

Thank you for being a part of our team and sharing our passion for getting more people moving with Group Training. The following are a few points we wish to address regarding your role as an Instructor for Courthouse.

EARNING A SPOT

Exclusivity: Part of the Group Training experience at Courthouse comes from having the very best instructors. Courthouse instructors may not teach or be employed by any other direct, or indirect competitors, in the Salem/Keizer area without express written consent from the Group Training Director.

Instructors are awarded classes based their ability to grow classes and fill rooms. There are many factors that contribute to this ability, including:

- Connecting with members and developing a good rapport quickly.
- Motivating members to enjoy a challenging workout.
- Creating a welcoming environment for new participants and helping them feel successful.
- Entertaining members, making laughter a regular part of most members' workouts.
- Deliver outstanding experiences by knowing programming and delivering as it was intended.
- Demonstrating good form and technique in time with the music.
- Looking like an authentic fitness role model for the class you are teaching.

Every Class is Earned: Completing a training is no guarantee that you will ever teach a class for Courthouse. Each Instructor will earn the right to teach. These classes are awarded to the best instructor available and subject to challenge at any time.

Feedback/Evaluations: In order to assess who the best instructors are, evaluations will take place during classes and practices. These will be done by the Group Training Team, secret shoppers and your colleagues. Additionally, we will solicit member feedback on instructors and schedules.

- At least once per year the Group Training Team will evaluate your class and provide written feedback.
- At any time, a mystery exerciser may take your class to evaluate your teaching. This feedback will be forwarded to the Group Training Director.
- Peer Review. You may be required to observe and evaluate a fellow instructor.
- Self-Assessment utilizing videotaping of your class (typically annually for each format).

Try-outs: If a class comes open, or an instructor needs to be replaced, try-outs may be held to evaluate newer instructors' skill level.

TRAINING

Mentor Program:

- After completing initial training, the trainee is to practice on his or her own and under the guidance of the Group Training Team in order to become proficient.
- Once the Trainee is class ready, they will shadow and team-teach with current instructors, assigned by the Group Training Team.
- When the trainee shows proficiency in their skill, they are approved by the Group Training Team to sub classes and are added to the sub list.
- At this point they can begin trying to earn a spot on the Courthouse schedule.
- An instructor is not an employee of the club until they are approved to be on the sub list at this point they will need to meet with the HR director for employment paperwork.

COMPENSATION

- All instructors are paid a minimum of \$20 per class.
- Team Teaching will be paid at minimum wage (up to 2 per format per launch week)
- Upon certification, and approval for the sub list, one Courthouse instructor shirt will be provided.
- Free membership for any instructor on the schedule.
- Lifestyle Kids is half off (this includes childcare).
- Club Guest Passes. (5 per month)
- Pro-Shop discount. (food and beverage excluded)
- Quarterly Releases for Mossa instructors on the schedule.

PRACTICES

- Practices will be held each quarter before the Launch of new material (for most formats).
- You must attend at least one practice for your format, and will be paid minimum wage for that first practice.
- Any other meetings or practices that are required by the Group Training Director will also be paid minimum wage

EMPLOYEE POLICIES

- See Employee Handbook.
- <http://dev.courthousefit.com/employees/handbook/>



INSTRUCTOR EXPECTATIONS: (THE GIVENS)

Before Class

- Arrive on time (“on time” is 15 minutes before your class is scheduled to start. You should be in the room or hallway, 10 minutes before start time ready to teach).
- Come prepared with everything required to teach a quality class.
 - a. Music (with a backup plan)
 - i. Uniform (MOSSA Branded or Group Shirts)
 - ii. Base color needs to be Black but can also include White or Gray colors (can be shorts or pants)
 1. Your Headset/Microphone (if format requires).
- Be up to speed on any promotions or programs emailed to you.
- Meet with regular and new members before class to answer questions and help new participants be successful.
- Have programming or routine memorized and consistently deliver great experiences (without notes).

In Class:

- Start class on time (when the online schedule says the class starts)
- Deliver a well thought out Class Introduction – including the name of the class, your name, and brief explanation of what the members are about to do.
- Finish your class in the allotted time (55 minutes for most classes).
- Habitual running overtime will impact your ability to keep a class.
- Stay after class to help clean up the room and answer any members’ questions.
- Enter your class counts in MotionVibe. Failure to enter your numbers will result in non-payment for the class.
- Do not sell or promote any products or services (other than Courthouse approved) while representing the club. This includes placing information in the room, or advertising verbally.

SUBBING

- Your class is your responsibility. When you accept a spot on the schedule, you also accept the responsibility to ensure that the class is covered at all times with a quality substitute. The inability to obtain a sub does not relieve you of this responsibility. It is your responsibility to secure your subs. Not the Director or Fitness Coaches.
- Consistently subbing out a class may result in loss of the class.
- Instructors should not announce to their class when they plan to be absent. Our common objective is to fill classrooms and help our members get fit. Announcing to your class that you will be gone does nothing to serve this purpose. In most cases, a portion of your students will not come if they know in advance that their regular instructor will be absent. When people miss class, it not only hurts attendance while you're gone, it also hurts the long term growth of your class.
- Subbing Protocol
 - Send MotionVibe Request (try to not submit more than 30-45 days in advance)
 - Resubmit if necessary
 - Email Entire Team (using email distribution lists or MotionVibe)
 - Call everyone on the team (phone numbers are in MotionVibe)
 - Contact Group Training Team via phone (must speak to someone in person)
 - If it is a last minute emergency – then contact the club that you are to be teaching at.

NO SHOW POLICY

- We will not tolerate instructors not showing for their class or for a class they have agreed to sub. This is grounds for termination.
- Any lateness or missed class requires a phone call or email to the Group Training Director that same day.

Management Decisions:

- The decision to add, move or cancel classes is subject to management at any time. In addition, the decision to change instructors is also at the discretion of management.
- Any questions or comments regarding class selection should be directed to Group Training Director.

