

Aqua Fitness Manual



City of Fort Collins Recreation Department



The City of Fort Collins Aqua Fitness Program consists of two areas:

- **Aqua Fitness Program** - providing aerobic and strength training for adult participants in the water
- **Arthritis Foundation Aquatic Program (AFAP)** - a program developed by the Arthritis Foundation designed to lead exercise for people with arthritis and related conditions

City of Fort Collins Aquatic Facilities

Edora Pool and Ice Center (EPIC)	1801 Riverside Dr.	221-6683
Mulberry Pool	424 W. Mulberry St.	221-6657
Fort Collins Senior Center	1200 Raintree Dr.	224-6031
City Park Pool (seasonal)	1599 City Park Dr.	484-7665

Policies and Expectations

Conduct

Employees are expected to conduct themselves in a manner that promotes respect. The public notices much of what is said and done by staff. Employees encountering a problem with their job or working conditions are strongly encouraged to speak to a supervisor as soon as possible.

Attentiveness

- Be approachable.
- Smile from the heart. Everyone likes a genuine greeting.
- Treat every guest like you would like to be treated as a guest.
- Children are our business and our guests, too. Treat them with respect.
- Visitors will ask questions! Answer each question as though this was the first time you've been asked.
- When having a conversation with another staff member, please be aware of who might overhear you or be trying to get your attention.

Safety

Safety is our responsibility. Guests are concentrating on enjoyment while at the facility. It is *our* responsibility as employees to be safety conscious and do all we can to protect the guests from injury. Any safety hazard or concern that cannot be corrected immediately should be reported to a supervisor.

City Facilities, Property and Equipment

It is every employee's responsibility to take care of and protect City facilities, property, and equipment. It is the employee's responsibility to report any damaged or missing equipment to a supervisor. Personal use of City equipment by any City employee, volunteers, or intern is strictly prohibited.

Alcohol and Drugs

Alcoholic beverages and illegal substances are not allowed in any City facility at any time. Possession of alcohol, drinking, or having the odor of alcohol on your breath while on duty, is prohibited. The use of illegal drugs at any time is prohibited. Random drug tests may be administered upon suspicion of use.

Sexual Harassment

In accordance with Title VII of the 1964 Civil Rights Act, it is the policy of the City of Fort Collins to strictly prohibit any conduct that constitutes sexual harassment. Sexual harassment is any behavior (comments, gestures, jokes, physical contact, written material, etc.) that could offend or make another employee uncomfortable. Any employee displaying such conduct risks immediate dismissal.

Phone Numbers

Home phone numbers for any staff and/or patrons are not to be given out to the public. We can however take a message from the caller and get the request to the individual they would like to talk to. The staff member can then return the call at their discretion.

Scheduling

Staff schedules are completed seasonally. Seasonal contracts will be sent to each instructor prior to the start of the new season. Contract seasons are as follows: February – May; June – August; September – January.

Employee Accidents

Employees are covered by Colorado Worker's Compensation if injured while on duty (during hours of payment) and if the injury requires medical attention. **A supervisor should be notified and an Accident Report and Worker's Compensation Injury/Exposure Report should be completed within 48 hours of the injury.** Unless the incident requires a 911 call, it is imperative for the injured employee to utilize the health care facility contracted by the City. City approved locations can be found on the Worker's Compensation form.

Staff Use of Facilities

Current City employees are allowed to use recreation facilities for free. To use the facility you must have an employee pass and present it to the front line staff each time you use the facility. To obtain this pass you need to speak with the Recreation Coordinator. This pass has 10 visits on it and can be renewed at anytime. To renew the pass you need to speak with the front desk at any facility. This pass can not be used for classes. If you wish to take a class on a regular basis you must pay either the class fee or drop-in fee. You may however, drop-in sporadically to classes as part of your training.

Staff Trainings and Meetings

Staff trainings and meetings are scheduled throughout the year and attendance is mandatory unless stated otherwise. If you must miss a meeting or training you need to speak with the Recreation Coordinator directly to arrange a time to get the information provided.

Lost and Found

Items left at the pool are to be placed in the lost and found. Towels will be washed and dried. Staff is NOT allowed to take articles out of lost and found for their own personal use or to loan to a guest. Staff members found with lost and found items in their possession will be subject to disciplinary action. If a guest has lost an item, have them check with the cashier to look in the lost and found. NEVER tell a patron that the City will replace an item for them. This includes if a guest calls over the phone to ask if a lost and found item was turned in. Do not tell them if we have the lost and found item or not. Please let them know that they are more than welcome to come to the pool and the cashier will check the lost and found. Do not “watch” items for guests while they are in a class or in the locker room.

Americans with Disabilities Act (ADA)

The City will make reasonable accommodations for access to City services, programs, and activities, and will make special communication arrangements for persons with disabilities. If you feel a customer in a class is in need of special assistance, please contact the Recreation Coordinator to make arrangements.

The Dress Code

Teaching in the water: Aqua Fitness Instructors are required to wear a swimsuit and a whistle. It must have full coverage on the top and bottom and be predominantly blue or black.

Teaching on land: Instructors are required to wear either a swimsuit or T-shirt with athletic shorts and a whistle. Bare feet or clean, rubber-soled gym shoes are acceptable on deck.

Whistle Codes

Whistle codes are a critical link in the chain of communication in case of an emergency. Please memorize them, listen for them, and be prepared to use them. Know your role in the Emergency Action Plan for each facility.

One short blast: Guards use this signal to get the attention of a patron. Instructors may use this for class announcements or to gain a guest's attention.

One long blast: Used to get the attention of all patrons or to indicate "clear the pool" for a break or at the end of a swimming lesson. If you hear this signal, find out why it is being blown in case you need to move your class out of the water.

Two short blasts: Used to get the immediate attention of another staff member or indicates that a guard is making a save or providing emergency care on deck. This signal is intended to alert back-up staff to cover surveillance of the pool. If you hear this signal, find out why it is being blown in case you need to move your class, or assist in the emergency.

Three short blasts: Signals a 911 emergency! Immediately begin to move your class out of the water and assist as needed.

Leave Policy

All employees are responsible for hours they are scheduled to work. Absenteeism will be excused only as the following guideline dictates:

1. Employees are responsible for finding their own substitute if they must cover a shift.
2. Substitutes must be recorded in the **sub book** at the appropriate facility and signed by both instructors.
3. When an employee cannot work due to an illness the employee is ultimately responsible for finding coverage for the shift. If the employee would like help, he or she must call at least **2 hours** prior to the start of the shift and **speak to the Recreation Coordinator**; this is to **help the employee** find a sub. Let the supervisor know who has been called. If the employee has made no effort and has not followed this procedure, it will result in a "no show." Two strikes may be assessed against an employee's record.
4. When an employee cannot work due to an emergency, and cannot locate a substitute, he/she is expected to call the manager on duty and the Recreation Coordinator. The employee must call no less than **2 hours** before scheduled shift. If the employee has made no effort and has not followed this procedure, it will result in a "no show".
5. If an employee is not at work at the start of a shift and has not called to let his/her supervisor know he/she is going to be late, the employee may be reprimanded with a "late." One strike may be assessed against an employee's record. If an employee has accumulated 2 strikes he/she will need to meet with a supervisor to complete a **Disciplinary Action Form**. An employee with 3 strikes may be terminated.
6. If an employee fails to show up for a shift and has not called or located a substitute for that shift, the employee will be charged with a "no show." This is equivalent to 2 strikes and will be processed as above.

7. Substitutes who cannot fulfill the agreed schedule change must secure a second substitute and are subject to all the above guidelines.
8. Employees missing work for a funeral may be required to bring a funeral notice or program to their supervisor.
9. Employees missing more than one consecutive day from work due to illness may be required to provide their supervisor with a doctor's note.

