volume
- Introduce self
- Explain class type
- Explain class level
- Recommend proper footwear needed for class, if applicable
- Mention beginner classes offered at the same time slot, if applicable
- Talk about hydration throughout class
- Make announcements (found on clipboard in stereo) at some point during class
- Welcome new members
- Tell class to listen to their body and work at their own pace

(2) WARM UP (dependent on class; typically 8-12 minutes)
- Use major muscle groups
- Gradual increase in range of motion and complexity
- Appropriate ordering and transitions
- Do active stretching

(3) WORKOUT (dependent on class; typically 20-45 minutes)
- Store unused equipment safely around the perimeter of the room during class
- Gradually increase intensity
- Give clear, precise cues in advance
- Teach safety and alignment
- Use hand and verbal cues
- Teach at intermediate level (unless mostly beginners) and demonstrate modifications (beginner, intermediate, and advanced options). Prefer instructor to first show beginner, then progress to intermediate and advanced.
- Educate members about anatomy – what muscles they are using, how it will benefit them in daily life, etc.
- Avoid performing the following high risk exercises:
  - Rapid supine double-leg lifts
  - Standing on platform (flat side) of bosu
- Keep knees in line with and not over toes
- Avoid extreme number of repetitions
- Ensure appropriate beats per minute (BPM) that participants can exercise safely with respect to form and range of motion.
- Make sure class level is appropriate. If 25% or more are having trouble following the exercise or combination, adjust the class level.
- Move around to observe form
- Correct bad form, if needed
- Cue smooth and safe transitions
- Be easy to follow
- Avoid continuous counting
- Perform variety of movements
- Be enthusiastic and motivating
- Show interest in members
- Change choreography regularly
- Keep music at safe volume (not too loud)

(4) **TAKE HEART RATE**
- Take heart rate 25-35 minutes into the class or at peak intensity, whichever comes first
- Briefly explain heart rate
- Give modifications based on heart rate results

(5) **COOL DOWN** *(3-5 minutes/30 minute class and 5-10 minutes/60 minute class)*
- Gradually decrease heart rate
- Stretch major muscle groups
- End class on time (ending 5 minutes before the next class is to start)

**SAFETY**

The aerobics classes are intended to be an effective workout without causing injury to the participant. Safety is your primary concern.

S – **Store equipment safely.** Watch for unsafe placement of weights or other safety hazards and take any action needed to provide a safe exercise area. Check the class regularly while in session and take action if you notice that someone needs assistance or equipment has faltered.

A – **Always take a heart rate.**

F – **Form is cued, corrected, and watched closely.** Demonstrate proper technique at all times to avoid injuries.

E – **Educate regarding safety and spacing.**

T – **Teach modifications.** Demonstrate low-impact, beginner, intermediate, and advanced alternatives.

Y – **You and our members are top priority.**

In the event of an injury, know the following procedures:

(1) **Non Life-threatening**
   - This is any injury where the victim is conscious.
     A. **Musculo-Skeletal Injury**
        - Most strains/sprains can be treated with the RICE treatment method:
          - Rest
Ice
Compression
Elevation

- Ask the class to continue, while you help the participant to the edge of the room.
- Designate someone to go to the front desk and notify the building supervisor that ice is needed in specific group fitness room (S2, S3, S4 or S5).
- The building supervisor will then fill out an incident report.
- Return to teaching the class.

(2) Life Threatening
All instructors are required to get CPR certified. Classes are available through the VRWC or through the Vanderbilt Resuscitation Program but it is the instructor's responsibility to be certified either by one of them, Red Cross or American Heart Association.

- If a participant becomes unconscious, **STOP THE CLASS**, and designate someone in the class to go to the front desk and tell them there is an unconscious victim in whatever room (S2, S3, S4, S5) and to call 911
- Then follow the steps outlined in your CPR class
- **There is an AED on the second floor near S3.** There is also one in the Field House, at the front desk, at the fitness desk in the loft (exercise area on second floor) and the exercise room on the first floor.

(3) Instructor Safety
Although an altercation with a VRWC member is not expected, it is important to know what to do in the event that it occurs. Anytime the building is open, there is a supervisor on duty; it may be either professional staff or a student building supervisor. The supervisor can be contacted in their office, or by paging them from the front desk.

