



Membership Handbook

This is the Membership Handbook for the members of the Employee Wellness Program at the University of Florida, **Living Well**. The Membership Handbook is updated every semester by the Director and the Graduate Staff. Addendums to Manual are supplied to members on an as needed basis.

Published by the **Living Well** Program
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Gainesville, FL 32611
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Affiliated with the College of Health and Human Performance

Living Well is collaborative effort between University faculty, staff, administration and students. Their time and dedicated assistance is gratefully appreciated.

Copying any part of this manual is not permitted without specific, written approval from the Director.

Last edited on October 2011.

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Welcome

We would like to take this opportunity to welcome you to the **Living Well** Program. **Living Well** began in 1984 in the basement of Florida Gym with less than six machines. In 1996, the fitness center moved from Florida Gym to Yon Hall on the ground floor of the Ben Hill Griffin Stadium, its current home. The 7,500 square-foot facility is now equipped with more than 100 machines and has undergone several renovations since its re-opening. We also offer group exercise programming, as well as personal consultations for our members.

Living Well has a unique connection to the University of Florida community by operating as the only faculty and staff wellness program on campus. It is a not-for-profit organization. The goal is to serve employees by providing them with an alternative to the local health clubs with a convenient on-site facility, which in turn will serve the entire University by contributing to a healthier, more productive staff. In addition, it offers an opportunity for retired employees and UF alumni to utilize the facility and its programming.

This program would not be a success without the participation of volunteers, practicum students, interns and graduate student staffing. If at any time during your **Living Well** experience you have any questions, concerns, or problems, please feel free to speak with either the Director or any of the Program Assistants.

LIVING WELL MISSION

To provide professional, education and research programs with a focus on helping UF employees protect, maintain and improve their health, fitness level, and quality of life. This will be attempted through three primary goals:

1. **A work-site wellness program** for faculty and staff. This includes individualized fitness instruction, fitness assessments, personal training, and informational presentations that focus on various health-related issues. Work-site wellness programs like **Living Well** have been shown to reduce employee health care costs, boost morale among employees, lower absenteeism, and establish health behaviors associated with increased productivity.
2. **Education experiences** for students majoring in various University programs including students in the Department of Applied Physiology and Kinesiology, Department of Health Education and Behavior, Department of Tourism, Recreation and Sport Management, and the College of Medicine.
3. **A research laboratory** to study the effect of exercise on health and aging. These are typically interdisciplinary research projects involving faculty and students from the Department of Applied Physiology and Kinesiology and the College of Medicine. Several multi-year and short-term studies are currently active. These include studies dealing with cardiovascular disease prevention, organ transplant recovery, strength training, and equipment testing and validation for various manufacturers.

ABOUT LIVING WELL

Living Well is the UF employee wellness program affiliated with the College of Health and Human Performance. We provide health promotion and fitness programs at a nominal cost for UF employees, spouses, retired employees, alumni, and Direct Support Organization employees. **Living Well** currently:

- Employs an Administrative Program Director and Graduate Program Assistants
- Provides an educational experience for students each semester. The student staff consists of intern, practicum, and volunteer students from the Applied Physiology and Kinesiology (APK), Health Education and Behavior (HEB), and Tourism, Recreation, and Sport Management (TRSM) programs through the College of Health and Human Performance.
- Provides research opportunities for UF faculty and approved students.
- Publishes a monthly newsletter, for **Living Well** members and College staff.
- Provides health promotion and fitness programs, available to over 12,000 UF employees who are eligible for membership.
- Provides service to over 250 fee-paying members.

Living Well Facility Hours

Hours are posted throughout the facility and on the **Living Well** website and are subject to change per semester. **Living Well** will be closed on all academic Holidays and home football games. We are staffed by students and therefore, limited hours of operation will be in effect during break weeks.

Living Well Facility Services

- First Workout Orientation
- Fitness Assessments
- Group Fitness Classes
- Payroll Deduction (restrictions may apply)

Florida Pool – please visit www.recsports.ufl.edu/aquatics/florida-pool/ for up to date open recreation hours.

O’Connell Center Pool – please visit www.recsports.ufl.edu/aquatics/oconnell-center-pool/ for up to date open recreation hours.

Southwest Recreation Center Tennis Courts: Open recreation, lights on 5:30pm-11:00pm

Faculty and Staff Locker Rooms – located in FLG, first floor, rooms 176 and 178
Lockers can be checked out in room 246. Please see page #21 for additional details.
Policies and procedures are subject to change without notice. October 2011.

