Columbus High School Fitness Center Policy and Procedure Manual

Fitness Center Hours of Operation

- Monday – Friday Mornings: 6:00AM – 7:30AM
- Saturday: 7:00AM – 12:00PM

Weight Room Safety Recommendations

1. The weight room should be supervised by a responsible adult at all times when in use. It is desirable for the supervisor to have some form of Personal Trainer and Group Fitness certification (programs through groups such as the YMCA and American Council on Exercise (ACE)). Supervisor qualifications should include be not be limited to:
   - The supervisor should have no other duties while the weight room is in use.
   - Possess current CPR and First Aid certifications.
   - Possess the abilities to observe participant activities, enforce safety regulations, respond to emergencies, and apply appropriate policies and procedures.
   - Possess visual and auditory abilities to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
   - Be able to keep the facility and equipment clean and well maintained at all times.

2. The weight room should be locked when not in use, and keys should not be given out randomly.

3. Instructions should be posted for each weight machine and adjustable free weight bench.

4. Fitness Center rules of conduct should be conspicuously posted.

5. A means of communication in case of emergency should be available in the Fitness Center.

6. Emergency phone numbers and procedures should be conspicuously posted.

7. Basic first aid supplies should be provided in the weight room. Supervisors should be trained on their responsibilities in the event of an accident or injury.

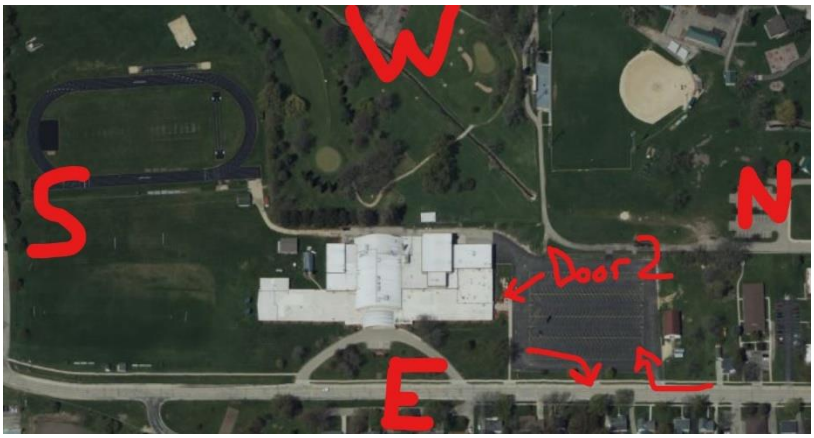
8. It would be desirable to use some form of waiver or hold harmless agreement for members of the community who plan to use the Fitness Center. Any form developed should be reviewed by the District's legal council.

9. For community groups planning to use the weight room, certificates of insurance verifying adequate general liability insurance coverage should be requested.

10. All equipment should be visually inspected at least daily for signs of defect. Faulty equipment should be removed from service immediately, and be repaired or replaced.

11. Preventative maintenance should be performed on all equipment in accordance with manufacturer specifications. All maintenance and repair should be documented and kept in a permanent file.

EMERGENCY ACTION PLAN



Emergency Personnel

1. Athletic Trainer/CSCS
2. Fitness Center Supervisor
3. Students
4. EMS
5. Bystanders (As Needed)

Facility Location

1. The CHS Fitness Center is located at 1164 Farnham St, Columbus, WI 53925. You can access the facility by entering via the Northeast corner of the parking lot and parking in front of Door 2. Enter through Door 2 and then follow down the hallway until you reach Rm D101 on the right side of the hallway

Emergency Communication

1. Personal Cell Phone
2. Fitness Center Phone

Emergency Equipment

1. Crutches
2. Automated External Defibrillator (AED)
3. Athletic Training Kit

Roles of First Responders – LAT/Fitness Center Supervisor

1. Immediate care for the injured or ill student athlete
2. Emergency equipment retrieval
3. Activate emergency medical system (EMS); Call 9-1-1
    a. Provide name, address and phone number
    b. Number of individuals injured
    c. Condition of the injured
    d. Care being given to the injured
    e. Specific directions
    f. Other information as requested/request paramedics
4. Direct EMS to the scene
    a. Designate individual to meet EMS and direct them to the scene
    b. Scene control (limit scene to first-aid providers and move bystanders away from area)
    c. Make sure doors are propped open for ease of access

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Fitness Center Cleaning & Maintenance

In order to maintain a functional and organized Fitness Center, it is necessary that individual members help keep up with the necessary cleaning. The Fitness Center will need Daily, Weekly and Monthly cleaning and maintenance items to be taken care of to maintain the quality of the space.

Daily

1. Return all weights back to their intended spot/area
    a. Keep dumbbells maintained in ascending order, avoid placing them in random spots.
    b. Please return all bands to their exact location prior to use.
    c. Return all barbells/specialty bars back to their original location.
    d. Return foam rollers to original location.
    e. Return all benches back to original locations.
2. Wipe down all benches/machines/cardio equipment
    a. Make sure nothing is left behind in cup holders
    b. If equipment has been recently wiped down and not reused, you do not need to go back to that bench/equipment again.
    c. Only need to wipe down areas of frequent touching on machines/cardio equipment.
3. Janitorial/Maintenance staff will clean floors nightly. Make sure floor is cleared to allow easy

Weekly

1. Check barbells/specialty bars and lubricate as necessary.
    a. 45lb plate should be able to spin easily on bar
2. Wipe down bumper plate weights
3. Inspect machines/cardio equipment for any malfunctions or damages
    a. Check treadmill belt
    b. Check bike pedals, wheel, seats
4. Make sure all benches are returned to normal before leaving.

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Fitness Center Rules of Conduct

1. Dress appropriately for use of Fitness Center.
    a. No opened toed shoes
    b. Sports bras are not tops, something needs to cover over
    c. Sleeveless/crop top ok, within reason

2. Please bring clean pair of shoes or wipe shoes off before using facility.

3. Use equipment for intended purpose. Misuse may result in potentially serious injury.

4. Ask for assistance with use of equipment if needed.

5. Return all weights, boxes, bars, and other equipment to their original spots.

6. Drop ONLY the bumper plate weights. Dropping other weights can result in damage/injury.

7. Be respectful & courteous to others using the Fitness Center. Use equipment in a timely manner, and do not collect equipment in one area. Allow everyone to use the equipment.

8. Water/sports drink allowed ONLY in sealable bottle (Blender Bottle, Water jug, etc). Supplements are not to be mixed in Fitness Center.

9. No food allowed in Fitness Center

10. NO HORSEPLAY

11. Phones are to be used for music only. Pictures/videos are not permitted unless given prior approval.

12. Keep talking volumes to a reasonable level.

13. Giving personal training lessons is not permitted

14. Use of weight clips is non-negotiable, this is a safety concern.

15. If you see damaged or broken equipment, report immediately as this is a safety concern.

16. Failure to follow rules will result in temporary or permanent suspension of membership.