A. Disputes
Never enter into a dispute with a member. If a conflict arises, and the member can't be pacified, respond "I'm sorry that I can't resolve this with you, let me get my supervisor". Get the supervisor on duty, and fill out an Incident Report Form located at the front desk.

B. Suspicious Person(s)
If for any reason a member's behavior or actions give you cause for concern, contact the supervisor on duty. This includes if you are personally uncomfortable with the actions of a member.

C. Illness
If during a class you feel faint or ill, stop actively teaching. If this rest does not subside the symptoms, then turn off the music, apologize to the class, and let them know you are too ill to continue. Feel free to ask another instructor who may be in the class to continue for you, but DO NOT allow the well meaning regular participant to continue for you.

(4) Facility Safety
As an employee of the VRWC your responsibilities include protecting the facility. This is true for the room as well as any area in the building. If someone/something looks amiss, contact the supervisor on duty, or leave the group fitness coordinator a note at the front desk.
Note the following in the room:

A. Floor
During the muddy times of the year the floor can become quite dirty. A broom may be in the storage room; sweep the dirt off the floor if it is slippery. A broom is also available from housekeeping; have them paged to come in and sweep. Be on the lookout at any time of the year for debris on the floor. This could be a safety hazard.

Water is also harmful to the floor as well as a safety issue. If there is a water spill, use a towel from the equipment desk to mop it up. The equipment desk is located midway on the 1st floor across from basketball courts.

B. General Room Condition
Have a good feel for what the room looks like normally. If anything is amiss such as a poster fallen off the wall, excessive dust in the storage room, mirror cracked, ceiling tiles off center, wood strips coming off the cubbyholes, etc., email the group fitness coordinator. If it poses a threat to the safety of the members, contact the supervisor on duty.

INJURY PREVENTION BASICS

The major cause of exercise-related injury is too much, too soon. Members must progress gradually to harder, more intense exercises, and longer durations. Your exercise choices must be appropriate for your class. This means that you must be prepared to alter your class plan on a moment’s notice, depending on the fitness level and skills of the participants who have shown up. Experienced instructors have a large repertoire of exercises and exercise modifications that can be used to reformat or even individualize a class on the spot.

Follow the tenets of good technique and correct alignment by always maintaining a neutral spine, pelvis, neck, scapulae, and wrists. These include avoiding:

- Hyperextended knees or elbows
- Excessive use of momentum
- Inappropriate torque (a rotational, twisting force applied to a joint)
- Hyperflexing the knee (bending past 90 degrees) in a weight-bearing position

Avoid risky moves and follow industry guidelines with regard to high-risk exercises to protect your students and yourself. For the average class participant interested in health-related fitness, the risk of performing these exercises outweighs any potential benefit. Always consider the risk to benefit ratio.

Encourage your participants to listen to their bodies, noting twinges or slight annoyances, which can be warning signals of future injury. Most participants have heard the saying, “No
pain, no gain” and often think that if they don’t hurt after an exercise session, it wasn’t a good workout. No pain, no gain, may be appropriate for athletes during competition but is completely inappropriate in a group health and fitness setting.

GROUP FITNESS STAFF POLICIES and PROCEDURES

EMPLOYMENT FORMS (non-students)

All instructors must complete and submit the following employment forms before their first day of work:

- Background check
- Employee Eligibility Verification Form (I-9) (complete On-line)
- Direct Deposit (complete online)
- W-4 Form (Employee’s Withholding Allowance)
- Staff Confidentiality Agreement Form
- Staff Conflict of Interest Disclosure Form (complete online annually)

QUALIFICATIONS & CERTIFICATIONS

All group fitness instructors are responsible for delivering high quality group fitness classes. They should possess strong leadership and communication skills and an awareness of current industry standards and trends. All group fitness instructors must have a minimum of one year teaching experience in a fitness environment.

All group fitness instructors (except pilates, yoga, Tai Chi and martial arts) must have at least one of the following recognized certifications: ACE, AFAA, ACSM, or other national recognized certification. Specialty certifications are needed to teach Zumba, indoor cycling, and aqua classes. All group fitness instructors must be currently certified in CPR/AED. Provide copies of all current certifications to the Group Fitness Coordinator.

PROFESSIONALISM

As VRWC group fitness instructors, you are expected to represent Vanderbilt University in a professional and respectful manner by following the policies listed below.