LIVING WELL STAFF

Director - Oversees daily operations of the facility

Program Assistant, Fitness

- Coordinate fitness assessments and workout orientations
- Maintain equipment
- Fitness programming

Program Assistant, Membership Services

- Oversee the membership application and renewal process
- Develop, enhance and promote professional relationships with staff and members
- Assist the Director with campus outreach and promotions

Program Assistant, Operations

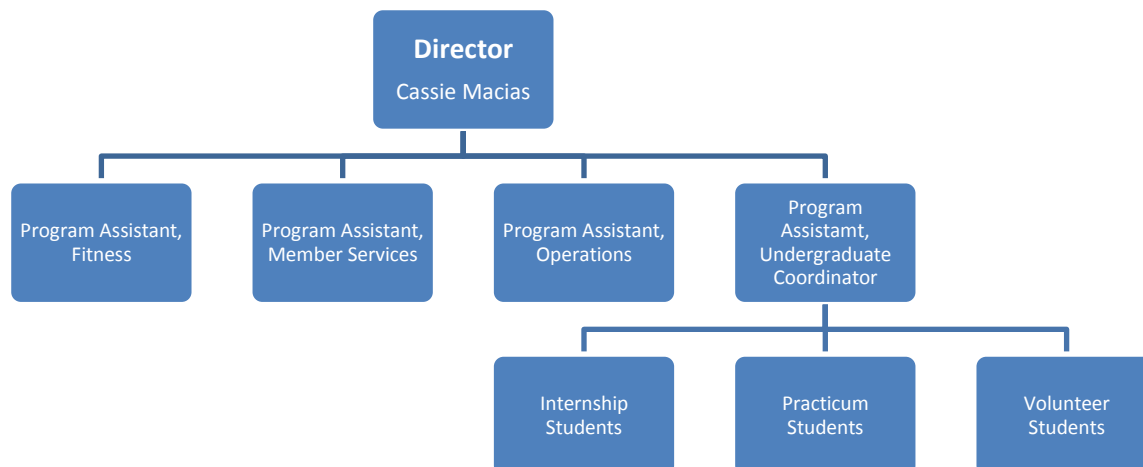
- Manage fiscal operations
- Maintain facility
- Schedule student staff
- Daily operations and services

Program Assistant, Undergraduate Coordinator

- Recruit and supervise intern, practicum, and volunteer students
- Implement continuing education for **Living Well** student staff
- Maintain **Living Well** website

Student Staff – Internship, Practicum, Volunteer

- Undergraduate and graduate students in Applied Physiology and Kinesiology, Health Education and Behavior, and Tourism, Recreation, and Sport Management
- Assist in daily operations, customer service, and maintenance of facility
- Assist **Living Well** members with their exercise programs and use of exercise equipment



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MEMBERSHIP

Membership Benefits

Your membership to **Living Well** allows you into the **Living Well** Center during operational hours, access to available equipment, facilities and group fitness classes, including:

- Recreation swim in the Florida and O'Connell center pools
- Walking or jogging at the stadium
- Florida Gym faculty locker rooms
- Group Fitness Classes
- Use of the 7,500 square foot facility
 - Cardio and fitness equipment
 - Free weights
 - Strength machines
 - Stretching area
 - Access to Florida Pool and O'Connell Center Pool
 - Fitness Assessment testing areas of: Body Composition, Flexibility, Cardiorespiratory Fitness, Muscular Endurance
 - Monthly Topics, Diet and Nutrition, Stress Management, Weight Management, One-on-One Training Intake
 - Monthly Newsletters
 - Personal Consultations

Membership Eligibility

All members are subject to proof of affiliation and/or employment with the University of Florida. Members will not be allowed to use the **Living Well** Program Facilities until payment, signed consent, and membership eligibility are received.

Faculty and Staff

- Membership to the **Living Well** Program can be purchased at the **Living Well** facility at 12 Yon Hall. Faculty and staff are able to bring their spouse or partner to the facility to become a **Living Well** member. The sponsoring faculty or staff must be a **Living Well** member for their spouse or partner to join.
- The applicant must be recognized by the University of Florida, Department of Human Resources as current faculty (full, assistant, associate, or adjunct) or staff (TEAMS, USPS or OPS).

- If your status as a faculty or staff member changes at any time, you must notify **Living Well** of the change. If you disaffiliate from the University of Florida, your membership, as well as any spouse or partner memberships will be cancelled.

Direct Support Organization (DSO) – UF Affiliate Employees

- Membership to the **Living Well** Program can be purchased at the **Living Well** facility at 12 Yon Hall. DSO employees (Shands, UF Foundation, UAA, etc.) are able to bring their spouse or partner to the facility to become a **Living Well** member. The sponsoring DSO employee must be a **Living Well** member for their spouse or partner to join.
- The applicant must present a Gator 1 card and any other appropriate identification.
- If your status as a DSO employee changes at any time, you must notify **Living Well** of the change. If you disaffiliate from your Organization but continue at the University of Florida, your membership, as well as any spouse or partner memberships may be transferred to your current University status. If you disaffiliate from the University of Florida, your membership, as well as any spouse or partner membership will be cancelled.

Alumni

- Membership to the **Living Well** Program can be purchased at the **Living Well** facility at 12 Yon Hall. Alumni are eligible to bring their spouse or partner to the facility to become a **Living Well** member. The sponsoring alumnus must be a **Living Well** member for the partner or spouse to join.
- The applicant must be recognized by the University of Florida Alumni Association as a recipient of a Bachelor and/or Graduate Degree from the University of Florida.

