



## Member Induction

### Induction Framework

ProFIT28 (PF28) needs to ensure all members receive a basic induction, which forms part of PF28 standard terms and conditions in the provision of superb facilities and services within safe environment. It is essential that all inductions follow the same format, style and content regardless of who is delivering it..

### Induction:

1. **Essential**, this part is delivered to all members.
2. **Equipment**, optional
3. **Personal Training**, option

### Who delivers inductions:

1. **Essential**, Anyone
2. **Equipment**, Competent Person
3. **Personal Training**, Level III

# Essential Induction

## 1. Emergency Exits and Fire Assembly Point

The Centre has detection sensors, emergency evacuation lighting and clearly identified emergency exits and monitoring to provide a safe environment. If the alarm is triggered, it is essential that you exit the building quickly and safely via the marked exits, located throughout the building.

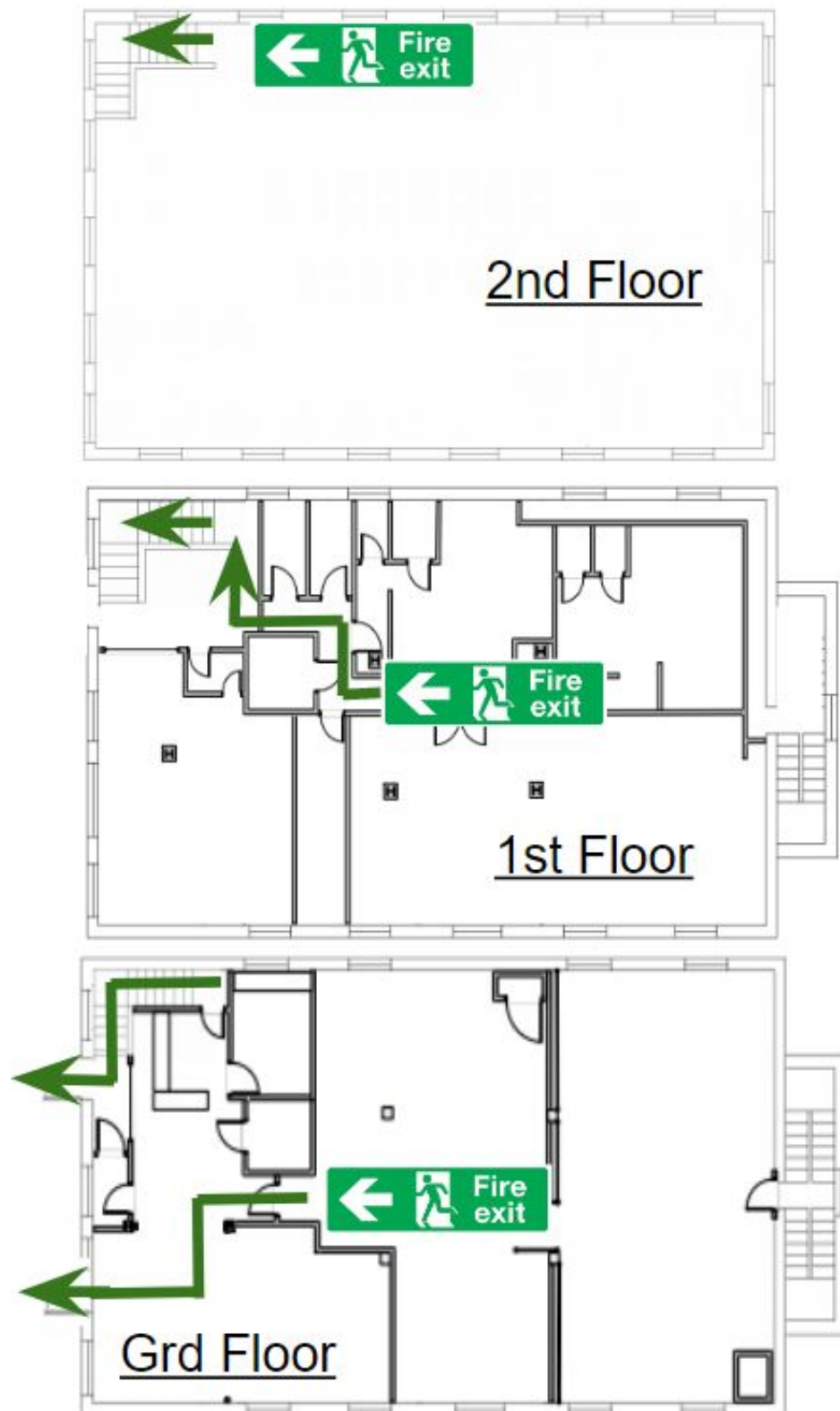
You should take time to understand where the emergency exits are located along with the evacuation route should a fire trigger the alarm. The building only has one evacuation route which is down the single staircase and either the main reception door or the door at the bottom of the stairs.

