

Cottonwood Palo Verde Fitness Activity Center

Group Fitness Program Information



The CWPV FAC Group Fitness Program currently utilizes independent contractor instructors who are certified and trained specifically in the types of group fitness classes that each one teaches. Our main goal is to ensure that the CWPV FAC contracted instructor team provides safe and effective fitness programming that enhances the quality of life for all participants.

We, at CWPV FAC, welcome feedback on current classes and ideas/comments about potential new classes that could be offered within the Group Fitness Program schedule. Our goal is to constantly work to improve our services. Your communication is very important to us!

To ensure a safe, comfortable, and effective group fitness program, we have certain guidelines by which we ask all participants to understand and adhere to. These are guidelines that are industry-specific and the basis for normal operation. Some may also be unique to the CWPV FAC due to the environment and community we live in. Please review this information. If there is any information that is unclear or you have questions about, please connect with the Fitness Manager, who will be more than happy to answer your questions!

Group Fitness Classes

- A variety of exercise classes are offered for Fitness Center members. Monthly schedules can be found at the reception desk and online.
- Classes are fee-based. Instructors are independent contractors, not CWPV FAC employees.
 - **Participants pay the group exercise instructor directly.**
 - Information on pricing, schedules and class passes is available from each instructor and at the Fitness Desk.
- HOA2 residents have priority for participation in group fitness classes.
- HOA2 residents must register for classes, in advance. There are 3 ways to register:
 - In-person at the FAC – our Fitness Desk Team can register you
 - Phone call to the FAC – our Fitness Desk Team can register you
 - You must register by speaking with our Fitness Desk team member – voicemails will not be accepted as registration for a class.
 - Online – please see the separate instructions for registering and canceling from a class.
- Registration **should be completed the day before the specific class, or earlier.**
 - If a class is full, residents may be added to the 'Wait List'.

Resident and Non-Resident Class Registration Policies

Residents:

- Can register for classes up to 2 weeks in advance.
- Should cancel a class registration online up to 1 hour before the class start time.
 - If less than 1 hour before a class, contact the FAC at (480) 895-1776
- Can register for a class online, up to 1 hour before a class start time.
 - If less than 1 hour, contact the FAC at (480) 895-1776 to complete the registration.

Residents from other HOAs (Non-Residents) may register for classes if the class is not full.

- Non-residents can request to have their names be placed on the 'Wait List'.

Resident and Non-Resident Class Participation Policies

The following policies are used for guidance and control of group fitness class participation:

HOA2 Residents

- Must register for a specific class through one of the following methods:
 - Online through Schedulicity – see instructions
 - In-person at the FAC – our Fitness Desk Team can register you
 - Phone call to the FAC – our Fitness Desk Team can register you
 - You must register by speaking with our Fitness Desk team member – voicemails will not be accepted as registration for a class.
- Registration **should be completed the day before the specific class is scheduled.**

- If a class is full, residents may be added to the 'Wait List'.
- Class cancellations may be completed online up to 1 hour prior to the class:
 - If it is less than 1 hour before the class, notify the fitness center by calling 480-895-1776.
- **Important** – if a registered resident is not present **when the class starts**, the registration is considered cancelled.
 - The class spot is given to someone on the 'Wait List'.
 - HOA2 residents have priority over non-residents.
- 'Wait List' – residents who are on the 'Wait List' can be moved to the Class Roster when a person is removed from the roster either:
 - By a resident-initiated cancellation, or
 - If the resident does not arrive for a class by the scheduled start time.

Non-Residents

- Non-residents' registrations are handled in one of the following ways:
 - Any Day Before a Class - entered on the 'Wait List',
 - Day of the class –
 - If 11 or more are registered for the class, names are entered onto the 'Wait List', or
 - If 10 or less people registered for class, the Non-Resident may be registered for the class.
- **Important** – Non-residents may be able to participate in a class if a registered Resident does not show up for the class start by the start time.
- 'Wait List' Policy - HOA2 residents are given priority for moving from the 'Wait List' to the class roster.

Guest Policy

SLHOA#2 Homeowner's guests are welcome to participate in Group Fitness classes.

- Guests must sign a waiver prior to participation in a class.
- Guest also pay the instructor directly

Guests of Non-HOA #2 residents may not participate in group fitness classes.

Attire

Proper exercise attire is an important part of an enjoyable and safe experience in the Fitness Center and in Group Fitness classes. Proper fitness attire includes the following:

- Workout shoes (except in Yoga classes or any other class pre-approved by the Fitness Manager) – cross trainers, gym shoes, rubber-soled and fully covering the whole foot. Sandals, open-toe, or open-heel shoes are not permitted.
- Shirts should cover abdominal, lower back and chest area. No sports undergarments are permitted. Tank tops and sleeveless shirts are permitted.
- Workout pants or shorts may be worn. Shorts must cover the upper 1/3 of the thigh, min.

Group Fitness Participant Responsibilities

All group fitness program participants are required to:

- Clean all equipment, props, accessories used during a class.
 - Cleaning supplies and tools are provided by the FAC.
- Replace all equipment, props, accessories used during a class, into the proper storage areas.

Fitness Center Check-In & Class Sign-In

All class participants are required to:

- Check-in at the Fitness Desk (show current Homeowner Resident ID card), and
- Sign-in at the Class Studio prior to the class.
 - Sign-In sheets are located on the "desk" on the wall outside of the Studio door.
 - Instructors are required to turn in the completed Sign-In sheets to the Fitness Desk



INSTRUCTIONS FOR ONLINE CLASS REGISTRATION AND CANCELLATION

Class Registration - to register for a class online, there are 2 options:

By Web Site

- Go to the web site – www.cottonwoodpaloverde.com
- Go to “Homeowners Only” section on the web site.
- Click on the “Fitness Activity Center” tab
- Click on the “Online Fitness Class Reservations” link
- Click on the “Classes” tab
- Select the class you wish to attend
- Confirm your reservation by clicking “Select This Class” and then “Book My Visit”

By Schedulicity App

- Install the Schedulicity App
- Set up your account (1st time) and Login
- Search for Sun Lakes (location)
- Select CWPV Fitness Activity Center
- Schedule your classes

Class Cancellation - to cancel your class registration online, do the following:

- Class registration can be cancelled online up to 1 hour before the class.
 - If less than 1 hour before the class, contact the FAC at (480) 895-1776.
- Login to www.schedulicity.com.
- The classes that you are registered for will appear on the computer screen.
 - If your class list does not appear, see below for instructions.
- Click on the Class for which you want to cancel your registration.
- Select one of the following options that is appropriate for your situation:
 - Cancel It and Re-schedule
 - Cancel
 - Keep It

Class List Does Not Appear – if your class list does not appear when you login to your Schedulicity account, do the following:

- Go into your Schedulicity Profile
- Find a notification email (confirmation or reminder email) from CWPV FAC
- Find and click on the blue “View Bookings” icon at the bottom of the email
- Click on the “My Classes” in the Navigation menu – your classes should now appear.