

**MONITORING INSTRUCTIONS
WATER FITNESS CLUB**

Please arrive by 8:20am (or 7:20 at Palm Ridge in winter).

Pack up box 5 minutes AFTER class starts – to be sure everyone participating has shown their current membership card.

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 having the music played over pool audio system.
4. On **WATER FITNESS MONITOR SIGN-IN SHEET** print the DATE, your REC CARD# and your First and Last Name to show that you were the monitor. **PUNCH your card.**
5. Check **membership cards** before people enter the pool – they no longer need to sign the register.
6. **GUESTS** – sign **PINK** Waiver form **Each Time** they are a guest, and put in pouch. Guests may attend Water Fitness 5 times in one calendar year.
7. **NEW MEMBERS** – must show Rec card; sign **WHITE** Waiver form, **pay \$10 by check** to SCW Water Fitness Club; put the check and form in the pouch together. The forms and checks will be collected on Friday's and returned to each pool before Monday to be distributed to the new members.
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. **Return box** and CD player **to locker and lock.**

Revised 11/15/2017