Faculty and Staff Group Exercise Policies

Age Requirements
Participants MUST BE at least 18 years or older to participate in most Group Exercise classes and complete a liability waiver prior to participation. For specialty sessions which allow family members of faculty and staff to attend a parent must sign the GVSU family member or dependent liability waiver for a participant under 18 years of age. Refer to the liability waiver section.

Attire
For land classes, nonrestrictive workout clothing is recommended, including t-shirts, fitness shorts, running tights, dance pants and sports bras. Heavy clothing or plastic warm up pants/ tops can cause overheating and are dangerous; they are strongly discouraged. For water classes, a full swimsuit (or trunk for male participants) is recommended. For Spinning® classes, padded bike shorts are suggested, especially for newcomers.

Class Cancellation Policy
1. Staff are required to first check the Grand Valley State University website to see if the University is closed.
   a. If the University is closed, Group Exercise classes are cancelled for the day.
   b. If GVSU classes are cancelled, Group Exercise classes are cancelled for the day.
2. If the website does not show closed or cancelled status, or if you are not sure, call Human Resources at 331-2215.

Fitness Testing
Pre and post fitness testing may be an option for participants in GVSU Health and Wellness group exercise classes to provide a set point for goal achievement or assessment for the individual. Testing is confidential (please see policies on privacy), voluntary and may include but is not limited to flexibility, cardiovascular and strength assessments.

Footwear
Appropriate athletic shoes are strongly encouraged. Any street shoes or black-soled shoes, which might mark the solid wood floors, are prohibited. For the dance studio, participants should wear aerobic or cross-training shoes. For water and Spinning® classes, water “socks” and indoor cycling shoes are suggested, respectively. For safety and maintenance purposes, shoes must be clean of any debris and dry; therefore, participants should bring a second pair of shoes and change before class.

Hydration
Water bottles are strongly encouraged for participation in Spinning® classes, and all land classes. For proper hydration, the 40-for-40 rule is used. Participants should drink 20 oz. of water during AND after 40-minutes of aerobic exercise.
Liability Waiver

All participants in the faculty and staff group exercise classes and programming are required to complete an annual Agreement to Participate/Release of Liability form in order to participate in the class or session. This form is available on the Health and Wellness website www.gvsu.edu/healthwellness or in Human Resources at the front desk.

Family members and dependents are allowed to participate in some Health and Wellness fitness classes and events. They must complete the Family or dependent waiver. Copies are located in the Human Resources front desk folder or on the L drive/Web/Health and Wellness/forms/workshops/GVSU Health and Wellness liability waiver.family

Participant Registration and Fees

Classes are open to all GVSU faculty and staff members and retirees. Classes are posted online through the GVSU seminar website. Each participant will need an active Email address and Novell login to sign up. If a retiree no longer has an active log in they may call the Health and Wellness Coordinator at 331-2215 to arrange sign up for the class. Every participant must complete a liability waiver and pay the registration fee. These items may be turned into the Human Resources front desk in Lake Michigan Hall 140.

Class arrival and Preparation

- For admittance to class participants must sign in on the class list.
- Participants are asked to have a clean, dry pair of appropriate athletic shoes to wear in the studios to help preserve the floors and bikes.
- Proper exercise clothing is required for participation.
- It is suggested that participants bring water with them to ALL classes.
- Mats, hand weights, resistance tubes and other fitness equipment are provided depending on the nature of the class. Improper use of equipment is not allowed.
- Coats, backpacks, etc. must be stored in cubbies located in the back of the studios or in designated areas. A public locker room is provided on the lower level of the Allendale Fieldhouse. Other lockers are located in the lower level of the Recreation Center.
- Grand Valley and Health and Wellness are not responsible for lost or stolen items.
- A medical examination is not required for participation. However, if you know you have a medical/health condition and you will be starting a new exercise program and/or will be significantly increasing your current activity level, it is necessary that you talk with your doctor before participating.
- Children under 12 years of age are not permitted in the Fieldhouse dance studios unless participating in a family class with parent/guardian present.
- All classes are subject to cancellation and/or change based on the availability of qualified instructors, facilities, and participation.
- There are no scheduled classes during holidays or school closings.
- Classes are on a first come first serve basis based on space.
Use of Equipment
A variety of fitness equipment is provided for class use. It is at the participant’s discretion whether or not they would like to use the equipment and to determine the appropriate resistance level for them, specifically for use of the hand-held weights and resistance tubing. Each instructor will instruct and demonstrate the correct use of the equipment as well as proper body alignment and technique. It is the participant’s personal responsibility to monitor her or his own exercise intensity and to immediately stop an exercise and identify herself or himself to the instructor if they feel any discomfort or pain. In addition, it is the participant’s responsibility to notify the instructor if she or he is having any problems with the equipment and proper use. In general, resistance tubes and hand weights are provided but should not be used by individuals with high blood pressure, shoulder problems, wrist problems/carpal tunnel syndrome, or knee problems without the prior approval of their doctor. The instructor can also demonstrate modifications and alternative exercises to meet participant needs.

SPINNING ®
Health and Wellness collaborates with Campus Recreation to provide SPINNING® classes. The studio has the capacity for 12 participants. Registration for the classes are available online at www.gvsu.edu/seminar.

Attire and equipment
Participants must bring a water bottle to class. Each participant has the option to use a Heart Rate Monitor provided by Campus Recreation. To receive a heart rate monitor the participant must turn in their faculty/staff ID and return the watch and strap after class to redeem their card. If a watch or strap leaves the SPIN studio and is broken, the staff member must pay to replace the item.

Faculty and Staff Drop in SPIN policy
Faculty and staff who have not pre-registered are allowed to drop in during a SPINNING® session offered by GVSU Health and Wellness. This means that if there are any open bikes after those who registered are seated for a class then a faculty or staff member may pay $3 at the door to SPIN. It is first come, first serve for those who arrive at the door. The drop in participant must complete a liability waiver if they have not done so already for a previous class offered by Health and Wellness during that year. The money is collected by the instructor who has only five single dollar bills available for change.

Faculty and Staff attendance policy
Multiple SPIN sessions may be offered based on demand for services. If a participant has signed up for a session and is unable to attend one day, he or she may attend another class session to replace the class. Please note:

- The participant can only attend another session to make up a class they missed from the registered session. If he or she would like to attend the other class sessions and has NOT missed any sessions for the class registered, he or she must pay the drop in fee.
- Attendance to another class session is based on space available and on a first come first serve basis.
Facility Use

GVSU Health and Wellness programs and services take place in a variety of Grand Valley buildings and on various campus sites. Participants must follow each location’s facility policies while attending a GVSU Health and Wellness event.

Lost and Found

Health and Wellness is not responsible for any lost or stolen items. Programming occurs in a variety of buildings and spaces on and off campus. If an item is lost the participant will need to check with the facility on its lost and found policy.

Personal Belongings

Participants are encouraged not to bring valuable personal items with them when they plan to workout at Group Exercise classes or attend workshops. For classes in Allendale, public locker rooms are available for use on the basement level of the Fieldhouse. Participants must bring their own lock to secure their personal belongings. Additional lockers are available on the lower level of the Recreation Center. In the Spinning® studio, personal belongings are stored under the benches along the back wall; coats are hung on the hooks provided. In the dance studio, personal belongings including coats, book bags and gym bags should be stored in the cubbies located along the back wall; coats are hung on the hooks provided. Participants must check storage policies for classes located on off campus facilities. The university is not responsible for any lost or stolen items.