Spouses

- Spouse or partnership membership is intended for spouses and partners
- The applicant must be recognized by the University of Florida Alumni Association as a recipient of a Bachelor and/or Graduate Degree from the University of Florida.

Retired Faculty

- Membership to the **Living Well** Program can be purchased at the **Living Well** facility at 12 Yon Hall. Retired faculty are able to bring their spouse or partner to the facility to become a **Living Well** member. The sponsoring retired faculty must be a **Living Well** member for their spouse or partner to join.
- The applicant must present a Gator 1 ID and any other appropriate identification.

College of Health and Human Performance (HHP) Employees

- Membership to the **Living Well** Program can be purchased at the **Living Well** facility at 12 Yon Hall. HHP employees (faculty or staff) are able to bring their spouse or partner to the facility to become a **Living Well** member. The sponsoring faculty or staff must be a **Living Well** member for their spouse or partner to join.
- The applicant must be recognized by the Department of Human Resources as current faculty (full, assistant, associate, or adjunct) or staff (TEAMS or OPS) of the College of Health and Human Performance.
- If your status as an employee of the College of Health and Human Performance changes at any time, you must notify **Living Well** of the change. If you disaffiliate from the College but continue at the University of Florida, your membership, as well as any spouse or partner memberships may be transferred to your current University status. If you disaffiliate from the University of Florida, your membership, as well as any spouse or partner membership will be cancelled.

University of Florida Police Department (UPD) Employees

- Membership to the **Living Well** Program can be purchased at the **Living Well** facility at 12 Yon Hall. UPD employees are able to bring their spouse or partner to the facility to become a **Living Well** member. The sponsoring UPD employee must be a **Living Well** member for their spouse or partner to join.
- The applicant must present a Gator 1 ID and any other appropriate identification.
- If your status as an employee of UPD changes at any time, you must notify **Living Well** of the change. If you disaffiliate from the Department but continue at the University of Florida, your membership, as well as any spouse or partner memberships may be transferred to your current University status. If you disaffiliate from the University of Florida, your membership, as well as any spouse or partner membership will be cancelled.

No one under the age of 18 years old is permitted in the Living Well facility.

Students enrolled at the University of Florida are not eligible for membership to the Living Well program, unless their primary affiliation with University falls under one the abovementioned statuses.

Membership Payment Schedule and Renewals

Member renewal policies are subject to change without notice.

To facilitate the renewal process and ensure there is no lapse in your membership, we advise that you apply for renewal before your membership expires. When you choose to renew, please meet with a staff member at the front desk for assistance. They will guide you through the following process.

In order to renew you must:

1. Fill out a member renewal form. Renewal forms may be obtained at the front desk or on our website at www.livingwell.ufl.edu. This form must be filled out completely in order to be processed. If you cannot provide us with all the necessary information at that time, we ask that you take the renewal form with you and return it when it is completed.
 - a. Pre-participation Questionnaire – This is the medical history portion of the renewal form. It is standard operating procedure to contact your physician to obtain approval for you to continue working out. Physician approval is required once per year, and in some cases, may be required more often.
2. Pay by check or payroll deduction. Please reference the payment chart below for payment options and eligibility.
 - a. Check – Checks should be made out to the “**University of Florida**” – checks made out to **Living Well** must be re-written. The student staff will provide you with a receipt for your payment.
 - b. Payroll Deduction – If you are able to utilize payroll deduction, please fill out the appropriate payroll deduction card (available at the front desk). Please circle whether you are contracted 9 or 12 months.
3. Physician referral – the student staff member will inform you if you will need a physician referral. To expedite this process, we can provide you with a form to give to your physician and they can fax it back to us at 352-846-3247. We can also fax your physician for you. Whichever option you choose, we will notify you by phone or email when we receive your referral and you are able to begin participating at **Living Well**.

If you require a physician referral, you will not be allowed to use the Living Well facility until referral is obtained

Annual Plan (12 months)				Semester Plan (Fall, Spring or Summer)	
	Check	Payroll Deduction		Must pay by CHECK	
		12-month contract employee?	9-month contract employee?		
Faculty	YES	YES	NOT from Oct-May	Faculty	YES
TEAMS	YES	YES	NOT from Oct-May	TEAMS	YES
HHP*	YES	YES	NOT from Oct-May	HHP	NO
UPD*	YES	YES	NOT from Oct-May	UPD	NO
Retired Faculty	YES	NO	NO	Retired Faculty	YES
DSO/UF Affiliate	YES	NO	NO	DSO/UF Affiliate	YES
Spouse*	YES	NO	NO	Spouse	YES
OPS	YES	NO	NO	OPS	YES
UF Alumni	YES	NO	NO	UF Alumni	NO

*12-month contract employees have deductions taken year round, \$12.26/pay period

*9-month employees have deductions taken for 16 pay periods, \$19.92/pay period

Faculty, TEAMS, Retired Faculty, Spouse, OPS, DSO: **\$300/year + tax** = \$318.75

Faculty, TEAMS, Retired Faculty, Spouse, OPS, DSO: **\$150/semester + tax** = \$159.38

UF Alumni: **\$400/year + tax** = \$425.00

*Special rates for HHP, UPD, and Spouse memberships may apply. Please see the Living Well front desk.