- Start and end classes on time. Instructors are expected to arrive prior to the start of his/her class in order to insure adequate preparation time, as well as talk to members who may have questions. If you are running late, please call VRWC at 343-6627 as soon as possible. Instructors who are late on a regular basis may be subject to dismissal.
- Instructors are expected to dress modestly and appropriately around the members. Female instructors must wear attire that is not low cut on the top or high cut on the bottom. This is an
institution of higher education for which you are an employee. Please respect this university by not wearing other university’s emblems, logos, etc.

- Create and maintain a **positive, enjoyable, and safe environment**. Designing an effective class begins with the attitude and atmosphere established by the instructor. Introduce yourself to the participants and try to learn their names. Explain the class type, level, and format and review what participants can expect. Give positive motivational cues, smile, and be energetic with body language cues. Change your choreography and music to prevent boredom. Always stress safety and educate the members while you instruct about good body mechanics, what muscles they are using, why they are doing it, and how it will help in their everyday life. In addition, demonstrate low-impact, alternative options.

- **Step Reebok terminology is to be used** in all step classes for consistency with other classes. A list of common moves may be obtained from the group fitness coordinator.

- **Do convey all comments** regarding the VRWC staff, program, facilities, policies, rules, or regulations to support a quality program to the Group Fitness Coordinator to handle accordingly. Your support is critical and may be the only way we learn about program needs.

**ANNUAL EVALUATION AND REQUIREMENTS**

Annual evaluations are **conducted in April**. Throughout the year, classes will be audited by the VRWC staff and the Group Fitness Coordinator. Instructors will receive the feedback and results given to the Group Fitness Coordinator.

All instructors are evaluated on the following categories:

1. **Class Component** – introduction, warm-up, cardio, strength, core, stretching
2. **Instruction** – cueing, phrasing, transitions, easy to follow, show interest in members, move around room, variety
3. **Ability to** - motivate, communicate, educate, correct
4. **Safety** – HR/RPE/Intensity check, options/modifications, no contraindicated exercises, appropriate mic and stereo volume, appropriate BPM, correct improper technique and form
5. **Enthusiasm** – charisma, energetic, engaged, fun
6. **Punctuality** – starts and ends class on time
7. **Preparation** – arrive prior to the start of his/her class in order to insure adequate preparation time, as well as talk to members who may have questions; prepare and use lesson plans

During your scheduled appointment to meet with the Group Fitness Coordinator, you will be given the opportunity to **review and discuss your evaluation**. If significant issues require improvement, a second evaluation may be scheduled. A copy will be given to you upon request.

Annual raises and salary increases are **not guaranteed**. If budget allows, increases will be **based upon** the following:

- Helping with class coverage
- Attending mandatory quarterly meetings (You are paid for mandatory meetings)
- Team work
- Job performance
- Maintaining current certifications and industry standards
- Reliability and dependability
- Safety (heart rate taken appropriately, etc.)
- Teaching and demonstrating proper form (body awareness) and technique
- Customer satisfaction

You are required to do a conflict of interest (COI) form and protection of minors (POM) training online annually. You will receive a reminder in your Vanderbilt email to complete the COI. After completing the POM training, email the group fitness coordinator your certificate of completion.

**Protection of Minors 101**

1. Log into the Vanderbilt Learning Exchange at [https://learningexchange.ea.vanderbilt.edu/#/dashboard](https://learningexchange.ea.vanderbilt.edu/#/dashboard) using your VUnet ID and password.
2. In the blue box that says “Find a Course”, you can search for Protection of Minors. This should bring up the Protection of Minors 101 course and you click “Enroll” and then “Launch”.

**COMMUNICATION**

The Group Fitness Coordinator will communicate information to instructors mostly by e-mail.

**Quarterly meetings** will be held including training, choreography ideas, and other forms of job enhancement. Instructors are expected to **attend 3 out of the 4 meetings annually**. You will be paid for these meetings. Meetings normally last one hour to 1.5 hours. You can enter this on your etimesheet as in service.

You are required to check your Vanderbilt email weekly. HR only has your Vanderbilt email and they send all communication to that email address. To check your email go to [email.vanderbilt.edu](mailto:email.vanderbilt.edu) and click on email. Log in with your VUnet ID and epassword.

