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Declarations

FitnessFirst
Welcome to the Fitness First Group Fitness Team

It is great to have you on board!

Our primary objective as Group Fitness Instructors is to provide every member with a fantastic Group Fitness experience that will impact on member retention. Group Fitness does more than build muscle!! It builds relationships, provides energetic experiences and creates the dynamic culture within your club. As a Fitness First instructor you are a respected fitness professional. Each instructor will be measured against the following expectations to ensure that Fitness First sets industry benchmarks for professionalism:

**PROFESSIONAL CONDUCT: PEERS**

As Fitness First Instructors we:

- Support club policies and procedures
- Attend two cluster instructor meetings annually
- Display professional conduct at all times when on club premises
- Show respect for members and fellow professionals
- Do not publicly criticise or make negative remarks about individuals, organisations, facilities or Fitness First through conduct or comment. This could result in disciplinary action.
- Demonstrate a co-operative attitude and openness to feedback from fellow instructors and management.

**PROFESSIONAL CONDUCT: MEMBERS**

As Fitness First Instructors we

- Demonstrate a co-operative attitude and openness to feedback from members
- Interact with members in a friendly courteous manner and are available to members before and after each class
- Do not discuss any FF policy/procedure in a negative manner
- Do not incite members to write comments against FF management decisions
CLUB ACCESS

- All Group Fitness Instructors are required to carry a staff access card, queue and introduce themselves at reception
- Where the instructor does not have a staff access card, they are required to sign the guest register and show photo identification
- Instructors are entitled to workout at clubs however they must not take the place of a member in peak time classes. Peak times are club specific and should be clarified with the Club Group Fitness Coordinator, hereby known as GFC

GROUP FITNESS CLUB ACCESS POLICY

Fitness First Australia offers to all team members the benefit of an entitlement to train in the clubs. Conditions apply and must not be abused.

A) ENTITLEMENT TO USE THE CARD

All Group Fitness Instructors must be issued with a staff access regardless of the number of classes they teach

- The use of the card is exclusive to the holder
- This card allows the instructor to use the club as a staff member
- Where the instructor teaches in one club only they will be issued with a home club access card
- Where the instructor teaches in more than one club they will be issued with a passport card

B) USE OF THE ACCESS CARD

- The staff card is to be presented at Reception to gain entry to the club
- Where an instructor does not have their card they must produce photo identification and sign the guest register
- Your first card will be issued free of charge – thereafter a small fee will be charged
C) TERMS AND CONDITIONS OF USE

- When training, instructors have full use of the club facilities, however must pay for additional services. Where a class is full then an instructor must not take the place of a member.
- Any guest brought to the club by an instructor will be treated as any guest to the club and will pay the appropriate entry fee unless they are a member of Fitness First.
- Where a special circumstance arises e.g. training of teams or individuals then entry rights must be discussed with the GFC and Club Manager.

D) TERMINATION OF EMPLOYMENT

- Where a Group Fitness instructor (GFI) resigns, or employment is terminated then the instructor is required to hand back their staff access card on termination.
- The GFC must inform their Administration Manager of any termination of instructors.
- Breach of any of the above conditions will result in the removal of the access card and loss of the privilege.

Please note: Where a Group Fitness Instructor (GFI) is not rostered on for more than one month, club access must be reviewed by the GFC and Club Manager.

GROUP FITNESS AND RECEPTION

- Group Fitness Staff are not to access behind reception.
- Reception staff do not find covers for Group Fitness nor do they take messages.
- In the event of an emergency you may ring reception to inform them e.g. if you are running late for your class.

ATTIRE

- Dress professionally and appropriately
- Shoes must be clean
- Clothing and kit bags promoting other health clubs is not permitted
- Branded Les Mills clothing is encouraged to be worn for the appropriate programs, however it is not compulsory
SOUND SYSTEMS: MUSIC

- It is company policy that at the beginning of every class the instructor check with members for music and voice volume comfort levels.
- Move around the class yourself to check the volume levels – in the majority of clubs there is a fold-back speaker which enables the instructor to assess their volumes.
- Where a member indicates that the volume of either voice or music is too loud for them, do not put the issue to an embarrassing vote. Rather, acknowledge the member immediately and turn your own microphone off if you are talking to the member. Under no circumstances embarrass the member - manage and address their concern professionally.
- Where you feel that the member is unreasonable, or the issue cannot be resolved then manage the situation at the time and speak to your GFC to intervene and help resolve the problem.

FITNESS FIRST GROUP POLICY ON USE OF PIRATED OR COPIED MUSIC

Copyright

You should be aware that the use of pre-recorded music in classes may not be a fair dealing under the copyright legislation, particularly if you are using pirated copies of pre-recorded music or have not paid the relevant fee to the copyright holder.

Fitness First does not support any breach of the Copyright Act or any other similar legislation. You will be held responsible for any such breaches and accepts no liability whatsoever in relation to any such breach.

SOUND SYSTEMS: MICROPHONES

The Aeromic is designed to sit at the side of your face about 2 finger’s width away from the corner of your mouth, NOT IN FRONT. This helps avoid amplifying breath noises or blowing spit into the capsule as you teach.

Under no circumstance is the head set to be bent, or the yellow/orange arm to be re-positioned.