Cancellations and Refunds

There is a no refund policy for all memberships after a three day grace period, as per Florida Statute XXXIII.501301731.

ANY MEMBERSHIP DUES COLLECTED CANNOT BE REFUNDED. If you are on payroll deduction, the bi-weekly deduction will continue until collected in full.

- Please note that certain areas and programs may not be available at all times and all schedules are subject to change without notice.

Policies and procedures are subject to change without notice. October 2011.

- All memberships run concurrent with the University academic calendar, including all breaks, Holidays, and facility closures.

Hold Policy

An active member may request that their membership be placed on hold status for the following reasons:

1. They will be out of the area on documented University of Florida business for a minimum of three (3) months, (e.g. professional development leave, off-campus assignment).
2. They are on medical or family leave for a minimum of three (3) months, or recently had surgery or rehabilitation and are waiting for a physician's release prior to returning to exercise.

To request a hold on your membership, you must obtain a hold request form from Member Services. This form is also included in the forms section, page 26, of this document. This form must be filled out completely and with appropriate documentation attached before your request will be processed. Submission of a hold request does not guarantee your membership will be placed on hold. **In each case, request for hold status must be approved by the Living Well Director.**

Once placed on hold status, your membership will be frozen until your return and contact **Living Well**. Your membership will then be reactivated and the expiration date will be extended for the length of your absence. Members placed on hold status due to medical leave will not be reinstated without written permission by your attending physician explicitly allowing you to resume exercising and noting any restrictions.

RULES & REGULATIONS

The following rules and regulations governing the use of all **Living Well** programs and events and have been created to provide equal opportunity and protect the rights of each member. As a member of the **Living Well** Program, you have the responsibility to understand and abide by all guidelines included here and posted at any **Living Well** facility or event. To ensure the safety of every member, staff and student, the **Living Well** Program will enforce all rules and regulations and any other posted policies. Failure to adhere to these rules and regulations may result in revocation of membership privileges, as determined by the Director of the **Living Well** Program.

Gym Etiquette

1. Please wipe down equipment after use—this prevents rashes and the spread of colds and viruses.
2. No sandals, flip-flops or open toed/heeled shoes.
3. No jeans, belt buckles or loose jewelry—these can injure you and damage the equipment.
4. Please do not interrupt someone in the middle of a set—wait until they are done to approach or talk to them.
5. Remember to use clips/collars on the bars—loose plates can slide off and cause injury.
6. Remember to re-rack free weights after use—this prevents injury and your fellow gym-goers appreciate it.
7. Please try to avoid dropping or banging together weights—this can be distracting and can damage equipment. Also, banging together weights can hurt your joints.
8. Always use a spotter. Living Well staff will be happy to spot for you or find someone who can.
9. Please do not monopolize equipment and, if possible, let others use machines between sets.
 - a. TIP: If someone else is on a machine for a while and you don't want to wait, remember that more than one machine can work a particular muscle group. If you need suggestions, ask a **Living Well** staff member, we will be happy to help you.

Conduct

Use of **Living Well's** facilities is a privilege to members who are expected to be good citizens and respect the rights of others. Individuals who act in an unacceptable or irresponsible manner

may have their access to **Living Well** programs revoked or modifies, as determined by the Director of the **Living Well** Program.

Sign In Procedures

Living Well Facility

A strict sign in policy is enforced when entering the **Living Well** facility. No member will be allowed into the building without signing in at the front desk computer.*

1. Each **Living Well** member will use their UFID or assigned spouse ID number to log in to the computer. UFID's can be entered in either format: ##### or ##### - #####.
2. If your name does not appear on the screen, please re-enter your ID number. If your membership is expiring this month, your expiration date will appear in red and you will be prompted to renew.
3. If the screen indicates that your membership has expired, you will not be allowed to work out until you either renew your membership.

Group Fitness Programs

A strict sign in policy is enforced when attending **Living Well** group fitness programs. No member will be allowed to participate without signing in with a staff member.

Offsite events

A strict sign in policy is enforced when attending **Living Well** events. No one will be allowed to participate without signing in with a staff member and submitting the completed and appropriate paperwork.

* Research participants are required to sign in on the "Research Participants" sign in sheet that is located at the front desk. Participants will not be able to access or use equipment if they do not sign in.

Sign In Violations

Living Well memberships are non-transferable and for the exclusive use of the person assigned to the UFID or spouse ID number. **Living Well** staff reserves the right to request identification at any time.