**PARKING**

Instructors may park on Children’s Way behind the VRWC. There are 23 spots with a sign for VRWC patrons only. **As a last resort**, you may park in the student parking lot in front of VRWC at the meters. You may want to keep quarters in your car for the meters. You will not be reimbursed if you chose to park anywhere that you have to pay.
SURVEYS

- We want regular feedback from our participants. Remind your class to complete a survey on our website at http://www.vanderbilt.edu/recreationandwellnesscenter/
- This is what they look for:

We want to know what YOU think of the VRWC
Please take a moment and tell us what you think by completing the surveys below.

- For the VRWC, click here.
- For Group Fitness Classes, click here

TIME SHEETS AND PAYROLL (non-students)

1. Go to: https://webapp.mis.vanderbilt.edu/timesheet from any computer.
2. Login using your VUnet ID and e-password.
   
   If you do not have a VUnet ID and e-password, go here and set up:
   
   https://it.vanderbilt.edu/accessvu/
   
   If you need help call: 343-HELP
3. On your first login, you will see the time period from your last paper timesheet. You will need to click on the “Future Pay Period” button, locate the appropriate date, and enter your time.
4. Make sure to put in both start and end times in the correct dates.
5. Hit the save button at the bottom of the page.
6. When the pay period is over, hit the submit button at the bottom. Make sure that Lori Cowan is the approver at the top of the timesheet.
7. Timesheets must be submitted no later than midnight on Saturday of the pay week to get paid on the following Friday. If possible, submit by Friday morning.

Payment information may be available prior to the actual deposit date. However, monies will not be available for withdrawal until the pay date shown on the advice.

Group fitness instructors are paid bi-weekly by direct deposit (you must sign up for direct deposit). If you would like to review your payment information on-line, you may set up a VUnet ID and e-password. Go to https://webapps.mis.vanderbilt.edu/c2hr/ and follow the instructions. Any payroll discrepancies must be reported immediately to the Group Fitness Coordinator at 343-6576.
DIRECT DEPOSIT

You must sign up for direct deposit. Your first paycheck will be a paper check which you can pick up at VRWC from Kelley Beasley. You may set up Direct Deposit online here:
http://hr.vanderbilt.edu/forms/direct-deposit.php
If you need help call 34-7000

CPR

At Vanderbilt, CPR is required to teach, and First Aid is recommended. We promote this by sponsoring occasional certification workshops at VRWC. This is the best option for student instructors. Non-student teachers may also obtain CPR as a Vanderbilt employee by enrolling at the website below.

Whenever you receive a new card, give the group fitness coordinator a copy for your files.

You can renew for free at Vanderbilt. However, if you renew elsewhere, that is fine. The cost of the class is covered if taken at Vanderbilt, but you will not be paid for your time. If you need to renew ASAP, you can show up at any of the classes that are full 15 minutes early and if someone does not show up, you can get in the class.

Here is the link to sign up:

This is the course you need:
Heartsaver AED

HOLIDAYS

VRWC is closed and no classes will be held on the following specific holidays recognized by Vanderbilt University:
(1) New Year’s Day – January 1
(2) Independence Day – July 4
(3) Thanksgiving Day – 4th Thursday in November
(4) Christmas Eve – December 24
(5) Christmas Day – December 25

TERMINATION POLICY

It is hoped that infractions to the policies/procedures/responsibilities will be avoided. In the event that an infraction occurs, you will receive a verbal or written reprimand to amend the behavior. After
the initial communication, change is expected. All noteworthy infractions are recorded by the group fitness coordinator. You may at any time ask to see your performance record. In the event that termination is pending, you will receive notice that any future event will result in termination. Should additional infractions incur, even if unrelated to the initial event, it may result in termination. Not having a class covered more than once may result in termination, despite uncontrolable circumstances. Unfortunately illness and injury are sometimes a factor in an uncovered class. The group fitness coordinator will work with you as much as possible PRIOR to the class to help you find a substitute.

CLASS PROCEDURE

If you are immediately following a class or there is one immediately following you, some of the steps below do not apply. Remember never to leave anything unlocked or unattended if you are leaving the room and the next instructor has not shown up yet.