DO NOT BLOW into the microphone to test whether it is working – you will blow the capsule. If continual abuse of the microphone is occurring, action will be taken by the company which could result in instructors being asked to pay for the damaged equipment.
MICROPHONE FAILURE

In the event that the microphone in your club is not functional, it is imperative that we maintain and provide a high level of service for our members. You need to be aware of measures that can be taken that will result in less stress to your vocal organs whilst still presenting participants with a positive group fitness experience. Fitness First has developed a microphone policy that will assist both instructors and members should the issue arise for a class to be taught without a microphone. (Please see Appendix 1.) This policy needs to be read, understood and signed by each instructor on commencement of employment.

EQUIPMENT

Fitness First Australia is committed to providing world class facilities for instructors and members. Equipment must be treated with respect at all times

- Instructors must supply their own pouch belt or mic belt
- Where your class is the last for the session then return the microphone and batteries to their designated storage space and store correctly
- It is recommended that instructors carry spare batteries
- Notify your GFC where there is an issue with any equipment e.g. microphones or sound system and record in the communication book
- Cycle instructors are required to log cycle issues on the cycle maintenance register kept on the clip board in the cycle room
- Instructors should encourage members to store equipment correctly in the storage areas provided and wipe down mats/cycles after use.
CLASS PROCEDURES

The following procedures must be adhered to ensure safe and effective Group Fitness Programming:

- Adhere to class descriptions and industry standards.
- Teach only to the class description, if you are unsure then clarify with your GFC.
- Be prepared and in the club 10 minutes prior to class.
- Check the Group Fitness communication area for any messages. The success of Group Fitness programming depends on your efforts to be informed of any club promotions and news.
- Make sure that your music is cued and that you are mentally and physically prepared to teach before members arrive.
- Follow the battery and microphone procedures in your club.
- Start and Finish your class on time. Running late will cause disruption to the rest of the scheduling.
- Always start the class by introducing yourself and the format of the class.
- Prior to class, always check for beginners and advise. Also check for any health issues such as pregnancy or injuries, which would prevent the person from completing the moves.
- If a person comes forward who is either pregnant or has an injury, you can only advise within your realm of knowledge. Always refer the member to a health professional for advice.
- Fitness First does not support massage or member to member partner work that involves physical touching.
- Where you wish to correct a member’s technique, by physically touching the member you must ask their permission to do so.
- Always provide logical learning curves in any choreographed type of class.
- Always give members options to work at their own level.
- Always offer alternative exercises or modification of moves and exercises.
- At the end of your class thank the members for attending and make yourself available for feedback and comment.
- All incidents should be reported and an Incident report form filled in. Incident report forms can be obtained from reception.
- Please notify your Club Group Fitness Coordinator when equipment is broken, missing or damaged.
- Make sure that the Group Fitness areas are kept clear, tidy and safe.
- Educate members to tidy up their equipment after class and place in appropriate storage boxes.
- Encourage members to use water bottles and remind them that the use of towels is compulsory.
CLASS NUMBERS

IF YOU CAN'T MEASURE, YOU CAN'T MANAGE

- You must record your accurate class numbers after each class on the timetable attached to the clipboard near the stereo. No creative counting, please be honest!

Traffic Lighting – Policy on Low Attending Classes

- The GFC will gather information regarding the class numbers and if low-performing will ‘RED LIGHT’ that class, allowing the members the opportunity to take ownership of the class and assist in growing the numbers.
- Should the numbers continue to stay low, the GFC will take the initiative of informing the members and the instructor that the class will be moved or deleted.
- FF policy is to give the members at least 4 weeks notice prior to a class being removed.

Targets

- All instructors will be notified of the target that has been set by the GFC for that particular class and time slot. Responsibility is placed on the instructor to take ownership of that class and grow the numbers to match and/or exceed the projected target.
- Targets can change accordingly and will reflect seasonal changes, timeslots and programmes.

AVAILABILITIES AND ROSTERING

As a Fitness First instructor you are required to familiarise yourself with your clubs availability procedures. It is important to recognise that teaching at Fitness First as a Group Fitness Instructor is a serious professional commitment. Once confirmed for your class you are responsible for that class. Please refer to the Company Policy on Class Covers. Please note the following:

- Instructor phone lists that are issued to instructors are confidential and cannot be passed on to a non Fitness First Club.
- Non Fitness First staff (employees) must not be used to cover classes.
- Once an instructor is booked and confirmed for the class there is an agreement between Fitness First Australia and the instructor, that the instructor will teach that class during that month/s roster or until the roster changes.
- You must teach that class as formatted.
- In the event of no one turning up for the class the instructor will still be paid in full for that class.
- Under no circumstances should an instructor cancel the class. We are in a service industry therefore have a duty to a member to provide constant service.
PARTICIPATING IN OTHER INSTRUCTORS CLASSES

1) Before the start of the class the participating instructor is to introduce him/herself to the instructor who is teaching the class.

2) If the participating instructor wishes to take notes or watch the class rather than participating he/she must obtain permission from the teaching instructor before the start of the class.

3) Unless asked by the teaching instructor, the participating instructor is not to interfere with the class in any way (e.g. correcting technique etc.)

4) It is important that the participating instructor stays for the entire duration of the class as we are setting good examples for our participants.

5) Upon completion of the class, the participating instructor is to thank the teaching instructor.

6) Constructive feedback may be given but not in front of other participants.

CLASS OWNERSHIP

Whilst we encourage GFI to take ownership of their given class, there is an understanding that instructors do not own a class forever and will be given a minimum of 4 weeks notice, should they no longer be required on the roster for that specific class slot. FF will within reason offer a similar style of class and time slot to that instructor, before finding a replacement.