Violations of sign in procedures include but are not limited to:

- Leaving the facility or program through unauthorized exits
- Using the **Living Well** facility or attending a **Living Well** program event and not properly signing in
- Allowing another person to use your UFID or spouse ID number
- Using a UFID or spouse ID number that does not belong to you
- Knowingly aiding in providing access to an unauthorized user

Policies and procedures are subject to change without notice. October 2011.

- Visiting **Living Well** for a tour and then using the facilities
- Using the **Living Well** facilities when your membership has expired

* If you have forgotten your UFID number or do not know how to sign in to the **Living Well** facility or a sponsored program or event, it is the sole responsibility of the member to locate someone on the **Living Well** staff to notify them of the situation. Notifying a staff member does not necessarily mean you will be given access to the facility or sponsored program or event.

Entrance and Exit

Entry and exit from the **Living Well** facility must always be through the main entryways. Individuals entering or exiting through other doors will be assumed to be in violation of the sign in procedures (see above). Entrance and exit from offsite **Living Well** programs and events will be posted at the location where the program or event is held and members will be expected to comply with any posted procedures.

Food, Chewing Gum, and Drinks

- Glass containers are prohibited at all times.
- Water is allowed only if it is in an enclosed, unbreakable container.
- Spitting is prohibited in **Living Well**.

Smoking, Alcohol, Drugs

Smoking is prohibited on the University of Florida campus. All tobacco products are prohibited in **Living Well** and at any entrances. Alcoholic beverages and illegal drugs may not be consumed prior to or while using **Living Well**. Members and guests may not use the **Living Well** facility while under the influence of alcohol or drugs.

Cell Phones

Talking on cell phones is prohibited throughout the facility. Please step outside if you need to use your phone.

Handicap Access

The **Living Well** facility is designed for accessibility to patrons of varying abilities. Please contact a **Living Well** staff member for special assistance. Members are encouraged to provide as much advance notice as possible to ensure that their request for assistance may be met.

Guest Passes

Guest passes can be purchased at the front desk, located immediately in front of you as you enter the **Living Well** facility. Payment is by check only, payable to "University of Florida". Members of **Living Well** are eligible to sponsor guests to use the facility for \$10 per day per guest, based on the following criteria:

- Members can sponsor up to 2 guests per day.
- Guest passes are limited to a 2 week period during the semester.
- Guest passes entitle the non-member access the fitness facility on the day issued only.
- Guest passes are non-transferrable and non-refundable.
- Guests must present a photo ID at the front desk and sign an "Informed Consent" before using the facility.
- The **Living Well** member assumes full responsibility for all actions and behaviors of their guests and must accompany them at all times.
- Management of **Living Well** reserves the right to refuse admittance to any guest.
- Non-UF affiliate guests cannot sponsor additional guests.
- No guest may be under the age of 18.

Attire

Proper athletic attire must be worn in the facility. To gain the best experience for your workout, we recommend the following:

- Sneakers or tennis shoes
- Running or sport shorts
- Sweat or warm-up pants
- Tee or sweat shirts

The minimum we will require, at this time, to workout is sneakers (no sandals or slip-on shoes) and clothing with appropriate coverage and no belt. In addition, very loose clothing is prohibited; it may get caught in gears of equipment.

Equipment and Injuries

Policies and procedures are subject to change without notice. October 2011.

- Only **Living Well** staff may move equipment in the facility.
- Injuries, accidents, or equipment failures should be reported immediately to **Living Well** Program Staff.

Closing Time

All areas should be vacated by closing time each night. You will be reminded to leave by a staff member at closing time.

Facility Closures

Facilities may be closed and classes and/or events may be cancelled when warranted (i.e. special events, maintenance projects, inclement weather).

Posted Rules

Specific policies and regulations are posted on site and must be observed. **Living Well** reserves the right to change any policy or procedure listed in the Membership Handbook without notice. In the case that a **Living Well** policy or procedure is changed, members will be notified of the change by mail, e-mail, or posting in the facility. Verbal instructions issued by any staff member should be strictly followed.

Personal Belongings

Personal belongings must be secured in the FLG faculty locker rooms or cubbies, where available. Belongings that are left unattended will be considered abandoned and will be returned to the front desk lost and found.

Photography

Photography and/or videotaping is not allowed unless prior authorization is obtained from the Director of **Living Well**. This includes the use of camera and video phones.

Organized Activities

Policies and procedures are subject to change without notice. October 2011.

Living Well may be used for research, education and recreational purposes only. In any case, all activities must be approved by the Director of **Living Well**.

Inclement Weather

Living Well will generally be open during regular hours, though the facility may be closed if it is directly impacted by inclement weather. Programs and classes may be cancelled or postponed if conditions and/or instructor travel are affected. **Living Well** will post any weather-related changes to the **Living Well** website at www.livingwell.ufl.edu.

Suggestion Box

Living Well is always looking for ways to improve the facility and member services. Comments and suggestions from members are encouraged and appreciated. Please write down your comments and place them in the suggestion box located on the front table.