- Obtain keys at the front desk by leaving your Vanderbilt ID with them
- Turn on lights in the room
- Turn on sound system
- Turn on microphone (no mic in S5)
- Note any announcements in the notebook and be sure to announce during class
- Open equipment closets
- Note anything amiss in the room, report it to the group fitness coordinator
- Teach Class
- Record participation numbers in the participation book
- Close down sound system (except in S4)
- Recharge microphone battery
- Lock equipment closets
- Turn off lights
- Lock door to S4 only; all other entrance doors stay unlocked

KEYS

The aerobics key needs to be safeguarded so that non-employees do not have access. So to prevent this, there is a key check out system. You must go to the front desk and ask for the group fitness key for the room you will be in (S2, S3, S4, S5). The front desk is not allowed to hand the key out to anyone unless they show proof that they are allowed access. This system allows for successful tracking and monitoring of the keys.

For S2: Keys you will receive are sound system and closet keys

For S3: There are 6 keys total on the key chain:
- Sound System Key
- Closet Key- Opens the green doors
- Two Master Lock Keys - To open the cage padlocks
- Two Silver Keys - To open the cage doors

For S4: Door key, Sound system, closet keys
(this is the only room you have to unlock and lock)

For S5: Closet, sound system, cabinets

When your class immediately follows another class, make sure to see that the key is in the room, before the other instructor leaves. Never leave the sound system open and/or unattended. If an instructor is supposed to follow your class and has not shown up, lock up the sound system and equipment and return the key to the front desk. Do not leave anything open or unlocked if you leave the room, even if you are trying to help an instructor who may be running late.

SOUND SYSTEM

The aerobics sound system is top of the line, but it is also very fragile. Should there be a problem, do not try to fix the sound system yourself, or adjust any of the settings that you wouldn't normally use. Communicate the problem to the group fitness coordinator, and use the boom box (located in group fitness coordinator’s office) instead. Take care with the system, and follow these guidelines:

Steps to Turning on Sound System (S3) (To unlock the stereo cabinet in S3, the key must be turned one way to unlock and the other way to lock.)
The easiest thing to do is turn everything on from top to bottom.
1. iPod Dock – where you insert your iPod/CD player as well
2. Turn on the DENON CD player
3. Turn on the Mixer
4. Turn on the Power Amps (this must be on or nothing will work)

There are six components in our system:

iPod dock
iPod- Pull out the stand on the top to dock the iPod- Make sure your iPod is turned off before inserting
Use your iPod to find then play the music you want
Volume for the iPod dock is the first knob labeled iPod

DENNON CD Player
The power button is on the very left hand side. The Open/Close button is the first button on the bottom row. This lets you insert or remove the CD. All of the controls that you would need are on the right hand side. These include: Play, Rewind/FF, Stop, Pause and Pitch. The Pitch control is a dial you turn to the left or right depending on the speed you want the music to go.
Selecting iPod or CD player (S3, S4, and S5)
Hold the “shift” button and then press “source sel” until it is on the one you want to use

MICROPHONE
The microphone always stays in the drawer in the sound system cabinet. The batteries are on the shelf. After the class, take the batteries out of the microphone and put them back on the charger. **NEVER** bend the yellow portion of the Aero Mic. It is very expensive to replace.

MIXER
The Mixer controls the volume on all of the components. Each knob turns the same way, left to right to get louder. There is a knob to control volume in the MAIN, Mic, iPod, CD, There are labels to tell you what knob controls what component.

!!!!!!THE MAIN SHOULD ALWAYS BE THE LOUDEST!!!!!!!!
The other components (iPod, CD) should NEVER be turned up louder than the MAIN – this will BLOW THE SPEAKERS

POWER AMPS
The Power Amps are the GREY component and the one directly below it. You just switch the power on and they will allow everything to work. Without this turned on nothing will work, so this is a crucial step not to miss. A spare Power Amp is at the very bottom, ignore this piece.

NEVER TURN THE DIALS/KNOBS on the POWER AMPS…….this is a sure way to BLOW the speakers!!!!!!

SPECIFIC INSTRUCTIONS FOR S2:
The stereo door may need some muscle to open.

SPECIFIC INSTRUCTIONS FOR S4:
Do not touch the top two components. These are set on a certain frequency and if you change it, the mic will not work! You should only touch the volume knobs. Store the mic in the bottom. There is not room for the headset in the drawer.

EQUIPMENT CLOSET
The door to the equipment closet and cages should remain locked unless during a class period. Please turn the light off when you are done in the closet. All equipment must be returned to the proper place in the closet after class.

INDOOR CYCLE BIKES
If there is a problem with a bike, email the group fitness coordinator the bike number and the
problem. Pull the bike out of the pack and sit it to the side.