Reasons to change instructor/remove classes would be:

- Low performing class attendances. (This process would follow the Traffic Lighting Policy)
- Instructor assessment has identified concerns in key areas
- Roster changes due to business decisions, seasonal variation, new initiatives
- Instructor misconduct. (Procedures are in place to formally document this process).
- Qualifications and registrations not being current
- Upskilling workshops and/or CECs not being obtained in line with national requirements

Where Fitness First is making a decision to change the roster due to reasons beyond the control of the instructor, some of which may be identified above, we will endeavour to give you a minimum four weeks notice.
TIMESHEETS AND PAY

- Instructors are paid on a fortnightly basis and into account they have directed.
- All timesheets need to be signed by the employee as a true record of the time worked.
- Timesheets will not be paid in the current period, if they are handed in late. They will instead be held over until the next pay period.

COMPANY POLICY ON CLASS COVERS

1) Instructor availabilities are to be given in writing to the club coordinator monthly and by the due date set by the GFC.
2) The GFC is under no obligation to accept availabilities handed in after the due date.
3) Classes for the following month will be allocated and confirmed.
4) The instructor is then responsible for teaching that class as agreed.
5) Where the instructor requires a cover, then the instructor is responsible for finding the class cover.
6) The GFC is not responsible for finding the cover but may in an emergency be asked to help.
7) Responsibility for a class cover remains at all times with the instructor who has agreed to teach the class.
8) Once a cover has been found the instructor originally booked must
   - Ring the GFC and inform them of the cover
   - Where the cover is an emergency cover, ring reception and inform them of the change

Reception will not find covers for instructors

Call reception only to inform them if you are running late for class or have to cancel at the very last minute

Emergency cover is defined as arising where a cover is found 12 hours prior to the booked class.

Please refer to the No Show Policy
NO SHOWS

Fitness First Australia views a NO SHOW as a serious breach of the employment contract. By committing to conduct a class, you have agreed to be at the class on time to teach. The company NO SHOW policy (below) will be strictly enforced.

NO SHOW POLICY

First No Show:
Where the instructor does not provide the company with supported evidence of a ‘reasonable’ cause for the failure to perform work as agreed in the roster, the GFC may exercise discretion or remove the instructor from the roster of one or all clubs for a period no longer than the following month.

Second No Show:
Where the instructor does not provide the company with supported evidence of a ‘reasonable’ cause for failure to perform work as agreed in the roster for a second time the GFC will remove the instructor from the roster of one or all clubs for a period of no longer than the following month.

Third No-Show:
Where the instructor does not provide the company with supported evidence of a ‘reasonable’ cause for the failure to perform work as agreed in the roster for a third time, the GFC will no longer roster that instructor to the work roster of the club or any club.

**Reasonable Cause includes** misadventure or illness supported by a medical certificate.

**Discretion** refers to the ability of the GFC to take into account the instructors work history and all the circumstances of the case.
COMMUNICATION

- It is the responsibility of the instructor to communicate all class changes with the GFC and ensure messages are received.
- Text messages regarding class covers, emergencies and availabilities will not as a rule be accepted by GFC’s. Where you must text, the message must be followed up by a confirmation phone call to the GFC.
- Please check with your GFC that they will accept text messages.
- It is the responsibility of the Group Fitness Instructor to read all memo’s issued by the GFC.

EDUCATION

- Fitness First requires all instructors to be Registered Fitness leaders as required by the governing body in each state. Senior First Aid, personal and public liability must be kept current.
- Copies of certification must be given to the GFC.
- Fitness First supports the ongoing education of all Group Fitness Instructors and encourages a healthy lifestyle. Remember that you are a role model to our members and guests.
- Aim to improve areas of skill identified through the instructor evaluations conducted by the GFC.
- Where an instructor is an exclusive instructor then Fitness First will reimburse the instructor for the cost of The Les Mills Quarterly workshops. A copy of your paid invoice is to be attached to your timesheet for sign off by your GFC, and proof of attendance is to be submitted after the workshop.

As Fitness First instructors we aim to:

- Increase our knowledge base by attending workshops, pursuing and acquiring qualifications, reading articles and keeping up with industry standards.
- Renew our national registration every 2 years, by obtaining the required CECs and keep our First Aid training up-to date.
LES MILLS BODY TRAINING SYSTEMS

To maximize the professionalism of the Les Mills programs, it is necessary that all Les Mills qualified instructors attend at least two quarterly launches annually. Please note that new releases or part thereof must not be taught prior to the launch date as determined by your Club Coordinator.

THE ‘EXCLUSIVE’ PROGRAM

When an instructor teaches only for Fitness First then they are eligible to become part of the “Exclusive Rewards Program”. Benefits under the scheme are offered at the discretion of the company. Please apply through your GFC.
PROGRAMES ON OFFER AT FITNESS FIRST
**CLASS DESCRIPTIONS**

**AB BLAST** 30 minute conditioning workout focusing on the core.

**AQUA** A cardio and conditioning workout performed in water to support the body and provide resistance.

**ATHLETIC POWER** Get energized with strong, powerful, but simple moves. Easy on the mind to let the body have a workout.

**BASIC TRAINING** A circuit style class using simple but high intensity moves, exercises and activities. A great cardio workout that may include strength work. Pack your sweat towel and not your dance shoes!

**BODYATTACK** Simple, athletic and electric. A high energy program combining hi & lo impact moves and combinations, organised action and strength phases. Not for the faint hearted.

**BODYBALANCE** Combining the many beneficial and splendid aspects of Yoga, Tai Chi and Pilates. Set to inspiring and uplifting music.