Bulletin Boards

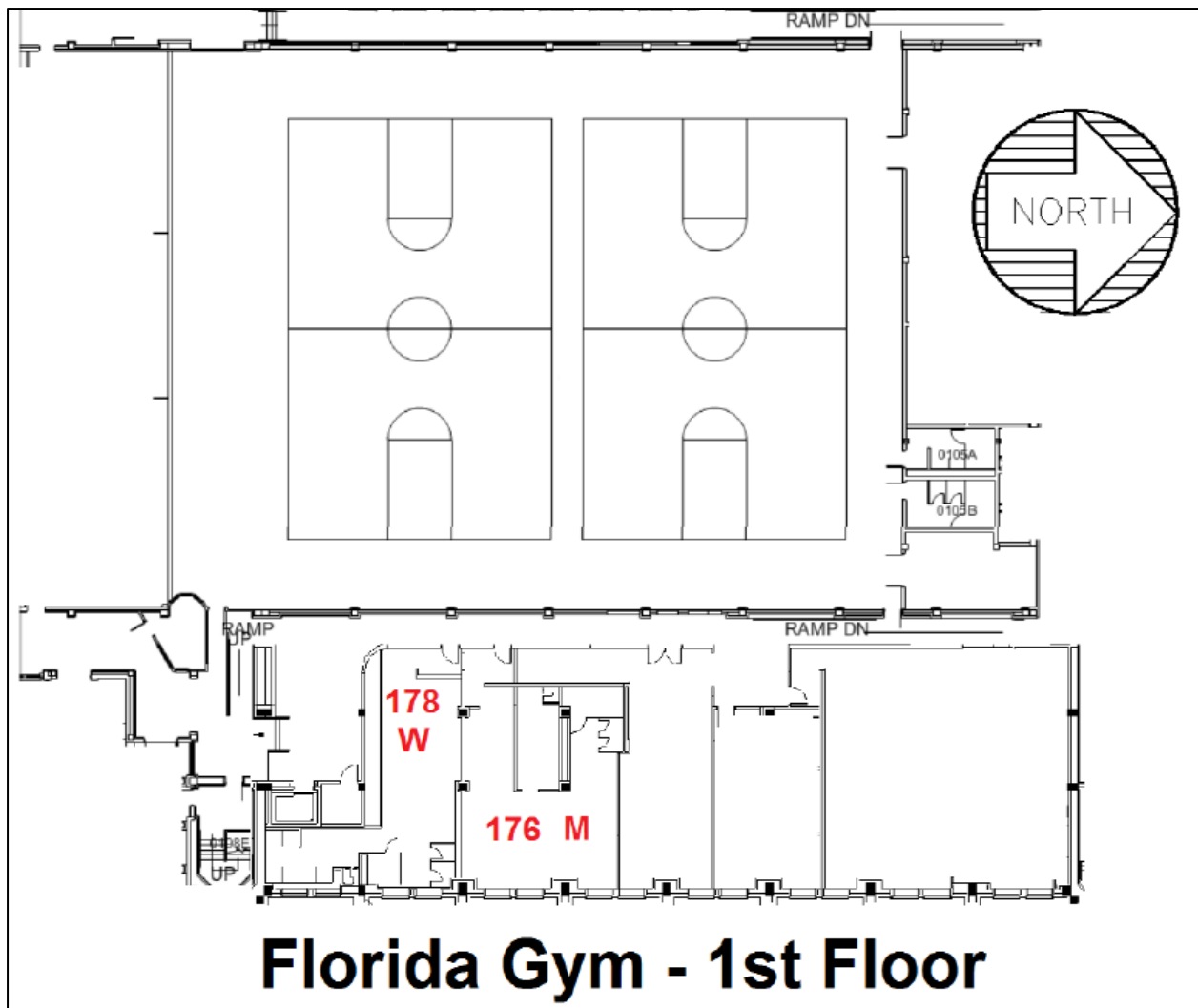
Bulletin boards are located throughout the facility. In general, boards are reserved for staff member use only. There are certain boards reserved for flyers, news, and research notifications. If you have something appropriate that you would like to post, please see a Program Staff member for approval. Postings not approved will be removed.

SERVICES

Locker Room Procedure

Locker rooms are provided for **Living Well** members in the Florida Gym, first floor, east side, rooms 176 and 178.

1. **Living Well** and the College of Health and Human Performance are not responsible for lost, stolen or damaged personal property.
2. Lockers are available on a first come, first serve basis.
3. CAUTION – Wet surfaces in the locker room may be slippery. Please watch your step.



Location of FLG locker rooms.

Policies and procedures are subject to change without notice. October 2011.