**STEPS/MATS**

The steps are 4" high without any risers.

**RISERS**

Each riser is 2”. We do not allow a woman to use more that 2 risers, or a man more that 3. This is to prevent repetition injuries to the knee. It does not have to do entirely with height of the participant. If the participant feels they cannot get a workout without adding more risers, watch their form, there are almost always ways to adjust their form to increase the intensity without sacrificing the knee angle.

**CLEANING**

There are spray bottles and towels in the closet. You must clean the indoor cycling bikes and mats before putting them up. You can also inform your clients to spray their weights or other equipment after use. The towels may be used more than once. Lock these up in the closet after class.

**STRENGTH TRAINING EQUIPMENT**

If you use strength training equipment, make sure to follow the proper form and equipment usage instruction.

1. Your participants should know how to adjust the intensity of any equipment so they can continue to do the exercises without stopping: give more slack to the band, or bring out more than one size weight, and switch to a lighter weight when they start to fatigue (hand weights). In all cases, using your body's own weight as a resistance is the last step before stopping.

2. Standing Form:
   - Head a natural extension of the spine (not tilted forward or back)
   - Shoulders relaxed, shoulder blades back
   - Abs in
   - Neutral pelvis
   - Don't lock knees
   - Feet shoulder width apart

3. When the intensity becomes too great:
   - Put down one weight, pick up a lighter one, or give more slack to the band.
   - Do one repetition for every two of the instructor's.
   - Continue the exercise, but without any equipment, using gravity and the weight of the body's limbs for overload.
HAND WEIGHTS

As with any equipment, please notify the group fitness coordinator when there is not enough equipment to meet the need of the class size. Make sure they are put back in proper order and locked in the closet.

CLASS SCHEDULE

It will be attempted to give class time and format preference to instructors according to seniority. This may not always be possible, and any instructor may be asked to teach at a time that may not always be desirable. This is an accepted part of being a part of a dynamic program.

An instructor is expected to stay with their class through the class schedule. Thanksgiving, Winter Holiday, Spring Break, and Summer are all done on different schedules.

ATTENDANCE

Record the number of participants in the class on the attendance sheet inside the stereo. For instructors teaching classes not located in one of the studios, please record the number of participants you have in each class and provide them to the group fitness coordinator at the end of the month or write them in on the sheet headed “Group Fitness Supplemental and off-campus”.

The minimum number of participants for a class is ONE. If one member comes to take the class, the instructor is expected to teach. Each class must average a minimum of 7 participants. In the event that a class does not average the minimum over a three month span, the instructor or the class may be changed. In the event that no one shows after a 15 minute wait, you will still be paid. You must stay 15 minutes to be sure that no one is coming to class before you leave.

STEP TERMINOLOGY

All instructors are expected to call moves by the same name. A list of step terminology can be obtained from the group fitness coordinator.

RESPONSIBILITIES of a VRWC GROUP FITNESS INSTRUCTOR

1) Each instructor is held solely responsible for their assigned classes.
2) Instructors are responsible for finding their own substitute when they are unable to teach
their class. The instructor must email the group fitness coordinator all subs. Viable substitutes are only those listed on the instructor's phone list. **It is the instructor's responsibility to contact the group fitness coordinator as soon as possible to inform if class was not taught.**

3) Unless otherwise notified, instructors are responsible for working on legal holidays.

4) An instructor may not leave a non-employee in charge.

5) Instructors should clock in (if applicable) allowing enough set up time so that class starts exactly when indicated on the schedule.

**PROTOCOL FOR FINDING SUBS**

1. Email 2 times requesting a sub for the exact type of class that needs covered
2. Call those that teach your type class that you have not heard from
3. Email for any type of class that would fit your category (cardio, strength, mind/body)
4. If unable to find a sub, notify the group fitness coordinator for assistance.
5. Always feel free to ask the group fitness coordinator for suggestions of who the best subs are for your class.
6. If you agree to sub a class and then are unable to teach, it is your responsibility to find another sub.

**POSITIVE ROLE MODEL**

Instructors are expected to be positive examples of health and fitness, and to help perpetuate the wellness philosophy of the program in whatever way possible. Non-desirable personal habits should never be put ahead of more positive and healthful alternatives as answers to our member's questions about health and fitness. A positive attitude and motivating personality are expected of you by your participants. Some days are better than others, but when you come to teach, come prepared to give 100% to your participants.