Employee Discipline

Employee discipline is intended to correct behaviors that impede an employee's ability to effectively carry out his or her job. Behavior which is deemed detrimental to a team environment or that which can be considered hurtful or disrespectful to other employees is also subject to disciplinary action.

General Disciplinary Action Process: (Under normal circumstances the following shall be applied)

Each employee may be allotted **three (3) strikes** before termination. After an employee receives **two (2) strikes** he or she may be placed on a probation period (usually three months) in which a third strike must be avoided to remain on payroll.

If an employee passes the probation period without receiving a third strike, all offenses may be removed from his/her employee record and the employee will receive a 'clean slate.' All strikes are void three months from the date of the **last issued** offense. IE: If an employee receives one strike March 10, it will expire June 10 so long as no further strikes occur during the three month period.

Different offenses carry different strike values:

Late to a shift without proper notice1 Strike

No-showing to a shift without proper notice2 Strikes

Managers/Supervisors reserve the right to issue strikes for any other offense they deem worthy.

To document any offense, a Disciplinary Action Form must be used and signed by the offending employee and a supervisor. It will then be placed in your file.

The purpose of a Disciplinary Action Form is to address a specific problem or behavior of an employee and discuss how the employee may be more effective within our organization. Any resulting disciplinary action is intended to be corrective; consequences are intended to be appropriate for the violation and applied consistently.

Disciplinary Action Form is used to document offenses. Offenses recorded on a form may qualify the employee for automatic probation or termination.

Time Clock

Each employee will be required to record time worked by entering their employee number, job code and cost code. The job code is specific to how many classes you teach and the cost code is facility specific.

Payroll Guidelines

1. It is the employee's responsibility to use the time clock to record hours worked.
2. The time clock will automatically clock you out after 1 or 2 hours depending on the job code used.
3. Each employee will have an ID number that will be used at each facility. Please use the correct cost code for Aqua-Fitness at each facility.
4. Paychecks may be picked up after 10:00 am on payday at the Senior Center front desk. EPIC and Mulberry Pool checks will be sent to their respective sites the following Monday.
5. Employees interested in Direct Deposit may pick up a form from the Recreation Coordinator and turned in with their time sheet.
6. Employee's who have direct deposit can elect to no longer receive a paper copy of their paycheck. Please talk to the Recreation Coordinator to set that up.

Staffing

Lifeguards/Pool Managers – The pool must have guards on duty. Aqua fitness classes may not be run without a guard. The guards monitor guests and instructors within a designated area. They are responsible for the class area and for watching the class, should the instructor need to leave briefly. ***Guards will direct all lifesaving and/or first aid situations, using fitness instructors as assistants in the emergency.***

Cashiers – They will register guests into classes, collect drop-in fees and handle all money transactions. At no time may any instructor collect money from a participant.

Fitness Class Registration

The fitness class year is divided into four seasons. The Winter season begins in December and runs through February. The Spring season begins in March and runs through May. The Summer season begins in June and runs through August. The Fall season begins in September and runs through November. Each season is divided into sessions, lasting generally 4 weeks and coinciding as closely as possible with the beginning of the calendar month. Guests may register and pay for the entire session before they participate, or pay a drop-in fee. A guest may register after the session begins and the fee will be prorated for the days remaining. Participants may attend **ONLY** the class they have registered for, unless he or she pays a drop-in fee or uses a drop-in fitness punch card.

A class may be canceled by the Recreation Coordinator if the minimum enrollment is not met. The Recreation Coordinator will notify the instructor and the patrons. Patrons will receive a refund as a credit on their household account. Instructors **MUST** attend scheduled classes unless they are notified that their class has been cancelled. Instructors **MUST** show up ready to teach

on the first day of each session. It is up to the instructor to remember the first date of the new session; reminder calls will not be made in advance.

If a class is running but no participants attend, the instructor must wait for 20 minutes on the pool deck prepared to teach. After 20 minutes he/she may leave and will be paid for one half hour. Instructors must teach any late participants for the remainder of the regular class time. Instructors must teach a full-length class REGARDLESS of the number of patrons that are in attendance. Instructors may **not** opt to cancel a class for **any** reason.

Requests for refunds or credits must be received on a timely basis and will be considered for processing by the Recreation Coordinator only. Requests will be granted based upon their merits and medical evidence may be required.

Job Description – Fitness Instructor

Title: Aqua Fitness Instructor

Department: Recreation – Adult Fitness

Description of Work

General Statement of Duties: Instructs aqua fitness classes at the City's aquatic facilities.

Supervision Received: Works under the direct supervision of the Recreation Coordinator or the pool manager on duty, when the Recreation Coordinator is not present at the facility.

Supervision Exercised: None.

Essential Job Functions: To include:

- Instruction of safe, enjoyable aqua fitness classes.
- Assist in the maintenance and care of program equipment, facilities, and environment.
- Attend and participate in all required City sponsored trainings and meetings.
- Knowledge and enforcement of aquatic policies and operating procedures.
- Maintaining a level of physical fitness appropriate to the demands of the instructors' position.
- Knowledge and ability to fulfill emergency procedures with regard to CPR/AED, whistle blows, and accident and incident reports.
- Understanding of wellness principles, basic physiology, and safe exercise techniques, and the ability to communicate this information clearly to the participants.
- Maintenance of documents including attendance forms and consent forms.
- Communication with supervisors regarding concerns, comments, requests, complaints as necessary.
- Performance of related work as required.

Working Conditions: The employee will be primarily in the pool or on land serving as the instructor and will be expected to participate in as well as conduct the fitness class.

Work Environment: Work is performed in several environments as follows: 1) An office or meeting setting that may involve extended periods of sitting; 2) standing and/or moving about while presenting in front of groups or individuals; 3) traveling to various City facilities; 4) exercise for an extended period of time either on land or in the pool; 5) visiting programs, teaching classes or attending meetings during the day, evening, or weekend; 6) working both indoors and outdoors.

Physical Demands: Work may require the following: 1) extended vigorous exercise; 2) regular standing and walking; 3) bending, stooping, pushing, pulling, jumping, twisting, balancing, kneeling, crouching, reaching, climbing, and pedaling; 4) demonstration of resistance equipment which includes moderate to difficult muscle exertion; 5) lifting and/or carrying 25-75 pounds while demonstrating or setting up equipment; 6) vision to read written materials; 7) speech and hearing capabilities to maintain communication with participants and other employees; 8) ability to meet the requirements of CPR/AED as well as knowledge of emergency procedures.

Machines and Equipment Used in Work: Exercise equipment may include hand buoys, resistance bands, water noodles, webbed gloves, kickboards, resistance balls, and heart rate monitors. Standard office equipment such as telephones, stereo equipment, computers, and copy machines may also be included.

Minimum Qualifications / Job Standards

Education and Experience Required: Must be at least 18 years of age and physically and mentally fit. Must be able to complete the American Red Cross CPR/AED course and be able to demonstrate these skills during employment. Employee must have the ability to follow emergency procedures. Must be able to conduct aquatic fitness classes and execute the moves included. Employee must have knowledge regarding the proper use and care of fitness equipment. Employee must have the ability to follow oral and written instruction. Must be able to establish and maintain effective working relationships with other employees and the public

Knowledge, Skills, and Abilities Required for Performance Advancement

All employees will begin employment with the department at a “Level 1” status upon hire. Expectations at this level include those described in the previous paragraph of Education and Experience Required. The following list includes expectations in order to advance from the initial level.