Make your way to the assembly point, which is located to the right of the main vehicle entrance/exit gate. PLEASE NOTE: This is the entrance which the emergency vehicles will use so please don't block the entrance.

Under no circumstances should you enter the building if the alarm is sounding. PF28 staff are responsible for the inspection of each area, the main priority is to ensure that people safely vacate the building.

PF28 staff will assess if any fire fighting action should be taken, the priority is safety of people occupying the building.





## **2. Website**

[www.Pro-FIT28.co.uk](http://www.Pro-FIT28.co.uk)

As with any business website it has the usual content such as contact, about etc, but at PT28 we have integrated live class timetables, opening times and members portal for booking etc. Please use and promote the use of the website as a means of accessing information in real time.

## **3. Member Portal**

[www.Pro-FIT28.co.uk](http://www.Pro-FIT28.co.uk) select icon Member Login

This area allows members to manage their class booking and history of classes attended, this area will develop over time to provide more direct access to information and updates.

Credentials to log in are simple but comprehensive:

Username or Membership ID

Select a Colour, Number and Letter all which is setup when you configure your access to the members portal.

You can change your profile and log in criteria and check on Classes:

What classes you can book

What you have booked

History shows the classes that you have attended

It also shows classes you have cancelled or missed

Induction NOTE: Check if the member's connection is live, if not ask if they want it setting up during the induction.

## 4. Classes, Online Booking

Class status is available direct from the website or the members portal, classes can be booked a week in advance by simply clicking “Book” against the class, date/time and follow the simple instructions. If you are logged on to the members portal it will ask you to log on and confirm the booking which will be added to your class list

Start	End	Class Name	Location	Instructor	Book
09:15	09:45	Metafit	Group Fitness Studio	Analise Moran	Full*
09:45	10:15	Abs Blast	Group Fitness Studio	Analise Moran	<a href="#">Book</a>
10:30	11:15	Parent & Kid Under 1years	Group Fitness Studio	Analise Moran	<a href="#">Book</a>
17:30	18:00	Sh1ft	Group Fitness Studio	Nicola Blackburn	<a href="#">Book</a>
18:00	18:45	RIG Training	Functional Training Zone	Andrew Lingard	Full*
18:05	19:05	Yoga	Group Fitness Studio	Binny Chadha Saandal	<a href="#">Book</a>
18:45	19:30	Studio Cycling	Cycling Studio	Dave Batch	<a href="#">Book</a>
19:10	19:40	HIIT	Group Fitness Studio	Deborah Opl	<a href="#">Book</a>
19:45	20:30	Zumba	Group Fitness Studio	Tracey Delilaj	<a href="#">Book</a>

## 5. Facebook

PF28 post regular updates regarding events and what is happening in the Club, join the online community, <https://www.facebook.com/ProFit28> Instagram @profit28offical

## 6. Contact Numbers and Email Addresses

The contact details we have are, “present online details” are these correct, if not amend during the induction.

Status	Pro-fit ID
A	181017-283699
POMO FLEX with reduced ADMIN	15.00 16.99 0.00

Member Detail

Title\*

Mr

Forename\*

Michael

Surname\*

Smith

Contact Number\*

01132248510

Email\*

Reception@Pro-fit28.co.uk

Best Time to Contact\*

Note

Promo Code

[Update](#)

## **7. Product Sales**

PF28 has retail sales in club, clothing and products.

Fresh coffee for only a £1.00 in the members/reception area.

Sunbed facilities are available in the club, if you are interested please speak to a member of the team on reception.