**BODYCOMBAT** Kick and punch your way to great results in this hi octane, adrenaline pumping workout. Incorporates many disciplines from martial arts, like kickboxing, boxing and Tai Chi.

**BODYJAM** An awesome dance based program allowing you to step beyond your boundaries and explore your potential as a great mover and shaker. Let your hips do the talking.

**BODYPUMP** The world's biggest exercise participation program. All the benefits of weight training using adjustable weights in a friendly environment & set to great music. All welcome!

**BODYPUMP** Taking Step back to what made it so popular for years. Adjustable height of the platform for intensity, slower speeds & simple choreography allows you to maximise the workout, hence the results.
**BODYCOMBAT, BODYJAM, BODYPUMP Technique**

A 30 minute technique review class for new and experienced participants which outlines the main movements and safety aspects of the class, therefore enhancing results and enjoyment.

**BOOTBOX!**

A non-stop, high energy, cardio kick-boxing class! Punching & kicking combinations offer constant change and challenge. Suited to the regular exerciser.

**BOXING**

A boxing style workout combining impact and cardio training. Please bring your own gloves.

**CHI BALL**

A system based on the principles of traditional Chinese Medicine. Holistic for the body, mind and spirit with use of an aromatic Chi Ball (provided to participants).

**CIRCUIT**

A class using both resistance training equipment and cardiovascular activities, with organised action drills.

**CYCLE**

No coordination required. Fantastic freestyle stationary cycle workout. Places demands on the cardiovascular system and lower body. Your instructor will provide ever changing scenery and challenges.

**CYCLE EXPRESS**

A 30 minute cycle class for those in a hurry.

**DANCE**

Join top Dance Instructors for a different flavour every week! Latin, Modern, Funk and Jive feature each week in this diverse and exciting class.

**FITBALL**

An all over muscle conditioning workout utilising the Fitball and focusing on the core. This class also includes some Pilates principles.

**FUNK**

A highly choreographed dance based class recommended for those who enjoy a coordination challenge.

**HI ENERGY**

A choreographed class mixing high and low impact moves into stylised combinations that require an active mind.

**LATIN FIESTA**

Get ready to party! Move and roll that body to Latin American music that will excite you all over. Great fun and enjoyment.

**LO-LITE**

A light paced class based on non complex moves with a body shaping and stretch component.
NEW BODY A low impact class using light hand weights to improve muscle tone and increase lung efficiency. Suitable for the new exerciser through to the more experienced participant, the emphasis of this class is on FUN!

PILATES A class that teaches a unique method of body control and conditioning - stretching and strengthening the muscles, while improving flexibility and balance.

PILATES PROPS Mat work class utilising therabands, rollers and other equipment to provide extra resistance and challenge regular Pilates participants.

PREGNANCY FOUNDATION The body changes dramatically during pregnancy. Learn to listen and gauge your needs through each trimester, allowing you a safe and effective workout experience.

RPM No coordination required. Great music inspires you through a range of riding terrains enacted through the use of resistance and variable speeds. Entry level options are encouraged along with intense power training for the elite.

RPM Hi Performance Intermediate to Advanced: A 60 minute monster for regular riders wanting to push their limits of resistance, strength and endurance.

RPM/Cycle Technique Covers cycle set up, positioning and safety. Learn how to maximise your riding experience through the use of resistance and speed changes.

RUN Venture out of the club for an outdoor group run.

SCULPT Non impact class that uses hand weights and other studio equipment to condition and sculpt all body parts.

STEP Recommended for the experienced Step participant who enjoys a fun filled class where the instructor creates the moves to deliver a challenging workout for mind and muscle.

STEP BASIC Essential for the step participant looking for a simple non-complex step workout.

STRETCH Floor based class with emphasis on stretches to increase and maximise joint and muscular flexibility.

SUPER SENIORS Gentle and light paced activity to increase fitness, mobility and posture.
**TAI CHI** A Chinese martial art that is primarily practiced for its health benefits, promoting integration of mind and body.

**TASTER** For new participants to Group Fitness, an opportunity to experience a variety of formats and therefore feel comfortable when participating in an entire class.

**WALK** A brisk outdoor group-walk.

**X-TRAINING** A non-complex class combining a Step and Hi-Low component.

**YOGA** Known for its ability to heal and bring peace of mind. Learn how to stretch and tone while slowing down the breath.

**YOGA MEDITATION** 90 minute Yoga class with a 30 minute meditation/breathing component.

**YOGA/PILATES FOUNDATION** An orientation to both the mind body disciplines of Yoga and Pilates. Recommended for new participants.

Group Fitness Instructors will be evaluated on a regular basis. This helps to improve the quality of the instructors teaching skills as well as the overall Group Fitness Class. For Les Mills programs the Les Mills evaluation criteria will be used. For all other programs the class formats and guidelines against which instructors will be evaluated are as follows:
**ABS BLAST**

Abs Blast at Fitness First is a **core-conditioning workout**. In this 25-30 minute class, you will provide a wide variety of exercises designed to strengthen the muscles of your participants’ mid-section.

Abs Blast is **not** intended as a cardiovascular workout.
Abs Blast is **not** designed to tone the muscles of your participants’ butt and thighs.
Abs Blast is purely for the benefit of your participants’ **abdominals, lower back and pelvic floor**.