Aqua Staff Raise Requirements

The following list outlines the requirements for obtaining a raise as an Aqua Fitness Instructor. All raise requests must be submitted in writing to the Recreation Coordinator for consideration. Upon hire, all staff will begin at a Level 1 status.

Requirements:

- 1) To earn a Level 2 raise:
 - a) Employment for 6 months at Level 1 status.
 - b) Favorable evaluation by supervisor.

- c) Sample lesson plan
- 2) To earn a Level 3 raise:
 - a) Employment for 9 months at Level 2 status.
 - b) Favorable evaluation by supervisor.
 - c) Attend and evaluate three classes taught by other instructors.
 - d) Lesson plan of a class not regularly taught.
- 3) To earn a Level 4 raise:
 - a) Employment for 9 months at Level 3 status.
 - b) Attend and evaluate three classes taught by other instructors.
 - c) Train and teach a specialized class not currently teaching.
 - d) Lesson plan for the specialized class above
- 4) To earn a Level 5 raise:
 - a) Employment for 1 year at Level 4 status.
 - b) Attend and evaluate three classes taught by other instructors.
 - c) Provide alternate workout ideas to entire Aqua Fitness or Cardio Fitness staff at next staff meeting.

Additional raises above the Level 5 status will be considered on an individual basis between the staff member and Recreation Coordinator. Obtaining a national professional exercise certification will increase the pay rate without changing the level status of the employee. All AFAP certified staff will follow the same requirements as the rest of the Aqua Fitness Program staff, through the Level 4 status, with individual consideration given to move to Level 5 and above.

The Aqua-Fitness Instructor Expectations

Any Fitness Instructor is a representative of the City of Fort Collins Recreation Department, and must therefore act in a courteous and professional manner. Instructors are expected to be knowledgeable about the programs, the facilities, and have general information about the City. Each instructor should be receptive to patron concerns or complaints and act to resolve issues or bring them to the attention of the appropriate staff member.

Certification Requirements

All fitness instructors must obtain CPR and AED certification within 6 months of employment, and maintain those certifications throughout the employment period. These certifications may be obtained through the City, or may be obtained through the local branch of the American Red Cross.

National certifications are available for aquatic and land fitness. The City promotes continued education but does not necessarily require it. The AFAP program DOES require certification through the Arthritis Foundation. This and any professional certifications must be obtained at the expense of the instructor.

Confidentiality

Communication between instructors and patrons is confidential. It may be necessary to discuss medical conditions with the lifeguard on duty or the Recreation Coordinator to assure a safe situation. Breaking confidentiality for any reason outside of safety issues or concerns directly

related to fitness is inappropriate and grounds for separation. During a class session, instructors are also expected to redirect inappropriate conversation or ‘gossip’ between patrons.

To Touch or Not to Touch?? Here’s the Answer

All fitness programs are recreational, NOT therapeutic. Therefore, fitness staff may NOT attempt therapeutic techniques on patrons. This includes diagnosing and treating improper gaits, body positions, manipulating joints, and similar procedures.

The program takes a ‘minimal touch’ approach to physical contact with patrons. Instructors must ALWAYS obtain the consent of the participant before touching in any way.

- *It is OK to gently guide a patron’s body to demonstrate form.*
- *It is acceptable to offer an arm to promote stability.*
- *It is acceptable to assist a person into and out of a pool lift, and operate the lift.*
- *Staff is responsible for assisting guests in pool entry and exit.*
- *It is NOT acceptable to move a patron’s body for them.*
- *DO NOT lift a patron into or out of a wheelchair, etc. unless you have training to do so.*
- *It is NOT acceptable to provide assistance in the dressing room or rest room.*

Class Dynamics

The Individual Dynamic: Each guest has come in to the class for a reason. He or she may want to look better, lose weight, meet new people, or just ‘get away’. The guest may like our rates, our class times or the variety of classes that we offer. Each person has a different health history, athletic ability, and a unique personality. Some people work better with personalized attention, some need competition, and some are really there for something other than a workout. Your job is to find out.

The Group Dynamic: Groups work together in different ways. A class may be social, competitive, or be unwelcoming to newcomers. They may support each other to aspire to new heights. They may love a change or may fight new ideas. They may talk behind your back in the locker room, or elect ‘spokespeople’. The instructor may have to position him or herself between talkers, redirect conversations or smile through a complaint. An instructor must take a dominant role by setting the tone, guiding the group dynamic, and motivating the class toward a common goal.

Training

Training to be a NEW Aqua-Fitness instructor begins after an initial interview with the Recreation Coordinator. The trainee is then required to attend at least five different classes and actively participate in the class. Trainees should always let the instructor know they are there to train as an instructor. After a trainee has attended five classes and feels comfortable with the teaching aspect they will be required to demonstrate their skills by leading a class. If no class is available exceptions may be made. The Recreation Coordinator will evaluate their skills and make the decision to hire them on or require more training. Once the trainee receives a favorable evaluation they will then fill out new hire paperwork and be oriented by the Recreation Coordinator.

Pool Cues

Cueing is the secret to a smooth workout. It prevents soreness and injury, as well as preventing “stoppage” in a workout. Cueing the next move prior to its start is crucial to keeping a workout moving at a constant, smooth pace.

Body Check Points

Good form minimizes risk of injury. Good form protects weak muscles and joints. Good form maximizes the workout benefits. Remind participants that “good form” is known as a “stacked” position. Proper body position means that the body is lined up with ears over shoulders, shoulders over hips, and hips over knees. Also remind your participants to breathe! During physical activity many people hold their breath and need a reminder to breathe.

Workout Segments

Water Acclimation: Use the first five minutes of class to prepare the body for work. This increases the body’s temperature and circulation through movements of the large muscle groups. Moves can include walking, jogging, or other movements keeping the arms and legs using short-lever patterns only.

Warm-up or Active Stretching: Active stretching elongates the muscles and takes a joint through its complete range of motion (ROM). The warm-up phase helps to lubricate the joints and warm the muscles in the body. This element is crucial in any workout, and should last between 5 to 10 minutes. Static stretching should be minimal at the start of the workout, as the core body temperature will start to drop once the body stops motion.

The next three segments should be made up of moves that use all of the major muscle groups. Moves should start with short levers, minimal impact, and slower speed. Increase gradually to a full range of motion, top speed, and greater impact.

The Target Zone: This section is the core cardiovascular workout. The time spent on this segment should extend 35 to 45 minutes, depending on the length of the class. These minutes are used to increase heart rates into the “target zone” for each individual. The target zone will vary for each participant, but should be in mind prior to beginning the workout. For example, on a scale of 1-10, with 10 being the highest exertion, a participant may have a goal of 8 in mind for that day’s workout. Good communication with the participants prior to beginning the workout will help establish personal goals for each class. The last 5 minutes of this segment should be used as a ‘cool down’ in order to return the heart rate to slightly above the normal range, and to prepare for the next segment. If participants do not cool down adequately, there is a risk of dizziness and/or fainting, due to blood supplying more oxygen to the appendages during the workout, and less to the brain.

Toning or Strength Training: This part of the class is devoted to less aerobic activity, and more anaerobic moves. Instructors should vary the equipment used, and include moves that don’t

require resistive equipment as well. Opposing muscle groups should be worked on the same day. This segment should last 10 to 15 minutes, based on the length of the class.

Stretching or Cool Down: This section may appear identical to the active stretching warm-up, but may also include long static stretches. Stretches should be held for a minimum of 20 seconds, keeping proper form in mind at all times. Stretching will help alleviate muscle soreness and joint stiffness by working lactic acid out of the muscle tissues. This segment should last approximately 5 minutes.

Training Alternatives

There are several types of training patterns in regard to intensity level, and more being developed yearly. During a session, it is beneficial to alternate types of training patterns that are used. This not only “surprises” the muscles, but also helps eliminate fitness plateaus and exercise boredom. A couple of varieties are listed below.

