

**MONITORING INSTRUCTIONS  
WATER FITNESS CLUB  
PALM RIDGE REC CENTER**

Please arrive 30 minutes before class starts.

1. Open Water Fitness Club's locker, remove the BINDER and take the BINDER to the table located near the swimming lanes.
2. The daily calendar for which workout tape is in the front of the book. Follow instructions on the Boom Box for starting the tape.
3. Open the BINDER to the MONITORS TAB - enter your name and rec card number as monitor. Be sure to punch your card.
4. Check that all membership cards are current.
5. Guests can sign in on the GUEST WAIVER PAGE. They are allowed to attend 5 times.
6. 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.
7. After class, return the BINDER to the Water Fitness Locker – there is no lock or key.
8. If people need to RENEW or JOIN, have them take a membership form and envelope and ask them to follow instructions on the form for mailing. Do not accept any form or money.
9. 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.
10. NEVER COLLECT ANY MONEY OR CHECKS FOR MEMBERSHIP OR EVENTS.

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