## **8. Partner Services**

PF28 host a number of partner services that operate within the club, these services are between the member and the partner providing the service, PF28 does not accept any responsibility for the service delivered. These services are provided under the ownership of each specific provider and each member should check the terms and conditions of any provider that operates from within the club.

- a. Personal Trainer
- b. Physio
- c. Nutritionist
- d. Others

## **9. Notice & Information Boards**

Located throughout the club we have information boards that are updated daily with information that is important, PF28 suggest that members view these notice boards:

- Reception
- Members Area
- Multi Function Room Ground Floor
- Hallway top of the stairs
- Outside studio 1st Floor
- Cycle Studio
- Gym Area 2nd Floor

## **10. Opening Hours & Changes to Opening Hours**

Opening hours are published on the website <https://www.pro-fit28.uk/opening.php> with any changes to the standard opening hours.

## **11. Changing Rooms & Lockers**

Lockers are located in:

Female Changing Room

Male Changing Room

Ground Floor Multi Function Room

1st Floor Landing

Please don't lock and leave belonging in these lockers overnight or whilst you are not using the Centre facilities.

Changing Rooms and showers are located on the first floor.

## **12. Towel Use Whilst Training**

PF28 has a hygiene policy that requires members to use a gym towel at all times whilst training in the club to wipe down equipment.

## **13. Reporting Concerns, Conduct of Staff/Members and any H&S Matters**

Any concerns with the facilities, staff or members should be reported to a member of the PF28 team either at Reception or via email [reception@pro-fit28.co.uk](mailto:reception@pro-fit28.co.uk) or 01132248510. Your support to ensure your experience and the facility is providing the quality experience is our aim with your support.

Any Health and Safety matter should immediately be reported to a member of the PF28 team at Reception. Your support to ensure everything is safe and in working order in a crucial factor which PT28 welcome.

## **14. Accident Book**

Any accident no matter how small should be recorded in the accident book located at reception, if you could record the basic information such as the accident time, result and reason why the accident occurred, this would be appreciated.

## **15. Fit to Train PAR-Q (Pre-Activity Readiness Questionnaire)**

PF28 policy is simple in that we are not the medical experts nor do we want to compromise you or the medical advice given by qualified practitioners so it's your responsibility to train when you are fit to train and have clearance from your doctor to do so. If your circumstances change you will seek medical advice in connection with exercise and training you must follow this advice at all times. ProFIT28 nor any of its working partners can't comment or suggest exercise when a condition is known this must come from your doctor.

PF28 will suspend membership if you can't train due to a confirmed medical condition if this is brought to our attention. If at any time you have concerns about your health and wellbeing you must seek the advice from your doctor and must follow their instructions at all times.

Complete a new Par-Q

## **16. Equipment Use**

Members are required to leave the equipment and weights as you would like to find them, the use of gym towels is a standard policy which assist in respecting the equipment and fellow members. If you use dumbbells please return these to the correct position within the frame after your session and if at all possible ensure these are aligned with the weight number the right way up.

Most of the equipment has an official web link showing members how to get the most from each device and how this should be used to gain maximum outcomes with reduced risk of injury. Alternatively speak to any member of the PF28 Team about correct use to ensure best outcomes.



## 17. Safe Handling of Free Weights

Before you start your exercise ensure your form is good when you are picking weight from the racks or off the floor ProFit28 recommend members read and understand the recommendations by the HSE (Health & Safety Executive) <http://www.hse.gov.uk/toolbox/manual.htm> which covers manual handling which is part of your technique when preparing free weights in readiness for your controlled exercise.

some extracts from the guidance:

### Always take into account:

- Individual capability
- The nature of the load
- Environmental conditions

### If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether you can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

### Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

## **Training Using Weights:**

When it comes to lifting weights, ensuring correct technique is crucial. Not only will you get the results you want, but you're more likely to avoid injury too.

Warm up and cool down for five to 10 minutes. Walking is a fine way to warm up; stretching is an excellent way to cool down.

Focus on form, not weight. Align your body correctly and move smoothly through each exercise. Poor form can prompt injuries and slow gains. When learning a strength training routine, many experts suggest starting with no weight, or very light weight. Concentrate on slow, smooth lifts and equally controlled descents while isolating a muscle group.

Pay attention to your breathing during your workouts.