Interval Training: Interval training is a gradual buildup of intensity to the target zone. The instructor then alternates the moves between high and low/medium intensity, keeping the heart rate within the target zone, but allowing the participants to “rest” via a lower intensity move. The purpose of interval training is to maintain exercise for an adequate duration with participants who may have difficulty maintaining higher levels of intensity for an extended amount of time. As the session progresses, the length of time for the lower intensity moves decreases until the guests have obtained the cardiovascular fitness and muscle endurance to maintain a high intensity for the duration of the workout.

Circuit Training: Circuit training is a variation on interval training, with intensity segments more clearly segregated. The instructor will lead specifically timed intensity segments, alternating between high intensity cardiovascular moves, and low to no-intensity toning moves. Segments will alternate in 3 to 5 minute periods. The toning segments will provide anaerobic resistance exercises to improve muscular strength and muscle mass, therefore improving metabolism. The higher intensity or aerobic segments will maintain the heart rate in the target zone, as well as lessen lactic acid build-up in the muscles. A separate toning segment at the end of the workout will not be needed in this training.

Pyramid Training: Pyramid training is a gradual buildup of intensity to the target zone, which will then be maintained for a minimum of 15 minutes, with the heart rate peaking towards the maximal range towards the end of the segment. The instructor must then be careful to gradually decrease intensity to lower the heart rate to a slightly above normal rate for the toning segment or cool down.

Cardio-Toning Training: Cardio-toning involves the use of resistance equipment in combination with higher-intensity cardio moves. This type of training requires the participant to move the resistive equipment with a similar speed to that of the same move performed without the equipment. Cardio-toning improves muscular endurance as well as building muscle mass in the participant.

Water Principles

A water fitness instructor must have a basic understanding of the properties of water. The following is a simple description of how the water works and how it affects the workout. Archimedes Principles outline three rules pertaining to water.

1. Displacement – A body will float in water if it displaces a weight of water greater than its own weight. This means that an object or body will float if it is heavier than that same volume of water.
2. Density – The body's organs, bones, skin, and fat tissues are all of different densities. Bone and muscle have greater density than water, while fat has a lesser density. The amount of support the water can provide (buoyancy) is determined by an individual's percentages of these elements. This means that a person with an excess of body fat will float whereas a person with a low body fat percentage will sink.
3. Volume – This works in a similar way as density, but rather than referring to weight it refers to total size. A larger body has more difficulty moving throughout the water than a smaller body does, due to the amount of surface area of the body resisting the water.

Increasing the Water Resistance:

Speed – The faster the speed of movement in the water, the more resistance is created.

Length of the Lever Arm – The longer the lever, the more resistance created. It is easier to move your forearm (short lever) through the water than your entire arm (long lever).

Frontal Plane – The frontal plane is the widest, therefore providing the most surface area to resist against the water.

Inertia – The principle behind inertia is that mass tends to resist a change in motion. Therefore, it is more difficult to change direction than to continue to move in the same direction.

Cupped Hands / Pointed Toes – Cupped hands and pointed toes provide more resistance due to the way they case the water to move. Cupping hands or pointing toes decreases the body's "aerodynamics", providing maximal water resistance.

Class Preparation

These are some steps to help prepare for your first day, and the days that follow.

1. Prepare a workout, laminate it, and take it in the water with you.
2. Set equipment out neatly before class starts, and be sure that it is readily available.
3. Introduce yourself and welcome your class.
4. Learn participant names and take attendance while they acclimate to the water.
5. Place yourself in front of or in the center of the class.
6. Use clear, concise, loud directions, then turn and repeat them to the other side of the class.

7. Demonstrate the moves AND the modifications. If necessary demonstrate on land.
8. Teach your class your cues and use them consistently.
9. Check heart rate or Rate of Perceived Exertion (RPE) at the climax of the workout, and then after the cool down.

These are some steps to follow during the work out.

10. Count down to changes in moves (example: “and in 3...2...1... baby frogs”).
11. Change moves at least every two minutes unless you are doing laps.
12. Add no more than 3 brand-new moves in one class hour.
13. Lessen the number of repetitions when adding resistance equipment to a move.
14. Give body point checks at least once every 3 – 5 minutes.
15. Show how to increase or decrease the intensity of moves.
16. Muscle fatigue is acceptable, but pain is a signal to stop or modify.
17. Emphasize working at one’s own pace.
18. Ask for feedback when subbing, after the class is through (ex: Too hard? Too easy?)

Evaluations

There are three different types of evaluations in the Aqua-Fitness program. **One** of the evaluations is a participant evaluation. This evaluation can be obtained from the Recreation Coordinator and handed out to participants. This is a good way to get feedback from the class on how you are doing as an instructor. The **Second** is to be used for evaluation of an Aqua Fitness Instructor and class, by another Aqua Fitness Instructor. This evaluation is intended as a tool for instructors to help each other improve upon or learn new methods or ideas from each other. The last evaluation is done by the Recreation Coordinator in order to provide the instructor with constructive comments and suggestions regarding his or her performance as a City of Fort Collins Aquatics staff employee.

Special Populations

Special populations are groups of people with needs and fitness requirements that differ from the ‘average’ person. Some groups are obvious, such as pregnant women. Other groups are not as easily recognizable, such as people with hearing disabilities. A guest may have a fitness condition that changes each day. The key to working with special populations is to understand that everyone is an individual and has unique concerns. A few of the most common special populations are discussed below.

Older Adults

Older adults are commonly defined as people sixty-five years or older. This age range does not apply to everyone. In some older people it is difficult to distinguish whether certain physiological conditions are due to de-conditioning, the aging process, or disease. It may be

possible to regain fitness and/or slow down the rate of decline. An additional variable is that an older adult may have an undiagnosed illness that affects their fitness level.

Prenatal Women

A pregnant woman's body is changing for the entire period of gestation, as well as at least six months after birth. The body must adapt to nurture the fetus and provide the oxygen, glucose, and heat release. There is a competition between the needs of the muscles and the fetus during exercise, because both exercise and pregnancy utilize the same systems of the body.

People with Injuries

This classification includes people with both temporary and chronic injuries. Modifications and alternative moves may be provided before, during, or after class as time permits. The Aqua Fitness program is recreational and do not have therapeutic objectives. This means that we provide recreational exercise and cannot give advice or provide therapy. We can help to avoid a guest's pain and provide alternatives, but do not fix physical problems!

Guidelines for Including People with Disabilities

The City of Fort Collins Recreation Department is proud to provide quality recreation opportunities to all members of the community. The Adaptive Recreation Opportunities program (ARO) works with all program areas to ensure that people with disabilities have the necessary accommodations or support they need to participate in any recreation program at their highest level of independence. Assistance around the pool or lobby areas may require random assistance from staff. If the assistance is associated with class participation, then the class instructor may need to provide accommodations as part of the class offering.

“Inclusion” means that individuals with disabilities attend the same recreation programs they would attend if they were non-disabled. Inclusion provides opportunities for people with and without disabilities to experience recreation together. Inclusion is mandated by the Americans with Disabilities Act (ADA) and is the right thing to do.

If you feel you have someone in your class with a special need that may benefit from an accommodation, please contact the Recreation Coordinator and they will contact the Adaptive Recreation Coordinator. The following ideas are provided as suggestions to benefit participants with disabilities.

1. Be consistent with your actions for all the participants. If a participant has a 1:1 support partner, communicate and interact with the participant not the support staff.
2. Establish a connection. Provide lots of positive feedback.
3. Demonstrate visually, audibly, and physically.
4. Encourage student interaction and model equality as an instructor.
5. Don't be afraid to ask ARO staff questions or make mistakes.

