

MONITORING INSTRUCTIONS ~ WATER FITNESS CLUB

**Please arrive by 8:20am (or 7:20 at Palm Ridge in Winter).
Pack Up Box 5 Minutes before class so you can begin routine on time.**

1. Get **key** from Rec Center attendant.
2. **Open** Water Fitness Club's **locker(s)** ~ *at Beardsley* it is in Assisted Locker Room, get out plastic box (and CD player, if at Palm Ridge) **Do NOT lock now** (just place lock inside locker)
3. **Return key** to attendant and *if at Palm Ridge*, place **CD player on table** in pool room; the music is now being played from a USB stick drive which is taped to the top of the cd player. Put the right version in for the day (marked on calendar if unsure), and look for USB button to control music. **For Beardsley**, we are currently testing having the music played over pool audio system, so there is no need to get out the boombox stored in the closet for now. If we do go back to using it, we have also converted the music to a USB stick and there is a USB button on the player to operate the music.
4. On **ATTENDANCE check-in sheet**, write or print your name legibly, Rec card # and indicate "**M**" in the margin to show that you were the monitor. **PUNCH your card.**
5. Check **membership cards** before people register on attendance sheet.
6. **GUESTS** – sign **PINK** Waiver form *Each Time* they are a guest, and put in pouch; **mark "G"** in margin on attendance sheet
7. **NEW MEMBERS** – must show Rec card; sign **WHITE** Waiver form, **pay \$10 by check** to SCW Water Fitness Club; give them a membership card to fill out and keep; must show at class time. Put check and form together in pouch and put N for New or R for Renewal, as well as noting check # on sheet in case they get separated.
8. **CALENDAR** – have it on table for people to sign up for monitoring and encourage them to do so. Each person must monitor at least twice.
9. **Display** any other pertinent information.
10. Use **both sides of the sign in sheets** ~ you can put next day class on back if it hasn't been used. **Put full sheets at back of clipboard for pick up and tallying by VP.**
11. **Return box and CD player to locker and lock**, returning key to the attendant.