



## SMAC Fit Pass Instructor Checklist

### Plan your demo

- Have a rough template of what you plan to do and allow for modifications for different levels
- Let them know what to expect, make a good impression- make members feel welcome with individual attention
- Use Exos Methodology (Primarily for general conditioning/weight loss clients)
  - Pillar Prep/Movement Prep: 10-15 min
  - 2-3 Circuits: 35-40 min
    - 3-4 exercises, repeat 2-3 times
    - Multi-joint movements
    - Active Recovery incorporated
    - ESD last round

### Sign members up at the end of the demo

- Have activity cards ready to fill out
- New clients may have a prorated rate for the month of September. These will be set up at the courtesy desk as “Mid-Month 1x/wk \$50”, “Mid-Month 2x/wk \$90” & “Mid-month 4x/wk \$160”.  
**They may only purchase this one time as a new SMAC Fit Pass Client.**
  - Rate after the 15<sup>th</sup> of the month = \$50 (2 sessions)
  - Rate after the 15<sup>th</sup> of the month = \$90 (4 sessions)
  - Rate after the 15<sup>th</sup> of the month = \$160 (8 sessions)
- Read the details of the brochure in advance to present pricing
- Sign the member up for 1x/wk, 2x/wk- take ownership of your session and sign them up for your session each week
- If members sign up for 2x/wk or Fit Pass Pro option (up to 4x/wk), refer to Fred Stephens, Fitness Admin Assistant at [smac.fitness@smccd.edu](mailto:smac.fitness@smccd.edu) so he can schedule the rest of the sessions

### Setting up Assessments

- Trainers- please schedule 30 min for each member who signs up. Complete initial assessments within one week of members joining the Fit Pass Program.
  - If your time is limited, please check availability of trainers on floor shifts around the time of your class. If members are flexible, you can connect them directly with the trainer who is willing to do the assessment
  - This is also a good way to connect more with your participants and build rapport before the group sessions
- Pilates Instructors- Fred Stephens, Fitness Admin Assistant will schedule these with a trainer on shift, email him with the new client’s name at [smac.fitness@smccd.edu](mailto:smac.fitness@smccd.edu)

## Protocol/Tips for Each Session

- Send reminder emails and get basic information before their first session with you.
  - Any limitations or injuries
  - What they are currently doing for their workouts (to help gauge fitness level). You will see a lot more in person, but make that personal connection before the session.
- Less talking, more moving. Use succinct cueing vs. long explanation. Make sure participants are moving while you're talking.
- Demos of exercises should be 10-15 seconds. Walk around and provide form corrections. DO NOT WORKOUT WITH THEM. They are paying for you to train THEM.
- Acknowledge and call out the positives. Ask them questions to verify their improvements. *"Good job getting down further on the full pushup Becky!"* or *"These planks look much better than last week Charles, do you notice the difference?"*
- Print names on the signature sheet, have members sign at each session.
  - Note any no-shows or late cancels. Clients should be signed up in advance for each session.
  - Notate any demos with a **D** next to their printed name
  - Exceptions need to be approved by the Fitness Manager

## Monthly Goals- Starting Month 2

- The first month allows you to build rapport, trust and assess their capabilities. At the beginning of month 2, use the goal sheet to come up with simple objective goals.
  - I.e., Be able to do 10 pushups
  - Lose 5 lbs this month
- Log the goals at the first session of each month
- Come up with a new goal each month and use the sheets provided

**SMAC Fit Pass Folder should always contain** (*instructors are responsible for printing out each month- originals shared on OneDrive*):

- This SMAC Fit Pass Instructor Checklist
- Complete SMAC Fit Pass Instructions
- Blank Signature Sheets
- Blank Goal Sheets
- SMAC Fit Pass Brochure
- PFT Brochure to Reference
- Pilates Brochure to Reference
- Extra Activity Cards
- Copy of current month schedule with descriptions
- Example of Assessment sheet that will get emailed as a PDF
- Current Pilates Group Reformer / Apparatus Schedule to Reference
- Completed Forms in one pocket of folder