



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

FITNESS CENTER/WEIGHT ROOM FACILITIES INFORMATION & LOSS CONTROL GUIDELINES

GENERAL FITNESS CENTER RULES

A. BASIC PROVISIONS

1. Fitness Users, and their Guests, are expected to abide by these rules. Any violation of the rules may subject the Fitness User to suspension or forfeiture of their usage.
2. Any Fitness User who conducts themselves in an unbecoming manner, or who knowingly violates any of the Rules may be denied service and or access to the Fitness Center or may have their privileges suspended or forfeited.
3. Good order, proper attire, decorum and consideration of the rights and comforts of others must be observed at all times.
4. The Fitness Center will not be responsible for loss or damage to any personal property of the Fitness User, or their Guests.
5. Any complaints regarding the conduct of Fitness Facilities staff or of a User or Guests should be reported directly to the Mayor's Office in writing.
6. ALL USERS MUST CARRY A DRIVERS LICENSE OR PHOTO I.D. FOR IDENTIFICATION TO USE ANY AND ALL FITNESS CENTER AMENITIES. USE OF FACILITIES MAY BE DENIED WITHOUT PROPER I.D.

B. CENTER EQUIPMENT

1. Fitness Users shall pay for any loss or damage to property for which they or their Guests are responsible. No property shall be lent to any User or Guest or any other person for any reason without the expressed permission of the Mayor or person assigned by them. No property or furniture shall be moved from or to the Fitness Center without the approval of the Mayor or person assigned by them.
ALL USERS AND GUESTS UTILIZE ALL EQUIPMENT AND FACILITIES AT THEIR OWN RISK.
2. Fitness Center personnel are not, without prior arrangements, authorized to provide instruction on the use of the equipment. This Facility is not responsible for any trainers or fitness instructors; Users or Guests using such equipment do so at their own risk.
3. Users and Guests should be aware of their personal fitness limits. Use of fitness center equipment and exercise may be strenuous. Exercise at your own level and pace.

C. FOOD AND BEVERAGES

Fitness Users and Guests shall not bring any food into the fitness center at any time. Beverages consumed during workout must be in a container with a lid. That User must clean any spills immediately.

D. ALCOHOLIC BEVERAGES

No alcoholic beverages shall be permitted in the Fitness Center building or grounds at any time.

E. MEMBERS' PROPERTY

The Fitness Center is not an insurer of the property of Fitness Users or their Guests. Any private property, which may have been left in the fitness center or elsewhere in the building, may be disposed of without notice. The City of _____ will not be responsible for the damage or loss of any property.

F. DRESS

Fitness Users should wear proper attire. When using the exercise equipment, users and guests must wear appropriate attire inclusive of shirt or top, shorts and or pants, and appropriate shoes.

G. SMOKING

Smoking is not permitted in the entire building.

H. LOCKER AND SHOWER ROOMS

While using the Fitness Center, all users and guests may use a locker, based on availability. All property must be removed from lockers immediately following workouts. Lockers shall not be used to store any property. Changing into exercise attire must be done in the locker/shower room. Any property of the Fitness Center shall not be removed for the Fitness area for any reason. Lockers are not for private use and The City of _____ reserves the right to inspect all lockers, as well as to remove any lock left on locker. Any property left in a locker will be disposed of without notice.

I. BUDDY SYSTEM

The "Buddy System" is required while working out in the designated workout areas. It is your responsibility to make your partner(s) aware if you have any significant health problems, which may affect as a result of exercise activity. Communicate with your partner(s) if you become disoriented, strained, stressed, short of breath, or dizzy.

J. PHYSICAL/RELEASE

The City of _____ physical/release form includes a liability release clause which must be signed and a Physical Activity Readiness Questionnaire (PAR-Q), which must be filled out and signed. Any "YES" responses to the PAR-Q form will require a signed medical waiver from a physician. USER ACCESS WILL NOT BE GRANTED IF THESE REQUIREMENTS ARE NOT MET.

- K. Neither street shoes nor black-soled shoes of any kind are permitted on the hardwood gym floor, with the exception of black-soled running shoes when used only for jogging laps or passing through the area.
- L. No bare feet allowed in workout room.
- M. Upon exiting the building to go jogging, etc., and upon return, all individuals must use the designated exit.
- N. The City of _____ Fitness Club reserves the right to sever all privileges for participants. If at any time it feels that such participation is interfering with other users. Anyone under the age of 17 must be accompanied by an Adult.
- O. Users and guests are fully responsible for personal items that are lost, stolen, or damaged at the Fitness Center.
- P. Users and guests may not display action that the Fitness Center staff deems unsportsmanlike or rude, or misuse, move or alter any portion of the Fitness Center environment or property. Equipment must be handled with care; any abuse will result in loss of use and Fitness Center Privileges.
- Q. Equipment should be returned to their proper place after use. Doors shall not be propped open.
- R. No Abusive or Provocative Language. Respect other Users.