Specialized Aqua Fitness Classes

Twinges in the Hinges, Twinges Plus, Basic Water Workout, MS Water Exercise

Many Aqua Fitness classes are specialized to meet the unique needs of people with chronic illness and are designated as ARO programs. These may include people with arthritis, fibromyalgia, chronic fatigue syndrome, multiple sclerosis, and more. These classes are designed with modified exercise techniques, equipment and conditions to serve specific populations.

Pool Entries

Accessible entries and exits from the pools must be provided through lifts, ramps and/or personal assistance. Instructors must be knowledgeable on the operation of the lifts and assure that participants are served effectively, either by personal involvement or arrangement for other City staff or support companions to assist. Pool wheelchairs are located at all pools, for public use into and out of the water. Instructors should be sure to know their location. Pool entryways must be available to patrons for access and brief use. It is acceptable for a patron to ‘cool off’ at the bottom of the stairs, for example, but must not block entry and exit. This use is limited and in the case of conflict should be brought to the attention of the manager on duty.

Personal Services

City staff or volunteers MAY NOT assist patrons with changing, showering, or toileting. Individuals who require this assistance need to provide their own personal care aide.

Medical Conversations

Instructors must not converse about guests’ medical conditions unless that guest is present and initiated the topic. If treatments are discussed, patrons or instructors must not offer advice to one another. The instructor should redirect the conversation or use one of the recommended phrases below. Instructors must remember that the program has recreational goals rather than therapeutic goals, and construct class accordingly.

Regarding Doctors, Medication, and Treatment

Phrases to Use:

Have you thought about...
Have you asked your doctor?
What has your doctor recommended?
That sounds interesting.
Different things work for different people.
We can talk about that later, but for now...

Phrases to Avoid:

You need/ should/ have to...
If it hurts here, then your problem is...
Your doctor should have...

Call your doctor.
Go see your doctor.

DO NOT! DO NOT! DO NOT!

1. Diagnose an illness or injury.
2. Advocate treatment, traditional or alternative.
3. Instruct a person to see their doctor.
4. Second-guess a doctor.
5. Offer to 'fix' a condition.

Sensitive Topics

The sensitivity of any conversation is a very grey area. Instructors need to be aware of the class dynamic and redirect conversations that might make people feel uncomfortable. Topics that may cause discomfort include, but are not limited to, religion, politics, sexual relations, and jokes of a sexual, religious, or racial nature.

Fitness and the Human Body

During exercise, the body engages several systems. These systems are known as the respiratory, cardiovascular, skeletal and muscular system. Instructors should have a basic understanding of what each system does during exercise.

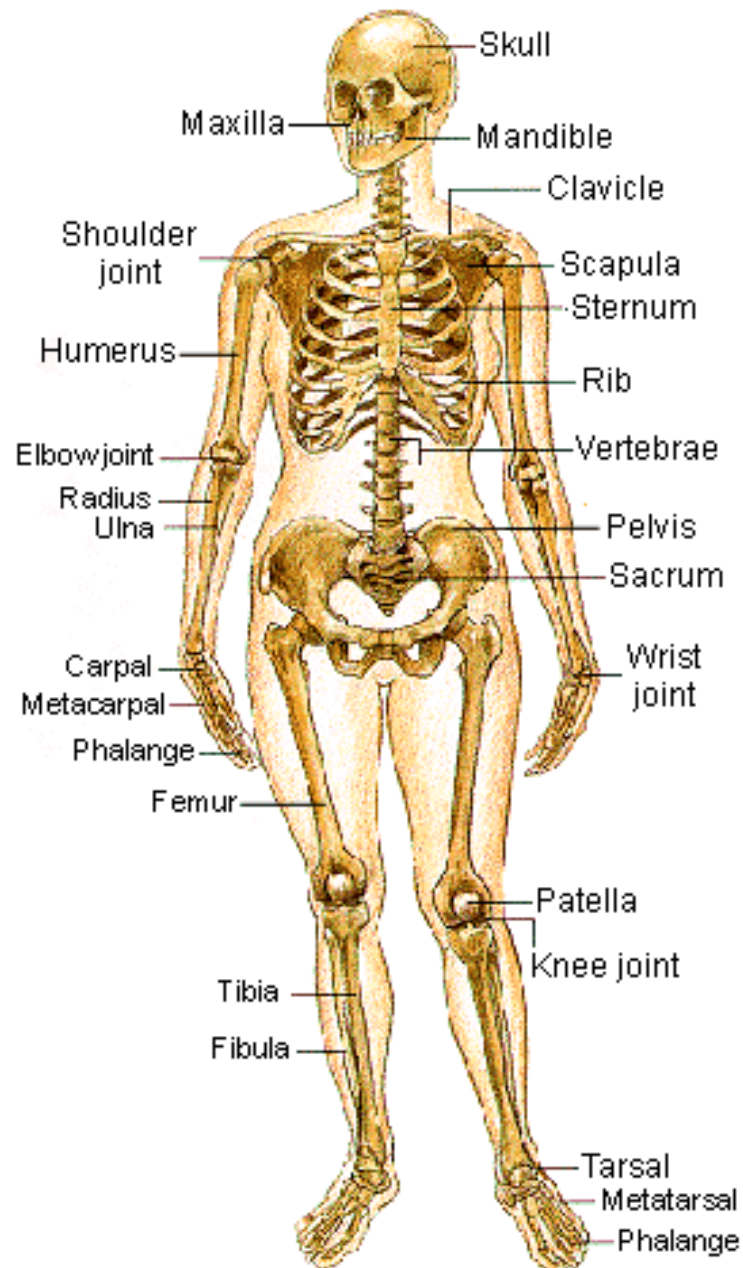
The **respiratory system** takes in oxygen. The **cardiovascular system** delivers the oxygen and other nutrients to the organs, limbs, and skin. It then carries away waste by-products via the veins. The **skeletal system** supports the body and protects organs such as the lungs and heart. This system also works in conjunction with the joints of the body as a lever system against which the muscles can pull. The **muscular system** assists the bones with support of the body, provides heat for the body, and provides a means for movement.

The Cardiovascular Benefit

The purpose of aerobics is to improve the condition of the cardiovascular and respiratory systems. In other words, aerobics exercises the heart and lungs. To accomplish this, a person must work out in their 'target zone'. A target zone is the heart rate at which the heart muscle and lungs are challenged but aren't working so hard that muscle tissue is being burned. Exertion during aerobics can be measured in three ways; the **talk test**, the **rate of perceived exertion**, and the **target heart rate**.

If the instructor decides to check participants' **heart rates**, he or she should keep in mind that the cooler water temperature will lower initial resting and exercising heart rates. The **talk test** is a simple way to measure workout intensity. If guests can say their name in a breathy but clear voice, they're in the target zone. **Rate of Perceived Exertion** is a numeric rating from 1-10. Patrons rate their **own** intensity based on this scale. A rating of '1' is equal to having just woken up, and '10' equals maximal intensity.