Check-Out Procedure

In order to check-out a locker in the men or women's faculty/staff locker rooms in the Florida Gym, new users will need to call 352-392-0578 ext. 1285 or send an email to lockers@hhp.ufl.edu to schedule an appointment. At the appointment, the new user will be required to provide their Gator1 ID Card. The user will fill out a locker information card for our records (name, UFID, Campus PO Box, phone number, email address, and home address). The Florida Gym staff member will locate a vacant locker, issue a lock from the inventory, provide a locker reference card (includes locker number, lock combination, and locker room access code), and provide orientation information to the new member.

Requirements

- Set up an appointment
- Bring Gator1 ID card for employment status
- Complete registration/locker information card

Renewal Procedure

On an annual basis (usually each September), locker users must provide updated information in order to maintain locker access for the upcoming year. Members must provide the following by phone, email, or in person: name, locker number, email address, Campus PO Box, and phone number. Upon renewal the user will be eligible for usage of the locker for the upcoming year, but must complete the renewal process each subsequent year thereafter. Failure to renew during the specified period will result in loss of locker privileges.

In addition, the access codes for the key pads on the locker room doors will be changed during the renewal period. This change is predicated on maintaining the integrity of a secure locker room facility.

Users desiring locker room access solely for shower use (not the use of a locker) must follow the same check-out procedures described above. A lock will not be issued.

Please submit any questions or concerns to lockers@hhp.ufl.edu or call 352-392-0578 ext. 1285.

Group Fitness Classes

Group Exercise, Basketball Courts, and Multipurpose Rooms

1. Please follow the instructor's routine and keep conversation to a minimum during instruction for your safety and the safety of others.
2. Please be on time to all programs, classes, and events.
3. Please return equipment to the proper storage area when class is finished.

Policies and procedures are subject to change without notice. October 2011.

4. Appropriate exercise attire must be worn at all times. Please see the policy regarding "Attire" on page 18.
5. Personal belongings are the sole responsibility of the member, participant, or attendee.
6. Water must be in an enclosed, unbreakable container
7. Food, chewing gum, and other drinks are prohibited.

Weight and Cardiovascular Equipment

In addition to the rules and regulations posted in **Living Well** and included in the Membership Handbook, please observe the following rules:

1. Cardiovascular machine use is limited to 30 minutes when other members are waiting.
2. Equipment must be wiped down after each use.
3. All dumbbells, weights, and weight plates must be re-racked after use.
4. All equipment must be used in the manner for which it is designed. Standing on benches or equipment frames is prohibited.
5. Intentionally slamming or dropping weights is prohibited.
6. Report all injuries or incidents to a staff member immediately.
7. Individuals are responsible for checking equipment prior to each use. Broken, damaged, or malfunctioning equipment should be reported to a staff member immediately.
8. Personal belongings must be kept in the locker room or in a cubby. Please do not carry them around the facility with you.
9. Water must be in an enclosed, unbreakable container. Food, other drinks, and chewing gum are prohibited.
10. Collars must be used on all free bar lifts with plates.
11. Personal radios are not allowed in the facility unless used with headphones.
12. Barbell Olympic Lifting is not allowed.

Parking

Parking at **Living Well** is limited and is exclusively for fee-paying, current **Living Well** members. Parking spots are available on a first come, first serve basis. Failure to follow **Living Well** parking policies will result in termination of your **Living Well** parking privileges.

Parking Permit Policy

This policy is intended to describe the appropriate use of **Living Well** parking permits.

Policies and procedures are subject to change without notice. October 2011.

- Parking permits at the front desk are available for use by the **Living Well** member or other persons using **Living Well** facilities, as approved by the Director.
- Permits are to be promptly returned following the completion of a person's visit.
- It is not permissible to remain parked at **Living Well** and leave the facility.
- Should you choose to park in a **Living Well** parking space without a permit, **Living Well** reserves the right to terminate your parking privileges. In addition, your vehicle may be ticketed or towed.

Staff must hold keys or ID of members while parking permits are logged out.

Special Events – During home football games and other occasions, access to the **Living Well** lot may be restricted.

Alternate Transportation – In an effort to increase physical activity, many **Living Well** members choose to walk or bike to our facility. Bike racks are available at the entrance of our facility, lockers rooms are available in the Florida Gym (see page XX) and cubbies are available in **Living Well** to store your belongings.

Fitness Assessments

All new members will receive a free assessment at the start and end of their membership period.

Members will be assessed in all four aspects of physical fitness:

1. Lean Body Mass
2. Aerobic Capacity (Cardiovascular)
3. Muscular Strength/Endurance
4. Flexibility

Benefits of getting a fitness assessment

- Develop a baseline to determine where to begin your exercise program
- Determine which aspects of fitness are your weakest and target to help create a healthier lifestyle
- Visualize your fitness progression through the membership period by comparing before and after trials
- See where you stand amongst others in your age group

EMERGENCY PROCEDURES

If you have an emergency (i.e. an injury, member complaint, faulty machine) please follow these steps:

1. See a staff member
2. Explain the nature of your emergency
3. If it is an injury that may require medical attention
 - a. Please specify whether you would like the staff to call for medical assistance.
 - b. If the staff member feels that it is necessary that you seek medical assistance, they will call the appropriate parties needed, with or without your consent, as you may not be in the position to make that judgment during your time of need.
4. If it is an accident or incident:
 - a. Please specify the accident or incident to the staff member so they can remedy the situation.
 - b. We encourage all members to point out any issues with our equipment. We also encourage them to let us know if they are having issues with another member or staff member.
5. After the emergency/accident/incident is reported, the staff member will fill out a detailed Injury or Incident Report which is also located at the Front Desk.