**MOVES/MUSIC**

You are responsible for acquiring and developing your own music for class. You are responsible for coming up with your own choreography. Some suggestions are:

- Go to other classes, either at Vanderbilt, or in the Nashville community
- Videos
- Aerobics classes on TV (e.g.: ESPN Fitness Pros)
- Use your step moves sheet to come up with new combinations
- Save all your combinations in card file to use for later date

**TEAM MEMBER**
The VRWC Group Fitness Instructor is a team member working in a supportive environment with other instructors to further the goals of the Group Fitness Program.

**INSTRUCTOR BENEFITS**

1. You are paid by the hour
2. You are paid for all meetings and evaluations
3. Free locker
4. Exercise at the VRWC

**ATTITUDE**

Your attitude is not only a reflection of you, but also reflects on the VRWC. Whether you’re having a good day or bad day, our members are relying on you to motivate them, and the VRWC is relying on you to be a positive role model as an employee. This will not always be easy, and is a skill that is developed through practice. Learning to put aside negative personal feeling for positive professional ones is a skill that will help you in all aspects of your life.

You are expected to keep a positive attitude in all aspects of being an instructor: with our members, in staff meetings, with co-workers, and with the group fitness coordinator. Should there be problems or concerns that you have with any aspect of the program, you are expected to approach them with maturity and diplomacy.

**APPEARANCE**

There is no uniform for teaching aerobics. It is strongly encouraged to wear form fitting workout clothes: this way the members can see and emulate your form. A big T-shirt, although comfortable, will inhibit the member's ability to follow your movements.

**INFORMATION**

**NEVER** enter into a dispute with a member and **DO NOT** give out any information to a member unless you are absolutely certain of its accuracy. You are to refer these matters to the group fitness coordinator. Above all, remember whenever you are in contact with our members, be professional, alert, courteous, and tactful.

Be aware that some of the information you know may not be suitable for public consumption. Resist the urge to be "in the know", and err on the side of discretion. The specific nature of a fellow instructor's illness, why someone was terminated, purchasing decisions, etc. are examples of
information not suitable for public discussion.

**ROLES of a VRWC GROUP FITNESS INSTRUCTOR**

**EDUCATOR**

People are more motivated to do something, and to do it more effectively, if they understand why. It is vital that you continuously explain technique and safety to your class. Just being told to "keep the abs tucked in" may wear thin on the participant's ear. It will make an impact, however, if they understand it's to avoid the muscles forming outward.

**MONITOR**

Your class may consist of a variety of fitness levels. It is important to monitor the class members and determine stage of fatigue. You can adjust your moves accordingly. Always remember that your class time is not your time, but the participants’. You must walk through your class at least once during the cardiovascular portion after showing the proper form, and it is especially important to monitor floor and other strength work.

Common signs of fatigue are:
- Dizziness
- Extreme redness of the face
- Loss of coordination
- Loss of form
- Arms down on all exercises
- Reduced intensity variations of your moves

Common signs that the class would like to increase the intensity:
- Their full arm movements added to your moves

Heart rates are an important monitoring device. It allows the participant to monitor their progress, and make necessary adjustments. You are required to take at least 1 heart rate; see the group fitness coordinator if you need further explanation. The Rate of Perceived Exertion Chart (RPE) is also effective in making a quick analysis of exertion level.

**MOTIVATOR**

Your participants want to get a good workout, but they also want to be encouraged and motivated. Continual instructor feedback keeps them motivated and makes them feel like you are concerned for them, and they will work harder for you.
Getting a class to respond to you verbally has two purposes. One, it releases adrenaline, especially when they yell. Two, it makes sure that they are breathing properly. It is very effective from a motivational stand point. It puts the class in unison, and making some noise gets them "into" the class.

**INTEGRATOR**

There is an invisible barrier between the leader in the front of the room, and the participants. Break that barrier and you will be more approachable, and your class will identify with you better. This is difficult in step classes, but easily accomplished in other cardio classes. **Always remember that your class time is not your time, but the participants'.** You should not expect to get your workout while teaching.

You can integrate not only by crossing the barrier, but even by making eye contact with them, and letting them know you see them, and have noted their attendance. If they know that you know who they are, they are more likely to come to class.

Other integration techniques are using different forms of moves: circles, lines, crossing lines.