

## **Gym Rules & Protocol**

- Safety is our greatest concern. If you don't know how to use "it", ask a gym aide or instructor.
- The RCC gym is open for currently registered students, staff and approved community members only. In order to use the weight equipment area, all students must be registered in a PE class or registered for Weight Equipment Safety & Use and complete an orientation.
- Small lockers are available in the locker rooms for storing your personal items, large lockers are available for use only while attending class or working out. Students need to bring their own locks, towels, and personal necessities. All locks must be removed at the end of each term for cleaning purposes or the locks will be cut off. Items remaining in the locker will be given to a local charity.
- All students and staff must log in and log out on the designated clipboard.
- All must comply with the safety practices described in orientation, using a common-sense pace and approach to working out. Be familiar with common sense warm up practices and work out limitations. Please note- if you have doubts about safe protocol or practice, ask an instructor or gym supervisor.
- Loud voices, foul or offensive language and swearing, and offensive gesturing are not allowed in the gym, athletic field or track.
- Modest attire with full length tops, shorts or sweats and exercise shoes are required. Halter tops, low v-neck blouses, cutoffs, tank tops, muscle shirts, flip-flops, bare feet, and sandals are not allowed. No skin may directly touch naugahyde seats of weight machines. To protect upholstery, no belted or zippered clothes allow. Personal items such as jewelry, keys, and pens should be kept in a locker.
- Spectators and students "hanging out" in the gym are not allowed. Students must be actively participating in gym activities. If a desired machine is being used, students need to work out on another machine until the desired machine is available. Maximum time allowed on any machine is 20 minutes if someone is waiting for the machine. Please be courteous with your time on the machine and in your requests for the machines.
- No food or drinks are allowed in the gym except plastic water bottles with lids.
- When classes are in session, those working out in the weight room must whisper and keep machines quiet. No punching bags at this time.
- Wipe feet before entering the gym. Absolutely no muddy or dirty shoes can cross the wooden floor.
- For injuries, alert the gym supervisor to clean up any blood or bodily fluid spills. Gym supervisors have ice bags and access to telephones in case of an accident or emergency.
- The college provides the music played in the gym. No student music selection is allowed.
- Rogue Community College insurance does not provide coverage for students and staff. Supplemental insurance for accidents and injury may be purchased through the Enrollment Services.
- Please write down any suggestions or concerns and give them to the gym supervisor, so that we may address them.

Name \_\_\_\_\_ Gym Class \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Considerations for Working Out in the RCC Gym

- 1) Be sure to read all forms. Understand that there are inherent risks in physical activity, and you are willing to accept the risks involved.
- 2) If you have any concern about the proper use of any equipment, see Ms. Richards or Ms. Misner for assistance or you may review proper procedures in the Weight Training text (available at the desk) with a gym supervisor.
- 3) Sign in on sheet after you change clothes, but before you begin your workout.
- 4) Check your beginning heart rate and note the heart rate target zone for healthy people in your age group. Stay in the appropriate workout zone.
- 4) Warm up the muscles and heart rate slightly before any exercise or stretching. Let common sense be your guide. If it hurts, stop. If you should see a doctor for any reason before beginning a fitness program, see the doctor.
- 5) Warm up all muscle groups that you will be working and gently stretch to let the muscles respond and relax, by completing moving “dynamic” stretches. Be patient. Warming up should take about 5 minutes. The bike, treadmill and elliptical trainer are all good warm up machines. You may also walk or jog around the gym floor.
- 6) Gradually increase the intensity of your workout.
- 7) Stabilize your back and neck. The spine is potentially the most serious point of injury. Keep your back from any swaying in most exercises. Tighten your abdominal muscles to gain stability for the back and hold your shoulders in a “back and down” position. Check your feet and hand position for proper support.
- 8) Perform a full range of motion. If you cannot make a full motion you are probably using weights that are too heavy. Motions should be controlled, slow and smooth. Weights should never be dropped. Reduce the poundage if necessary and use a full range in a controlled fashion.
- 9) Breathe. Exhale when lifting and inhale when lowering the weight. You need oxygen. Breathe.
- 10) You should begin with 10 reps, 2-3 sets at one station; use 8-10 stations in a workout. Please limit to 3 sets of repetitions. The benefits from more than 3 sets plateaus, while the possibility of injury increases.
- 11) Record your stations, your weights, your repetitions and your sets. If you would like, you may clip your workout program to a clipboard in the gym office for easy retrieval and use.
- 12) Cool down and stretch in a static fashion for 3-5 minutes. Check and record your heart rate.
- 13) Limit your time on any one machine to 20 minutes if others are waiting.
- 14) Re-rack your equipment/weights. Sign out.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_