Remember that many of the participants attending your classes will have weak lower back and weak abdominal muscles. Therefore, it is best to perform exercises in a slow and controlled manner, rather than in a “Bootcamp style”

Please select exercises that are suitable to this training objective. Rather than concentrating purely on the rectus abdominus, a balanced approach of spinal flexion, rotation, and lateral flexion in the back lying position is recommended. You should emphasise the involvement of all the abdominal muscle groups for abdominal shaping and low-back health reasons.
**AQUA**

This class caters for everyone from beginners, pregnant women, non-swimmers, the elderly, the injured, the infirm and those using it for rehabilitation. Many participants enjoy the ‘essentials’ level of workout, participate on a regular basis and don’t want to move up a level. Within an essentials class participants can vary their workout and increase the intensity.

**SOME POINTS TO CONSIDER**

- Have I taken age & fitness levels into consideration?
- Is the exercise safe?
- Is the exercise effective?
- Is the exercise harmful if done repetitively?
- How can I modify or adapt the exercise?

**HAVE YOU ADEQUATELY & THOUGHTFULLY PLANNED THE CLASS?**

- The Warm-up
- Pre-exercise stretch (optional)
- Cardio phase
- Conditioning
- Cool down

**USEFUL INSTRUCTOR SKILLS**

- Visual Demonstration use fewer words & more actions
- Slow down demonstrations to water speed
- Use hand signals for direction & speed changes
- Cueing
- Pre cueing
- Cues must be appropriate
- Vary verbal & non-verbal
- Cues must be consistent
- Verbal Re-enforcement:
  - modulate your voice to set mood or energy level
- Technique correction:
  - Is your technique demonstration correct?
MUSIC

Consider the rhythm and tempo.
Music can make or break the class – consider the participants and choose music to suit. 124 to 136bpm is suitable for an Aqua Essentials class however music is optional.

BEFORE EACH CLASS
- Arrive early to set up
- Equipment
- Have music cued and ready to go
- Check water temperature - this can make a difference to the level of workout and duration of conditioning & cool down phases as we don’t want participants to get cold
- Pre-class screening - check for injuries, new participants, pregnant participants
- Have a class outline to give it purpose

BASIC TRAINING
Series of athletic drills in an organised action setup with a basis on cardiovascular fitness and no choreography.
BOXING

SIMPLE BOXING PAD WORK WITH A PARTNER, BAG WORK OR SHADOW BOXING

- Emphasis on simple intense work with appropriate rest
- Particular attention paid not to over use one drill, movement or muscle group
- Organized action, line work and groups are all possible in this class
- No impact during the warm up phase of the class
- No striking of any description other than punching i.e. no elbows, knees, kicking etc
- No striking of any surface other than the pads, punch shield or bag
- NO Sparring
- Potential for muscle conditioning in the last 10 minutes of the class or throughout the main body of the class
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 130-140bpm (no impact)</td>
<td>0 – 5 min</td>
<td>0 – 5 min</td>
</tr>
<tr>
<td>Boxing Drills – bpm not necessary but suggested Fast/Motivating</td>
<td>5 – 40 min</td>
<td>5 – 55 min</td>
</tr>
<tr>
<td>Stretch and Cool Down</td>
<td>40 – 45 min</td>
<td>55 – 60 min</td>
</tr>
</tbody>
</table>

BOXING POLICY

1) 0-5 minutes structured warm-up concentrating on boxing movements with focus on correct punching technique (fists, wrist, position etc.) with enough emphasis on movement through shoulder/elbow joints to raise core temperature and gradual increase in punching power, speed and impact.

2) No physical contact between members other than against holding pads, punch shields and gloves.
   - No sparring whatsoever
   - No striking other than punching
   - No elbows
   - No knee strikes
   - No kicks of any description

3) The Class structure must ensure an even workout between all participants (i.e. people not holding pads for any longer than 2 minutes before swapping to “active” work e.g. punching)

4) Instructors to provide adequate technique time / coaching within the class for difficult punches e.g. hooks and body punches.

5) Instructor to provide warm downs and stretch at the end of every class
CYCLE/RPM

CYCLE GUIDELINES
Indoor cycling delivers great results in a time efficient, controlled environment, with no complicated moves and great music. A cycle instructor is coach, motivator and mentor to every participant. Blue lights are not to be used exclusively for the entire duration of the class.

PRE CLASS
- Your gear should be appropriate to the activity with pants close fitting, so as not to engage the pedals
- RPM gear may be worn, but only for a RPM class.

BIKE FIT
- Ensure that all participants know how to adjust saddle, handlebars, resistance and brake and tighten/ adjust pedal straps and tuck shoe laces into their shoes
- Please ensure YOU know how to fit a strap to the pedal
- Proper Bike Fit will minimize injuries and improve the efficiency of the workout

SADDLE HEIGHT
When the saddle height is correctly adjusted, there should be a slight bend in the knee at the bottom of the pedal stroke. To adjust, place the saddle at hip height.

A saddle that is positioned too high will generally cause a rider's hips to rock from side to side
Over extending your legs with each pedal stroke can result in Achilles tendonitis, hamstring problems and posterior knee pain
A saddle that is positioned too low will usually cause a cyclist to ride “bow – legged” and can often lead to pain in the front of the knee. By forcing greater knee flexion, this saddle position creates stress on the back of the patella
SADDLE POSITION
When seated on the bike with crank arms horizontal and hands placed on the handle bars, there should be a straight line from the knee cap to the ball of the foot or pedal spindle on the bike. Saddle forward/backward adjustment is for changing the position relative to the pedals - not relative to the handlebars.