Keep challenging muscles by slowly increasing weight or resistance. The right weight for you differs depending on the exercise.

Stick with your routine — working all the major muscles of your body.

Give muscles time off. Strength training causes tiny tears in muscle tissue. These tears aren't harmful, but they are important: muscles grow stronger as the tears knit up. Always give your muscles time to recover before your next strength training session.

## **18. CCTV**

CCTV is used in the building and carpark for safety and security.

## **19. Cancellation Process**

In contract, due to relocation, Medical or Redundancy, evidence has to be provided in Club. Rolling has to give 30 days notice in club with evidence such as Driving License, Photo ID etc.

## **20. Membership Fees**

PT28 may increase memberships at times after any contract period, any increase will be justified against the overall membership position and any improvements to improve members experience.

## **21. About YOU:**

- a. Previous Clubs
- b. Feedback on PF28 facilities and Staff
- c. Friends and Family free week access offer
- d. Class pass
- e. Value for money view
- f. Monthly DD via partner Harlands

## **Equipment Induction**

If a member selects this induction they will be given some instruction on how to use the equipment of their choice, in addition they will be informed:

1. At any time if they need further assistance all they have to do is speak to Reception.
2. Most if not all the equipment within our facility have online demonstrations videos for members to view as and when required to maximise the outcome for training with the selected equipment.
3. List the equipment which was demonstrated
4. Safe handling of free weight, give demonstration
5. Emphasise the need of a spotter or training buddy for free weights
6. Condition of the equipment if a member has any concerns report this to Reception.
7. If a member considers the use or attitude of another member to be not acceptable they must report this to Reception.
8. Would you like to arrange an induction on any equipment in the gym (Yes-No)
9. If yes when is the best time for the member?

## **Induction with a PT**

If a member selects this induction they will be given an overview of the benefits of engaging this service. It is important to ensure the message is given that PT's provide personal programs and not all PTs specialise in the same area.

1. Reference that PT services are external to the membership of PF28 and any agreement is between the PT and the member, PF28 has no responsibility for the delivery or management of the service.
2. If a member proceeds with the PT services this is an agreement direct between the PT and the member.
3. Benefits of using PT services:-
  - Personalised Workout
  - Instruction
  - Motivation
  - Accountability
  - Variety
  - Efficiency

### **Personalised Workout-Training Plan**

Personal trainers create a specific workout plan just for you based on what you want to achieve. This unique personal plan typically gives you better results than a generic workout plan. Because the PT knows your physical condition and medical background, they are able to accommodate your individual goals and expectations.

### **Instruction**

A professional trainer teaches you the correct way to perform each exercise and movement in your routine. A PT often demonstrates the movement and watches you perform it so they can correct any issues with your posture or technique. Learning how to perform exercises properly reduces your risk of injury. You may also be able to do the exercises on your own at home or at the gym after getting professional fitness instruction.

## **Motivation**

Motivation is often difficult to maintain when you exercise on your own. Regular sessions with a personal trainer enhance your motivation to continue with a workout regimen. Even if you don't use a personal trainer for every session, knowing that you'll meet with your trainer soon will motivate you during workouts. You also get a degree of satisfaction of showing your trainer the improvement you've made as your exercise program proceeds.

## **Accountability**

Another common problem is lack of commitment to a regular exercise program. When you exercise on your own, it is easier to skip a session here and there or become complacent and "fall off the wagon completely" since there's no one to hold you accountable for your actions. When you work with a PT, they keep you on track, making it more likely that you'll stick with your training program.

## **Variety**

An experienced PT teaches you a variety of exercise methods, which can keep you from getting bored. Also, if a specific exercise does not work for you, the PT can change it to one that suits you better and provides the same physical benefits. PT's also help you to make adjustments as your fitness level improves to ensure continued progress towards your fitness goals..

## **Efficiency**

A professional personal trainer is able to make the most of your workout time, which increases the efficiency of your exercise program. This is especially beneficial when you have a limited amount of time to exercise. For example, if you have to cut your 1-hour training session short one day, your trainer can complete a routine with you that burns the same number of calories and provides the same physical benefits in half the time.

## **QUESTIONS:**

Would you like to arrange an induction with a PT (Yes-No)

If yes when is the best time for the member?