

**MONITORING INSTRUCTIONS  
WATER FITNESS CLUB  
JOHNSON AND BEARDSLEY POOLS**

Please arrive 30 minutes before the class starts.

1. Open the Water Fitness Club's locker, remove the BINDER and take the BINDER to the table located inside Rec Center. (Our Beardsley locker is in the handicapped locker room, and the Johnson locker is in the locker room by the outdoor pool.)
2. Open the BINDER to the MONITORS TAB - enter your name and rec card number as monitor. Be sure to punch your card.
3. Check that all membership cards are current.
4. Guests can sign the GUEST WAIVER PAGE. They are allowed 5 visits.
5. The monitoring calendar is in the front of the binder for members to sign up. Encourage members to sign up to monitor. Each person must monitor at least twice per year. Members who sign up to monitor should fill out a reminder note for themselves.
6. After class, return the BINDER to the Water Fitness Locker – there is no lock or key.
7. If people need to RENEW or JOIN, have them take a membership form and envelope and follow instructions on the form for mailing. Do not accept any form or money.
8. If you notice that forms or envelopes or reminder notes are running low, please send an email to [scwwaterfitness@gmail.com](mailto:scwwaterfitness@gmail.com) and mention the pool that is in need of these items.
9. NEVER COLLECT ANY MONEY OR CHECKS FOR MEMBERSHIP OR EVENTS.

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