Bones of the Human Body



Anterior Muscles of the Body

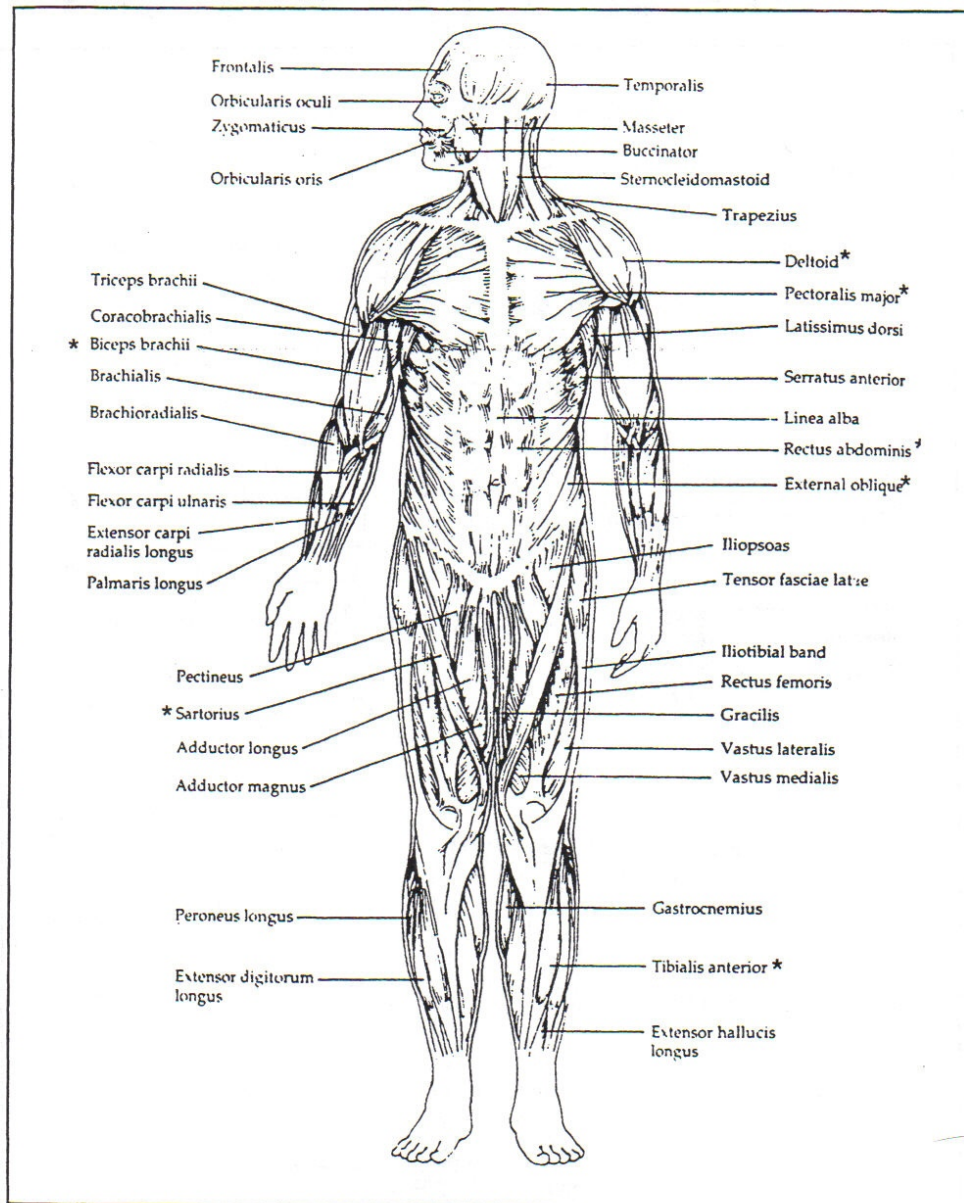
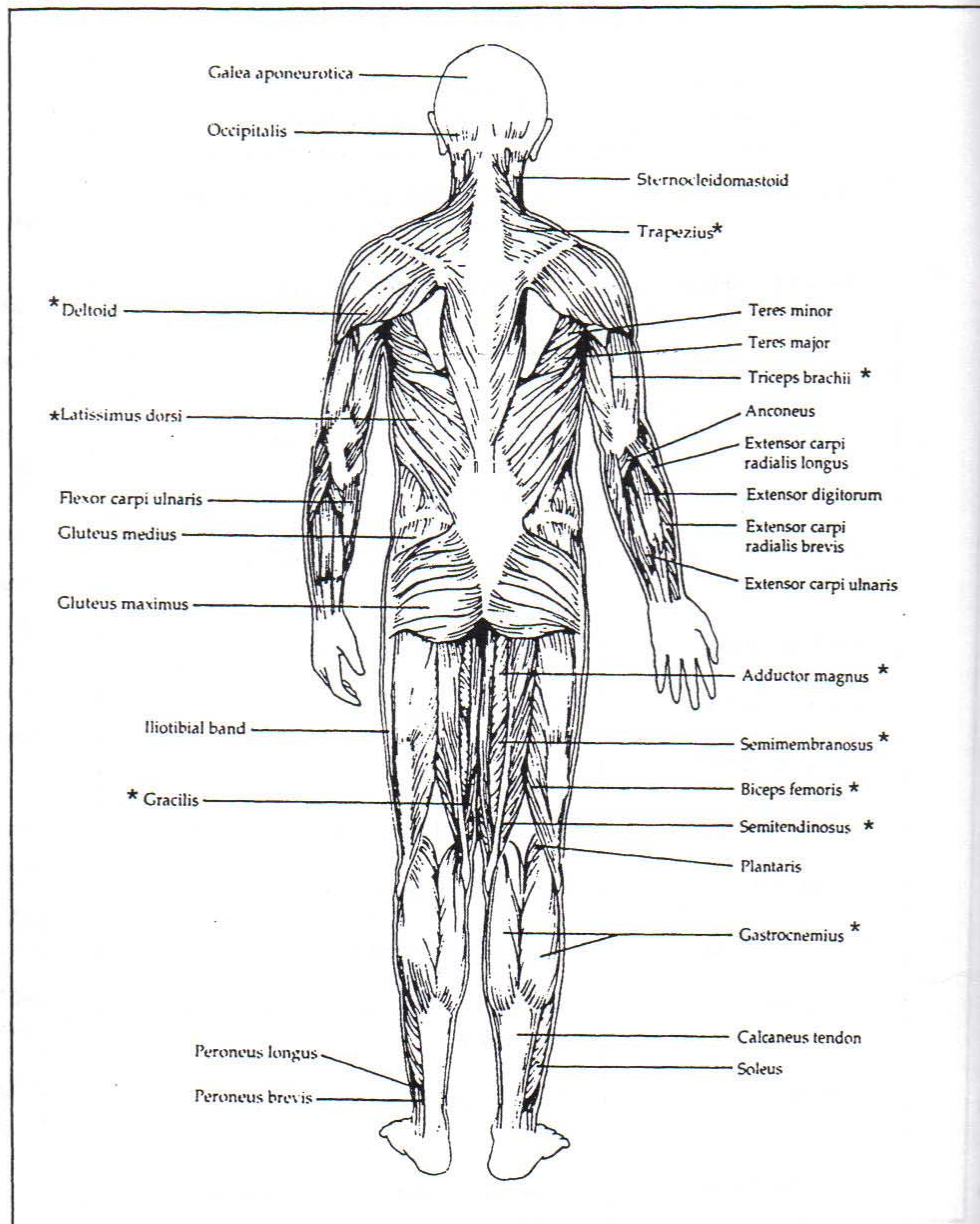


Figure 4. Posterior Muscles of the Body



*From Nieman, David C. Fitness and Sports Medicine, An Introduction,
Palo Alto, CA, Bull Publishing Co.*

Aerobics and Strength Training

Aerobic exercise, based on the American College of Sports Medicine (ACSM) guidelines, should be performed three to five times per week. The intensity should be 60 to 90% of the maximal heart rate. This range should be decreased if certain risk factors are present or a person is just beginning an exercise program. If a person was trying to lose weight, they should focus in the lower range of the intensity so that the body will more effectively use fat as energy. If a person was interested in more of a cardiovascular benefit, then they should aim toward the higher end of the intensity range.

