

Group Fitness Participant Policies & Procedures

Revised 11/2007

Facility

Appropriate Identification

All patrons must present proper identification to enter the Fitness and Wellness Center. Patrons will not be admitted to the facility without proper university identification. Any patron who registers for a group fitness class and does not bring their university identification will be denied access to the facility and the participant will also be charged with a group fitness “no show.”

Group Fitness Studio

The Fitness and Wellness Center’s Group Fitness Studio is located on the main floor of the facility. The size of the room is 2,100 square feet. The Group Fitness Studio features a state of the art sound system and flooring. Other features in this room include lockers for patron storage during class, indoor cycles, body bars and more.

Entrance/Exit

There are three (3) doors into the Studio. Two separate doors are located closest to the climbing wall. These doors are to be locked at all times. Patrons may exit from these doors at the conclusion of class; however, all patrons must enter through the double doors, located near the women’s locker room. It is recommended that patrons register for each class that they wish to participate in.

Participant Storage

Lockers are conveniently located inside the Group Fitness Studio for patrons. Patrons are encouraged to store all items in lockers during class. Campus Recreation is not responsible for lost or stolen items.

Classes

Patron Eligibility

All students, faculty and staff who have paid any necessary fees and have access to the Fitness and Wellness Center are eligible to participate in group fitness classes and programs. Guests of students, faculty and staff are welcome to take group fitness classes as space permits. Members have priority over guests. In accordance with Fitness and Wellness Center’s building policy, participants under the age of sixteen (16) are not permitted. Patrons must follow all posted rules in the Fitness and Wellness Center, Eastern Kentucky University student and faculty/staff handbook, Fitness and Wellness Center Participant Policy Manuals and Group Fitness Participant Manual.

Class Cancellation/ Schedule Modification

Classes may be cancelled and/or the schedule modified during the semester due to poor attendance, school or university breaks, holidays and/or closings. Notice will be given in the event of class cancellation and/or a schedule modification. For the most up to date class availability check the Time Trade website.

No Show Classes

It is up to the discretion of the Assistant Director-Fitness and the Instructor to offer the class if only one participant shows up. If one person shows up to a scheduled class and they do not wish to stay and no one else shows up the class will be cancelled.

Participant Attire

Participants must wear clothing and shoes conducive to the exercise(s) being conducted. Non-marking athletic shoes only in the Group Fitness Studio; no boots, shoes with metal buckles, flip-flops, etc. are permitted. Clothing with an offensive, derogatory or sexual nature is not permitted. Participants who are dressed inappropriately will be asked to adjust as needed or asked to leave the facility.

Class Size/Occupancy

In order to provide safe, fun and effective classes for all participants and instructors classes will be limited in size. There is a limited amount of equipment provided; attendance of participants can not exceed the amount of equipment needed to participate fully in class. Participants must follow the proper procedure to register for a class in order to be admitted into the class, however if spaces are still available in the class the participant will be admitted. Instructors will **CONSISTENTLY** follow these procedures in order for the procedures to be effective and to provide quality service to our patrons.

Registration Timeline

Participants are eligible to make an appointment for a class a couple of days prior to the class start time. A complete schedule can be found on the departmental website and in the Fitness & Wellness Center.

All appointment registration and the opportunity to cancel a class appointment ends fifteen (15) minutes prior to the scheduled start of class. Registered participants are encouraged to arrive at the studio to check-in with the Group Fitness Instructor ten (10) minutes before class begins.

Disclosure Statement

Campus Recreation and Time Trade Software does not release, sell or distribute any personal information obtained during the registration process to third parties. Registration is on a secure server.

How to Register

Participants will be asked to register as a user and create a username and password the first time they encounter the program. It takes less than a minute. The participant username and password must be inputted each time to sign-in.

Upon successful completion of creating a username and password, registering/making a class appointment and canceling a class appointment a confirmation email will be sent to the participant's email address. Confirmation emails will be sent each time an appointment or appointment cancellation is scheduled.

How to Make a Class Appointment

1. Sign in at eku.timetrade.com
2. Under the Make Appointment tab-Appointment Options; Select the **Fitness class** (use the blue box with the arrow to scroll through the list of classes)
3. Select the **Availability** (under the Make Appointment tab-Appointment Options); click **Next** (Bottom, right hand corner)
4. **Select the class on the calendar grid** (under the Make Appointment tab-Appointment Options), **left click on the desired class**
5. Click on **Make Appointment** (bottom, right hand corner) (Under the Make Appointment tab-Appointment Details)
6. Click on **Finish** (bottom, right hand corner) to confirm appointment (Under the Make Appointment tab-Appointment Confirmation)
7. Sign out or close window to end session

How to Cancel an Appointment

1. Sign in at eku.timetrade.com
2. Select the "My Appointment" tab
There will be a grid that lists the class(es) that the participant is registered for.
3. Under the Actions row select the "Cancel" option for the class(es) that you do not want to attend.
4. A small screen will appear with the class information. It will ask the participant if they are sure if they want to cancel the appointment. To cancel, click "OK". This will cancel the appointment. Only one appointment can be canceled at a time.
5. An email confirming the appointment cancellation will be sent to the participant.

Appointment Cancellation

If a participant decides not to attend a class that they have made an appointment for they must cancel their appointment. The opportunity to cancel a class appointment ends fifteen (15) minutes prior to the class start time. After that

time the option to cancel an appointment is not permitted and the participant will be charged a “no show” if they do not attend the class.

“No Show” Policy

Registered participants have three (3) “no show” opportunities each semester. After the third “no show” the participant will receive electronic notification stating their online registration privileges for the remainder of that semester have been disabled. Disabled accounts will be re-enabled at the start of the upcoming semester, either Fall, Spring or Summer.

Accommodation Policy

If space permits and a class is not full the patron may “drop in” and participate in the class. Patrons with appointments are given first priority. “Drop in” patrons must arrive prior to the start of class and speak with the class instructor to inquire about class capacity. Once the studio doors are closed no other participants will be admitted to the class.

“Talking” Policy

Patrons are asked to refrain from talking &/or being disruptive during group fitness classes. This is to aid in safety and respect for fellow participants and the instructor.

Network Problems

If the network were to go down beyond Campus Recreation's control, please be aware we will not have any access to the class roster. Please check with the front desk for postings regarding this matter and/or check with the instructor.