Safety Precautions and Basic Gym Safety

This article's main purpose is to assure your safety, so that you get the most out of your workouts while avoiding injuries and/or other complications. It is imperative that you understand and adhere to each of the following safety precautions.

1. Get a complete physical checkup before you start a strength-training program. You might have to modify or avoid weightlifting if you have muscle or joint problems, seizure disorders, heart disease, high blood pressure, previous injuries or any other physical condition with potential for danger.
2. Be sure to always integrate warm-ups, stretching, and cooling-down into your program. This will reduce your risk of injury by increasing your blood flow and prepping your muscles for the work they are about to do. Using the proper lifting form is important not only to work your muscles correctly, but also to prevent injury. Always do your exercises through a full range of motion in a slow, controlled manner.
3. When beginning a new weightlifting program—or any time you try a new exercise—always start out using light weights. It is far better to start out too light than too heavy. Choose a weight that you are sure is light and do a warm-up set of 15 repetitions, while perfecting the correct lifting

technique. If the weight is too easy for 10 to 12 reps—in keeping with your goals – add a little more weight and gradually increase that weight within the next few weeks.

4. Going to total muscle fatigue with a challenging weight is not a useful objective in your first few weeks. When trying a new lift or starting a new routine, the objective is to practice and perfect your technique, and to learn how to concentrate on the muscle you are exercising.
5. Proper breathing is essential in weightlifting. If you hold your breath while lifting a weight, you run the risk of raising your blood pressure and starving your brain of oxygen. You should try to exhale during the “positive”, or main exertion phase, and inhale during the “negative”, the phase in which you resist and come back slowly. If this becomes too confusing or takes away from your concentration on the lift, don’t worry about it – just remember to breathe.
6. Do not leave equipment lying around the weight room where someone could trip over it. Always use the collars that prevent weights from falling off the barbells. Be sure to keep your hands away from the chains, cams, pulleys, and weight plates of exercise machines when they are in use. Also, when selecting the weight for a machine exercise, be sure to push the pin in all the way. Be sure to wear a weightlifting belt on exercises that place stress on your lower back, such as bent-over lifts like squats, or barbell rows.
7. Consider having a spotter. Having a spotter is important not only for safety reasons but also for performance enhancement. Few things work as well as a conscientious, knowledgeable spotter or workout partner who demands proper technique and full effort on every exercise set and repetition. An effective spotter gives encouragement, technique, feedback, and just enough assistance to permit completion of the final, difficult, repetition. No matter what your goal reps are, each set should end with the last repetition being challenging; you should try to go to muscle fatigue. Given this goal, there is always the chance that when trying for a final repetition, you just can’t do it all on your own. This is where your spotter comes in – helping you just barely finish that last rep, and assuring you of your safety.
8. If you do not have a workout partner at first, we strongly recommend trying to find someone with similar goals and interests to workout with you. This will not only help assure safety and motivation, it will also help you make it to the gym more often. If you aren’t working with a partner at a gym, either ask a staff member or someone who looks experienced for a quick “spot”. Most people will be happy to help you. Be sure you and your spotter have a plan so that each of you knows exactly what the other will do in case you need assistance.
9. It is also important that you know how to correctly spot someone to assure his or her safety. When spotting someone, always be prepared to give a little assistance when they reach muscle fatigue (cannot complete the rep on their own). You don’t want to help so much that the rep becomes easy for them to complete – give just enough assistance so that they can complete the set, but it is still challenging for them. Also, only provide assistance on the positive phase (the part that requires the pushing or pulling motion). Still have your hands ready to help, but don’t help with the negative phase (the part where you resist the weights force) – the lifter should try to slowly resist the force of the weight all on his-her own.

When spotting someone, who is using a barbell, be sure to use two hands and provide assistance evenly on the bar so you don't throw off their balance or favor one side more than the other.

When spotting someone, who is using a dumbbell, be sure to provide assistance in the same place for both hands and the same amount of assistance on each side.

When spotting someone who is using a machine provide assistance underneath the weight – be sure to move hands on the negative phase (down phase with resistance) not only to promote effective results for the lifter but also to assure your safety.

Strength training provides many important benefits that cannot be achieved by any other exercise or activity. However, when enjoying this great form of exercise, be sure to adhere to these precautions so that your program is not only effective, but safe as well.

**Good luck! We hope you enjoy all the wonderful
benefits of a safe and effective strength training program.**