Toning should be performed 2 to 3 times per week and focus on about 5 muscles per session. Opposing muscle groups should be worked on the same day. To improve muscle conditioning, complete at least two sets of each move; the first set a 'warm up' and the second set an 'effort' set. Repetitions should start at 8 and gradually be increased to 12. If 12 repetitions can be done easily, resistance should be added and repetitions decreased. Technique is critical to the conditioning of muscles and the prevention of injury. It is more important to complete fewer repetitions with good form than to do more reps with poor form. Toning should be challenging and mildly uncomfortable, but not painful. If pain occurs with no known cause, check the participant's form. If the form is good, remove the resistance. If the move is still painful, provide a modification or an alternate move.

Equipment Use and Safety

Rules for Equipment Use:

1. The instructor is responsible for the equipment that is used.
2. Equipment should be placed neatly and conveniently on the deck or in the class area prior to the start of the class.
3. Equipment may not block pool or facility entries, exits or walkways.
4. Damaged equipment should be removed immediately.
5. Guests must use equipment as instructed or should be asked to discontinue use.
6. AFAP and AFAP Plus classes must get approval to use resistive equipment in class.

Types of Equipment and Guidelines for Use

Balance Rings: (Donuts)

Balance rings are foam circles with a hole in the center. They can be used as resistive or assistive equipment. They can also provide support for people with aqua phobia or balance concerns.

Guidelines:

- Moves should be slow and controlled.
- Pause at the beginning and midpoint of each move.
- Rings must not break the water's surface during strength training.
- Keep a slight bend in the joint of a long lever (i.e. the whole arm or leg).

Bands:

Bands come in many forms. Essentially they are any type of elastic rope-like equipment that increases the intensity or resistance of the move.

Guidelines:

- Multiple bands may be used for increased resistance.
- Moves should be slow and controlled
- Avoid snapping or springing of the bands.
- Keep a slight bend in the joint of a long lever.

Hand Buoys:

Hand buoys are foam dumb bells. Unlike land free weights, buoys resist downward pressure and assist upward pressure. Therefore, a biceps curl with buoys would work the triceps.

Guidelines:

- Moves should be controlled.
- Buoys should never break the water's surface.
- Keep a slight bend in the joint of a long lever.
- Do Not suspend with the buoys under the armpits.

Noodles:

Noodles are long foam tubes that may be used for resistance, assistance, suspension, or the development of coordination and balance. People with aqua phobia or balance concerns should not balance on the noodle until comfortable without holding onto the wall.

Guidelines:

- When suspended, hold noodles in front or back, but never under the armpits.
- Noodles may be ridden on, stood upon, or used like a swing.
- During toning, noodles may be hooked onto feet, or held in the hands.

Suspension Belts:

Suspension belts are used in deep water classes. They fit around the torso and hold the individual in a vertical position. They may be used during the whole workout or may be removed. New guests should be encouraged to use the belts until the patron has acclimated to the intensity of the class and learned proper form.

Webbed Gloves:

Webbed gloves increase the surface area of the hand, thereby increasing resistance. The gloves are made of different material, which impacts how much water will flow through the glove. Lycra and nylon gloves allow more water to pass through while neoprene allows very little, causing maximum pressure on the joints. People with wrist, elbow or shoulder problems should not use gloves, or use gloves of more porous material.

Cardio Toning Moves

The purpose of these moves is to use equipment to tone muscles while maintaining an elevated heart rate. If the heart rate is elevated while toning, the muscles have less chance of injury and fatigue. Resistance equipment is used in the water to target specific muscle groups while still giving the body a cardio workout.

Levels Used

Level 1: Lower intensity or chest-deep submersion position.

Level 2: Higher intensity, with shoulders submerged.

Level 3: Fully suspended position.

Noodles

- ◆ **Pendulum Swing:** Holding the noodle in front of the body, submerge the center of the noodle and pendulum swing the body. Hands can be together, or move apart for more resistance. Can be done in deep water as well; noodle can be behind back for support, or held in front of body for more resistance and higher intensity level.
- ◆ **Noodle Roll:** While jogging backwards, hold noodle submerged in front of body, hands wider than shoulders, and alternate arm circles, pushing the noodle under the water. Switch directions and jog forwards, rolling the noodle forwards with alternating arm circles.
- ◆ **Rocking Horse:** As the body is performing the rocking horse move, hold the noodle submerged in front of the body, hands shoulder width apart, pulling the noodle to the body as one rocks forward, pushing the noodle away from the body as one rocks back. Separating the hands even further apart will create more resistance just as moving the hands closer together will lessen the resistance.
- ◆ **Double Noodles:** (Each participant will need two noodles for these exercises.) Placing one noodle under each foot, perform a Wide Knee Run, Cross Country Ski, Half Jacks, Reverse Squats, Hoe Downs. These moves may be most successful in deep water classes.
- ◆ **Partner Noodles:** (Each participant will need one noodle, and partner up with another participant.) Partners will face each other, and hold an end of each noodle in each hand. Move opposing each other and perform Cross Country Ski, Half Jacks (pushing the noodles under the water), and Single Arm Press (both partners will push the same noodle completely under the water, then raise back up and repeat with the other noodle, while jogging. This move can also be done with partners pushing down opposite noodle ends while jogging.)

Dumb Bells

- ◆ **Cross Country Ski:** Perform move with dumb bells submerged (don't let them pop up out of the water!) Be sure to instruct participants as to hand position: either palms down or palms facing each other. Also a deep water move.
- ◆ **Single Arm Press:** While jogging, press dumb bells down to hips (palms down) and raise to just below water surface, alternating arms. In deep water, this move is performed while bicycling the legs.
- ◆ **Half Jacks:** Perform move with dumb bells submerged. Then, Half Jack the legs, but press dumb bells in and out in front of the body. In shallow or deep water, while performing the

Half Jack legs, pull dumb bells up to chest, straighten arms out at sides, then push bells straight down to hips.

- ◆ Bicep Curls: While performing a hamstring jog, curl dumb bells up to water surface from hip level, with palms facing up. Be sure the dumb bells do not pop out of the water.
- ◆ Side Press: While performing a high knee jog, raise dumb bells with arms straightened from hips out to sides, and push back down to hips.
- ◆ Push and Pull: While performing a wide knee jog, push dumb bells out in front of body, then pull back into the chest. Be sure the bells are submerged under the water's surface.
- ◆ Side to Side: With feet spread and planted more than shoulder width apart, toes pointed out, spread arms wide, holding dumb bells submerged (either palm up or palm down), move torso side to side, using abdominal obliques to move body. DO NOT allow knees to cross over the toes! Then perform move with feet in a flurry.
- ◆ Low/High: With feet spread and planted as above, with the right dumb bell submerged, push it out from the right side low to the knees, pull back into the body, then push from right side high, to just below water surface. Repeat on right side several times before switching to the left side. While pushing the right dumb bell, hold the left submerged in front of the body, in close to the middle of the chest. Be sure to raise and lower the rear instead of crossing knees over the toes.
- ◆ Squats: Start with feet planted wide and toes pointed forward. Dumb bells are held submerged on each outer thigh. Squat the body, then raise and karate kick the right leg, squat and then karate kick the left leg, repeat. To focus on the inner thigh muscles, Squat with toes pointed out and feet wider than the shoulders.
- ◆ Jump Rope: Submerge dumb bells and hold with arms out wide. Circle as if jumping rope, hopping as the dumb bells are pushed down towards feet. Reverse directions.
- ◆ Perform the following moves with the dumb bells under the water surface: Frogs, Moguls, Pendulum, Cannonball Jumps, Lemon Presses, Opposite Hand/Opposite Heel (behind body). Most of these can also be done in deep water.