- A saddle set too far forward can malalign the pelvis and will be stressful to the lower back
- A saddle set too far back can give rise to pulled hamstrings and Achilles Tendonitis

HANDLE BAR HEIGHT
Keep handlebars higher than seat for new participants, pregnant participants or those with lower back problems

- Riders who have less flexible hamstrings or lower back pain will likely feel more comfortable with the handlebars higher and the torso more upright
- If your handlebars are too low you may place too much weight on the hands, arms and shoulders. This make cause tingling and numbness in the hands and shoulder area.

COMFORT
- Instructors must place their own towels across handlebars and ask members to do the same. This prevents excess dripping of sweat onto the fly wheel and gear system
- Participants must be aware that they can work at their own pace
- Give options e.g. standing work is optional
- Encourage members to drink water throughout the class

CLASS SAFETY GUIDELINES
- All classes must include a 5 mins warm up. During this time resistance is light, pedal pace approximately between 90 and 110 RPM
- There must be NO SLOW PEDALLING WITH HEAVY RESISTANCE within the first 10 minutes of the class
- Upper body stretches between the warm up phase and workout are optional. However, it is recommended that you give participants a chance to stretch the upper body
WORKOUT SECTION - FREESTYLE GUIDELINES

Indoor cycling is a group fitness class. Focus is on aerobic and anaerobic fitness, leg strength and power and controlled speed. There will be no cycling without resistance.

There is to be no:

- Single leg riding
- No removing one or two feet from the pedals - ever!
- There will be no arm lines used. Both hands must be on handle bars at all times during ride
- There will be no removing the saddle from frame
- No slow hills i.e. less than 60 rpm’s in first ten minutes
- No fast repetitive jumps … maximum speed 100 rpm’s minimum time for jumps 6 -8 seconds up and 6 -8 seconds down (advanced riders only)
- Class structure must allow for variation, beginners should be offered easy options.
- Vary class structure and analyse why you are doing what you are doing.
- Be wary of long hill climbs(climbs longer than 5 minutes)
- Remember that many of our participants are professional sitters who will have short hip flexors and hamstrings - cycling can exacerbate these muscle patterns especially when using heavy resistance over prolonged time periods

REMINDERS

- Remind members to take a break for rest or water whenever they need too.
- Attempt to make your communication as motivating as possible
- Remember that members appreciate educational and technical tips

RECOMMENDED SPEEDS (RPMS)

- Warm up 90-110
- Flat Road 85-120 (130+ occasionally for short periods for advanced riders with options given for beginners)
- Seated Climb 75 - 85 (advanced may go slower)
- Standing Climb 60 - 80 (advanced 90)
COOLDOWN

Because the hip and knee are never fully extended during cycle the hamstrings and hip flexors are shortened during the activity. Introduce a variety of stretches during the cool down to address this.

A cool down must be offered with low resistance for recovery. Stretches on the bike can include triceps, shoulders, chest, and neck. No leg stretches on the bike

Compulsory Stretches to be performed off the bike

- Hip Flexors
- Quadriceps
- Hamstrings
- Iliotibial Band
- Gluteals

The above is issued by the Fitness First Australia LEGAL DEPARTMENT AND IS NOT NEGOTIABLE
ALL CYCLE INSTRUCTORS MUST AT THE BEGINNING OF EVERY CLASS DEMONSTRATE VISUALLY AND EXPLAIN VERBALLY TO MEMBERS HOW TO USE THE EMERGENCY BRAKE ON THE CYCLE BIKE

If you are unsure on the above then please ask your Group Fitness Coordinator for clarification.

Fitness First Class formats are based on industry standards as defined in “The Aerobics Instructor’s Handbook” produced by Nigel Champion and Greg Hurst....... Network for Fitness Professionals (1999)
**CIRCUIT**

- Class using both resistance training equipment and cardiovascular
- No complex “Aerobic” choreography for cardio work
- Very simple on the spot warm up with an absolute minimal choreography
- Also possible to warm participants up on the machine cardio and resistance equipment with minimal resistance
- Strongly recommend minimal impact work on solid concrete floors for cardio work
- Potential for group work
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 135 – 140bpm</td>
<td>0 – 7 min</td>
<td>0 – 7 min</td>
</tr>
<tr>
<td>Muscle conditioning work</td>
<td>5 – 38 min</td>
<td>5 – 52 min</td>
</tr>
<tr>
<td>Stretch and Cool Down</td>
<td>38 – 45 min</td>
<td>52 – 60 min</td>
</tr>
</tbody>
</table>

**FUNK**

Highly specialized dance class:

- Choreography should be complex but achievable for experienced participants, working towards a finished, highly structured dance routine
- Spinning, turning and all manner of choreography recommended
- No abdominal or muscle conditioning component required
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 138 – 140bpm</td>
<td>0 – 7 min</td>
<td>0 – 7 min</td>
</tr>
<tr>
<td>Body of Class 140 – 145bpm</td>
<td>5 – 38 min</td>
<td>5 – 52 min</td>
</tr>
<tr>
<td>Stretch and Cool Down</td>
<td>38 – 45 min</td>
<td>52 – 60 min</td>
</tr>
</tbody>
</table>
**HI-LO**

An exhilarating, energizing choreographed aerobic class using both hi and lo moves.