FORMS

LIVING WELL MEMBERSHIP HOLD FORM

NAME: _____ UFID #: _____ DATE: _____

Please state your reason for requesting that your membership be placed on hold: _____

Please attach any accompanying documentation regarding your request.

APPROVED

DENIED

Signature



College of Health and Human Performance

Living Well
Cassie Macias, Director

Yon Hall 12

PO Box 118204
Gainesville, Fl. 32611-8204
352-392-9767
352-846-3247 Fax

PHYSICIAN RELEASE AND REFERRAL

(Please type or print clearly)

Physician's Name _____ Phone # _____ Date _____

Physician's Specialty (Family, Practice, Cardiology, Orthopedics, etc.) _____

Patient's Name _____ (*Living Well* Program applicant) DOB _____

I hereby give my patient permission to:

1. Participate in an exercise program _____ Yes _____ No
2. Complete a health and fitness assessment _____ Yes _____ No

The *Living Well* Program is not a phase II cardiac rehabilitation or physical therapy center.

The **fitness assessment** includes: resting heart rate and blood pressure measurements, flexibility (Sit and Reach) test, abdominal and upper body muscular endurance test, percent body fat estimate, and sub-maximal cycle ergometer cardiovascular test (heart rate only, no EKG).

Special instructions or indicated activities: _____

Contraindications to any activities: _____

Physician's Signature [Required] _____ **Date** _____

Potential risks to exercise may include accidental injury, abnormal blood pressure and/or heart rate response, fainting, extreme fatigues, and very rarely, myocardial infarction. Our fitness staff is CPR certified and makes every effort to minimize these potential risks.

Exercise Programs include:

Fitness Assessments, Walking/Jogging, Group Fitness, Lap Swimming, Aerobic Exercise Equipment, Strength Training Equipment, Recreational Activities

The Foundation for The Gator Nation

An Equal Opportunity Institution

Informed Consent

All **Living Well** members, class participants, guests, and research participants must read and sign an informed consent prior to using the **Living Well** facility or attending any related programs or events.

LIVING WELL PROGRAM- Informed Consent

I, (print name) _____, hereby consent to voluntarily participate in the **Living Well** Program and its associated activities and programs. I acknowledge that **Living Well** personnel have advised me of possible risks and complications that may result from my participation in the **Living Well** Program. These possible risks and complications may be related to my participation in resistive, aerobic and activities related to the safe performance of this exercise training and/or the assessment of the health-related components of physical fitness. There exists a remote possibility of adverse changes occurring during exercise, including, but not limited to: abnormal blood pressure, fainting, disorders of heart rhythm, and very rare instances of heart attack or even death; the possibility of stroke or other cerebrovascular incident or occurrence; mental, physiological, motor, visual, or hearing injuries; deficiencies, difficulties, or disturbances; partial or total paralysis; slips, falls, or other unintended loss of balance or bodily movement that may cause muscular, neurological, orthopedic, or other bodily injury, as well as a variety of other possible occurrences, any one of which could conceivably, however remotely, cause bodily injury, impairment, disability, or death. Any procedure such as this one carries with it some risk, however unlikely or remote.

I acknowledge that **Living Well** personnel are not medical doctors, and may not be licensed, certified, or registered instructors or professionals. I further understand that **Living Well** personnel will not provide medical advice; and I agree not to rely on any statements by them as medical advice. I have had an opportunity to discuss my participation in the **Living Well** Program with my own personal physician.

As part of my voluntary participation with the University employee wellness program, **Living Well**, I give my permission for some of the program results to be used for group data analysis for program evaluation, research, and possible publication, now or in the future. Information and data will be reported only as part of a group. All reasonable precautions will be taken to protect the confidentiality of this information. All **Living Well** personnel are required to sign a "Statement of Confidentiality" to this effect. There are no anticipated benefits or compensation for participation.

As a voluntary participant in a research activity with the **Living Well** Program, I may inquire further about any of the procedures described to me. I may withdraw my consent and discontinue participation with the project or activity, at any time without prejudice, by informing the **Living Well** Program Director, at PO Box 118204, University of Florida, telephone number (352) 392-9767 that I wish to withdraw my permission to use collected group data.

I have read the procedure(s) described above. Questions or concerns about your rights as a research participant may be directed to the UFIRB Office, PO Box 112250, University of Florida, 392-0433.

Program Participant

Date

Witness

Protocol #2001.319

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**Thank you for joining Living Well –
Where healthy Gators Thrive.**



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