Resistance Bands

- ◆ One-Legged Half Jacks: With the bands around each ankle, perform a half jack with the right leg only, hopping on the left leg. After a set working the right leg, switch to the left leg.
- ◆ Half Jacks: With the bands around each ankle, perform the half jack move.
- ◆ Cross Country Ski: With the bands around each ankle, perform the cross country ski move.
- ◆ Double Knee Lifts: With the bands around each instep, raise the right knee to hip level two times, then the left two times, etc. This can be done in deep water, with a noodle held for support.
- ◆ Robin Hood: While jogging, hold the bands, one in each hand, and with the right arm straight out in front of the body, pull the band back to the shoulder with the left arm, alternating sides (simulate shooting an arrow with a bow).
- ◆ Chest Press: While bicycling on a noodle, hold the band ends in each hand, with the band behind the back and behind the noodle. Then press both hands straight out in front of the body.

Balls

- ◆ **Incredible Hulk:** With feet in a flurry, hold and squeeze the ball with both hands, elbows out, at thigh level. Variation: while squeezing ball, raise and lower ball in front of body (keep ball submerged).
- ◆ Perform the following moves, pushing the ball down with both hands: Frogs, Moguls, Cheerleaders. Moves can be performed in shallow or deep water.
- ◆ **Basketball:** While jogging, “dribble” the ball with the right hand (keep ball submerged). After a set on the right, dribble with the left hand.
- ◆ **Crunches:** With ball between knees, in shallow or deep water, hop forward, bringing knees up close to chest. Using a noodle behind the back for support, perform abdominal crunches (slowly) with ball held between knees, raising knees then straightening legs below body.

Deep Water Moves

Abductor Pulse: Legs are pressed apart in a straddle, pulse while sitting in a chair, and while straight up & down.

Bicycle: Legs parallel to water surface (sit in chair), bicycle forwards and backwards.

Cross Country Ski: Alternate legs, cross country ski.

Dolphin Kick: Sitting in a chair, kick out from knees down in dolphin kick.

Double Heel Lifts: Suspended vertically, knees together, kick rear end with both heels at same time, lower, and repeat.

Double Russian: Sitting in a chair, wide knees, kick both legs out at same time (or alternating), from knees down.

Eggbeaters: Wide knees, eggbeater kick; alternate move from wide-knee position to narrow eggbeater, and so on.

Front Hopscotch: Wide knees, reach and touch opposite hand to opposite ankle in front of body, alternating sides.

Knee-Run: Suspended vertically, with knees continuously pointing towards pool bottom, lift heels to rear end, and run “on your knees”.

Heel Taps: Legs straight, sitting in a chair or vertical position, turn toes out and tap heels together.

Cannonball Jacks: Half-jacks (feet extend down together and out wide), with full tuck in between.

Lucky Charm: Starting from a wide “jack” position, bend knees and bring one heel in front and the other heel behind, keeping knees wide. Alternate front legs.

Short Scissors: Sitting in a chair, knees together, cross one ankle over the other, alternating top foot. Variation: 3 scissors, then force legs out wide, 3 scissors, out wide, etc.

Seated Flutter Kick: In a chair position, flutter kick with legs out straight in front of body.

Karate Kicks: Karate kick out to side, alternating sides, and bringing legs down vertically and together in between.

Speed Walk: Suspended vertically, walk quickly moving the feet no further than heel to toe. Think of trying to walk with both legs in one pant-leg. Hands slice through the water.

Opposite Elbow-Opposite Knee: In front of body, reach opposite elbow to opposite knee, alternating sides.

Pogo's: Starting from a vertical position, tuck, twist to the right side and extend the legs, then tuck and twist to the left side and extend the legs, etc.

Flurries: Starting with legs out wide, fast little jog, gradually bring it in narrow, gradually back out wide, etc. Envision a football player running through car tires that go from large to small, etc.

Shallow Water Moves



Half Jack

Just like a jumping jack under water, do not bring arms out of the water. Land out then land in.



Tuck Jack

Same as half jack but in the middle you tuck your arms and legs. Then land out again.



Power Jack (Out or In)

Out: Start with legs and arms in and when you jump push arms and legs out like a half jack but land in.

In: Start with legs and arms out and when you jump bring arms and legs in then land out.



Washing Machines (Tuck and Twist)

Twist to one side then jump and tuck and twist to the other side while your feet are off the ground. Then land on the other side and repeat side to side.



Cross Country Ski

Put one foot in front of the other in the motion of cross country skiing. Switch feet every time. Long arms long legs.



Tuck Ski

Just like a cross country ski just tuck your legs in the middle. Take off apart and land apart with the opposite foot forward each time.



Mama Frog

Jump up with feet together and bring elbows up squeezing your shoulder blades together.



Rocking Horse

Start with one leg forward and keep that leg forward the whole time while shifting your weight forward and backward. Scoop the water with your hands.



Pendulum Swings

Keeping the same arm and same leg swing back and forth.



Toy Soldiers

Bring your opposite leg and arm towards the surface of the water at the same time, then repeat with other side. Arms can be out of the water or in the water.



Papa Frog

Keeping your arms out of the water the whole time bring your legs up in frog position at the same time bring your elbows down to the surface of the water.



Jump for Joy

As you jump move your legs just like a power jack out but throw your hands in the air like you are excited. Wide legs and arms.



Junior Frogs/Baby Frogs

While doing the same legs as Papa and Mama frogs pull/push your arms up/down while your hands are together under the water.



Lemon Squeezer

With your arms out of the water jump and tuck your legs at the same time bring your arms down to the surface of the water.



Lemon Pushers

Tuck your legs up to your chest at the same time push your hands out in front of you.



Garlic Presses

Same as lemon squeezers but instead of tucking your legs bring your straight legs up and arms towards the surface of the water.



Moguls

With your feet together jump from one side to the other like you are jumping over a line side to side.



Helicopters

Using dumbbells or a noodle use your abs to propel yourself around in a circle while your feet stay off the ground.



Cleopatra's / Side Pull-through

Using dumbbells or a noodle use your abs to pull yourself from side to side while keeping your feet off the ground.



Bicycle (on noodle)

While sitting on a noodle rotate your legs in a motion like a bicycle. This can be done forward and backward.



Pull-Through

Using dumbbells or a noodle use your abs to bring your feet behind and in front, tucking in the middle, without letting your feet touch the ground.



Wide Leg Office Chair Pulls

While sitting on a noodle rotate your legs in a wide position as if you were pulling yourself on an office chair. This can be done forward and backward.



Opposite Elbow/Opposite Knee

Bring your opposite elbow to the opposite knee and repeat switching sides.



Figure 4 Abs

Using dumbbells or a noodle put your legs in a figure 4 and lift them up towards the ceiling trying to keep your toes dry the whole time.



Opposite Heel Behind

Bring your opposite heel and hand together behind you and repeat switching sides.



Arnold's

While keeping your dumbbells submerged the whole time bring your dumbbells up with a slight bend in your elbows and bring them end to end together at the bottom.



Opposite Ankle in Front

Bring your opposite ankle and hand in front of your body and repeat switching sides.



Fall Flat on Your Face

Using dumbbells keep your back and torso flat and fall forward then tuck your abs and glutes and pull yourself back up.

Inclement Weather Closure Procedures

In the case of inclement weather please follow the procedures outlined in the attached memo.

Classes will run as scheduled unless the City closes the facility. Instructors are expected to show up to class and be prepared to teach unless you hear otherwise. If the City closes the facility instructors and patrons with classes that day or before 8am the following morning will be notified by the Recreation Coordinator.

To find out if the City is closed please call the **Employee Hotline @ 416-2519**.