- Spinning and turning permitted, as with complex choreography relative to the culture of the club
- Layered and structured routines, possibly working up to a “performance” style end product
- Medium to hi intensity using hi or lo impact moves
- No muscle conditioning apart from abdominal work which is optional.
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 138-145bpm</td>
<td>0 – 5 min</td>
<td>0 – 5 min</td>
</tr>
<tr>
<td>Body of Class 160 – 165bpm</td>
<td>5 – 35 min</td>
<td>5 - 50 min</td>
</tr>
<tr>
<td>Abdominal work 125bpm</td>
<td>35 – 40 min</td>
<td>50 – 55 min</td>
</tr>
<tr>
<td>Stretch and Cool Down</td>
<td>40 – 45 min</td>
<td>55 – 60 min</td>
</tr>
</tbody>
</table>

**LO – LITE**

A simple, entry level aerobic class suitable for the novice exerciser, more senior participant, those returning to exercise after a break or those just wishing for a simple workout.

- No spinning, turning or complex choreography
- No more than 3 different movements in a 32 count combination
- Low impact movements only
- Potential for some organised action i.e. power walking in a circle
- Muscle conditioning component necessary i.e. simple push ups, body weight only squats, possibly lunges on the spot only
- Greatly increased stretch and cool down component
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 135bpm</td>
<td>0 – 8 min</td>
<td>0 – 8 min</td>
</tr>
<tr>
<td>Body of Class 140 – 142bpm cardio component</td>
<td>8 – 30 min</td>
<td>8 – 40 min</td>
</tr>
<tr>
<td>Abdominal work 125bpm</td>
<td>30 – 37 min</td>
<td>40 – 50 min</td>
</tr>
<tr>
<td>Stretch and Cool Down</td>
<td>37 – 45 min</td>
<td>50 – 60 min</td>
</tr>
</tbody>
</table>
**STEP BASIC**

This is an entry-level step class aimed at providing maximal instruction for those who have never stepped before. This class must cover instruction on step set up, terminology and emphasis in safety and correct stepping technique.

- Simple movements on the step with the focus on terminology (i.e. this is a basic step, this is a single knee etc), instruction and safety
- No spinning or reverse movements
- High repetition of movements
- Keep in mind muscle balance right and left side
- No 360 degree spinning
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 135 – 138bpm On the spot minimal choreography</td>
<td>0 – 7 min</td>
<td>0 – 7 min</td>
</tr>
<tr>
<td>Body of Class 122 – 124bpm</td>
<td>7 – 33 min</td>
<td>7 – 45 min</td>
</tr>
<tr>
<td>Abdominal work 124bpm</td>
<td>33 – 40 min</td>
<td>45 – 50 min</td>
</tr>
<tr>
<td>Stretch and Cool Down</td>
<td>40 – 45 min</td>
<td>50 – 60 min</td>
</tr>
</tbody>
</table>
**STEP**

This class has a higher workout value than the step basic and greater emphasis on more complex choreography. The instructor should be confident those attending would be very comfortable with step movements and terminology

- Routine based class possibly but not necessarily working up to a finished “performance” routine
- High workout value, don’t be shy of jogging and jumps and optional impact movements
- Potential for “power” or simple blocks with the emphasis on increased cardiovascular intensity
- Below is an example of class structure dependant on 45 min or 1 hour class

<table>
<thead>
<tr>
<th>Class Breakdown</th>
<th>45min</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Up 135 – 138bpm</td>
<td>0 – 6 min</td>
<td>0 – 6 min</td>
</tr>
<tr>
<td>Body of Class 125 – 130bpm</td>
<td>6 – 35 min</td>
<td>6 – 50 min</td>
</tr>
<tr>
<td>Abdominal work 125bpm</td>
<td>35 – 40 min</td>
<td>50 – 55 min</td>
</tr>
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- Still a workout but with most emphasis on the complex, challenging but achievable choreography
- Complex movement patterns, spinning turning and reverse movements appropriate
- Layered and structured routines building up to complex choreography in 32 counts working up toward a finished product, possibly with a performance aspect
- No organised action
- Minimal muscle conditioning i.e. abdominal work only

Note: For all freestyle Hi Lo & Step classes please ensure that you are aware of the complexity level relevant to the class you are teaching. Please discuss this with your GFC.
STEP POLICY

TEACHING SAFELY

1) Teach to the format
2) Ensure that there is enough space between steps so that participants can correctly execute moves
3) Ensure that all equipment / water bottles and towels are safely stowed away
4) Balance the use of lead legs
5) Cue participants to place the whole foot on the step and to step softly
6) The knee joint should not bend more than 90 degrees
7) Hand weights are not to be used during the travelling / step section of the class
8) Avoid moves which involve a participant stepping forwards off the step
9) Current Music Speeds for Step are:
   • Beginners (intro) 122-124 beats per minute
   • Intermediate (Basic) 124- 126 beats per minute
   • Advanced (Moves) 128- 130 beats
   • Working outside the music speed as set may be subject to a warning

Use guidelines established for different categories of step classes and plan your choreography accordingly.

All steps must be tap free. If you are not sure what this means then talk with your Club Coordinator who will advise you.

Ensure form and technique are reinforced, corrected and maintained throughout class. Use sound teaching skills to teach moves. Avoid ‘follow the leader’ teaching style. At all times ensure that your moves are safe.

The following is policy:
   • No stepping backwards
   • Avoid rotating on a loaded knee
   • No jumping off Step
<table>
<thead>
<tr>
<th><strong>STEP BASIC</strong></th>
<th><strong>STEP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL</strong></td>
<td></td>
</tr>
<tr>
<td>Maximal instruction, minimal complexity – KISS</td>
<td>Maximal intensity, minimal confusion</td>
</tr>
<tr>
<td>Low impact aerobic moves on floor (not on step) at 130-135bpm. No stepping, only tapping bench and walking on top (eg. 8 up 8 down). Dynamic/ROM stretching plus static calf stretch.</td>
<td>Low intensity step moves and low impact aerobic moves using music less than 130bpm. Minimise turning, build intensity and complexity. Include dynamic/ROM stretching including calf.</td>
</tr>
<tr>
<td><strong>WARM-UP</strong></td>
<td></td>
</tr>
<tr>
<td>Slower 122-125bpm and do not use cross phrasing</td>
<td>Ceiling of 130bpm and minimal cross-phrasing</td>
</tr>
<tr>
<td><strong>SPEED/MUSIC</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MOVES</strong></td>
<td></td>
</tr>
<tr>
<td>Direction only as required by base moves eg. Indecision, turn step, corkscrew. Foot work always taught facing instructor so direction is optional.</td>
<td>Directional variation as required eg. turn straddle, on/off the step, ATW Multi directional – transitions &amp; turns smooth &amp; safe</td>
</tr>
<tr>
<td><strong>DIRECTION</strong></td>
<td></td>
</tr>
<tr>
<td>High reps and minimum of 16 counts per move before changing eg. 4 basics, 2 repeaters</td>
<td>Minimum of 4 counts per move</td>
</tr>
<tr>
<td><strong>CHOREOGRAPHY</strong></td>
<td></td>
</tr>
<tr>
<td>Lots of repetition &amp; gradual progression. No more than 4 different moves in a routine</td>
<td>Stylised choreography, R/L balance, ‘cue free’ Time to observe and communicate</td>
</tr>
<tr>
<td><strong>INCLUDE</strong></td>
<td></td>
</tr>
<tr>
<td>Facing the back (held), turn-outs, spinning, reverse movements</td>
<td>Facing the back unless a repeat or base moves. Assuming prior knowledge. Demonstration teaching</td>
</tr>
<tr>
<td><strong>AVOID</strong></td>
<td></td>
</tr>
<tr>
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<td>Facing the back unless a repeat or base moves. Assuming prior knowledge. Demonstration teaching</td>
</tr>
</tbody>
</table>
SCULPT

- Muscle conditioning class using body weight or small hand weights only
- Instructing emphasis on correct technique execution of movements and education
- Where possible structure class with muscle balance of prime concern, using only equipment supplied e.g. steps, hand weights, Dynabands, etc
- Below is an example of class structure dependant on 45 min or 1 hour class

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APPENDIX 1

FITNESS FIRST MICROPHONE POLICY

In the event that the microphone in your club is not functional, it is imperative that we maintain and provide a high level of service for our members. You need to be aware of measures that can be taken that will result in less stress to your vocal organs whilst still presenting participants with a positive group fitness experience.

If the microphone is not functional, Fitness First will endeavour to have the microphone fixed within 48 hours, within this time you will be required to continue teaching. If after 48 hours the microphone system is still not functional, you can decide whether you want to continue teaching during the outage. You will need to discuss this with your GFC. In the event that you choose not to teach, you are responsible for confirming cover for the classes you are not teaching.

The procedure for teaching a class when the microphone is not functional is as follows:

1. At the most convenient and appropriate time deemed by the Instructor, the problem with the microphone must be reported to the GFC who will follow correct procedure to have it addressed ASAP, with the intention to have it repaired within 48 hours. (Do not sacrifice punctuality and the class commencing on time for reporting this maintenance issue) It will be the responsibility of the GFC to communicate to instructors that the microphone is out of order and what measures have been taken to rectify this. If the GFC is able to ascertain a time frame for repair, this must also be clear to instructors, as well as being very helpful.

2. Explain to the participants in the class that the microphone is not working and the class will be modified to accommodate this.

3. Assess whether the current class format can still be taught, or if another style will be taught. For example; a BODYPUMP class can be replaced with a Basic Training class.

4. When you are teaching the class, you must firstly decrease the music volume so you are not competing with the stereo unassisted (i.e. without a microphone).

5. Members must be advised that the class will be taught with more visual cues than usual. It is the responsibility of the instructor to modify their teaching style to ensure that participants are able to follow instruction.

"Thank you for coming to BODYPUMP today. Unfortunately we are experiencing technical difficulties with the microphone and are unable to use it in today’s class. To ensure that you still have a great workout, I am going to turn the music down so you can hear my voice and I will use extra visual cues".
MICROPHONE POLICY DECLARATIONS

Group Fitness Instructors Declaration

I _____________________________________ declare that I have read and understood The Microphone Policy. I agree to abide by this policy as outlined. I also agree and understand that failure to meet the expectations outlined may after appropriate counselling result in my dismissal.

Name:____________________________________________________________________________

Signature:________________________________________   Date:____/____/____

Group Fitness Coordinators Declaration

I _____________________________________ declare that I have discussed and explained The Microphone Failure Policy for the position of Group Fitness Instructor to ____________________________ and agree to assist and support them as required.

Name:____________________________________________________________________________

Signature:________________________________   Date:____/____/____/
DECLARATIONS

Group Fitness Instructor Declaration

I __________________________ declare that I have read and understand The Group Fitness Instructor Manual. I agree to abide by the policies as outlined. I also agree and understand that failure to meet the expectations as outlined may after appropriate counselling result in my dismissal.

Name:__________________________________________

Signature:_______________________________________ Date:___/___/___

Supervisors Declaration

I __________________________ declare that I have discussed and explained the Group Fitness Instructor Manual for the position of Group Fitness Instructor to __________________________ and agree to assist and support them as required.

Name:__________________________________________

Signature:_______________________________________

Position:________________________________________

Date:___/___/___