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1. INTRODUCTION

City power requires services of Gym Freelancers for a period of Five (5) Months, as from 1st of November 2016. The primary objective of this additional service is to promote physical fitness among employees and enhance existing employee fitness programs.

The Freelancers service is required from Monday – Friday during the following gym operating hours:

2. SCOPE ENTAILS THE FOLLOWING:

2.1. Freelancer No: 1

- Freelancer required for Morning Shift to open the gym at 05:00 and knocks off at 08:30.
- Between 8:00 – 08:30 the freelancer will deliberately hand over operational issues to the Gym Team Leader.
- Provide monthly gym, aerobics and gym utilization statistics report to Team Leader Gym.
- Ensure that safety and injury prevention policies and procedures are adhered to. Report accidents and prepare accidents reports as required.
- Ensure the gym is clean at all times by coordinating with cleaners.
- Plan and conduct exercise and/or activity sessions in one or more assigned fitness areas, such as stretching/flexibility, circuit training, group fitness classes, weight training, pregnancy exercise and other specialty training.
- Sets up and monitor class equipment and ensure its return in serviceable conditions.
- Demonstrate the correct way to use exercise equipment.
- Monitor the misuse of equipment.
- Check and report all gym equipment that needs to be repaired, upgraded and conduct research on new gym equipment in the market and advice Team Leader gym thereof.
- Facilitate administrative work.
- Physical assessments of gym members.
- Design individual health programs.
- Monitoring and evaluating progress thereof.

2.2. Freelancer No: 2

- Freelancer required for afternoon shift to commence his/her duties at 16:30 and closes the gym at 19:00.
- Between 16:30 – 17:00 the freelancer will deliberately hand over operational issues to the Gym Team Leader.
- Provide monthly gym, aerobics and gym utilization statistics report to Team Leader Gym.
- Ensure that safety and injury prevention policies and procedures are adhered to. Report accidents and prepare accidents reports as required.
- Ensure the gym is clean at all times by coordinating with cleaners.
- Plan and conduct exercise and/or activity sessions in one or more assigned fitness areas, such as stretching/flexibility, circuit training, group fitness classes, weight training, pregnancy exercise and other specialty training.
- Sets up and monitor class equipment and ensure its return in serviceable conditions.
- Demonstrate the correct way to use exercise equipment.
- Monitor the misuse of equipment.
- Check and report all gym equipment that needs to be repaired, upgraded and conduct research on new gym equipment in the market and advice Team Leader gym thereof.
- Facilitate administrative work.
- Physical assessments of gym members.

- Design individual health programs.
- Monitoring and evaluating progress thereof.

2.3. Freelancer No: 3 to conduct morning aerobics class between 6:30 - 07:30, Monday - Friday.

2.4. Freelancer No: 4 to conduct lunch aerobics class between 12:00 - 13:00, Monday – Friday.

3. AEROBICS CLASS AND OTHER REQUIREMENTS

- The instructor will be evaluated on the number of complains, the maximum complains should be less than 5 times in a month.
- All instructors are required to arrive 15 minutes before their class begins.
- The service provider must ensure the replacement of instructor before an hour for the particular class, if the scheduled instructor is unavailable.
- The instructor must apply effective communication within a reason to be 5/10 minutes late.
- Knowledge of group fitness teaching strategies and incorporation of music, tempo, cueing technique and rhythm.
- Should no members arrive for the group class; the instructor will however assist the clients on the gym floor.
- If there are no aerobics conducted, the freelancer should allow the members to access the studio and music should be switched on and the studio to be closed once the freelancer knocks off.
- Access Card to be returned in, if the instructor is no longer providing a service to City Power Gym.
- Aerobics class type in morning, lunch and afternoon requires different instructors to conduct the following classes:
 - Military Boot Camp
 - Functional Training
 - Body Conditioning
 - Group Spinning
 - Cross Training
 - Aerobics Step
 - Cardio Box
 - CoreFit
 - Pilates
 - Hi-lo
- ***Note well that unproductive aerobics classes are subject to be cancelled when necessary.***

3.1. Aerobics Marathon:

Three hour Aerobics Marathon will be conducted at City Power premises two times in a year and the service provider will make a provision on the following:

- Cardio Box: Instructor
- Hi-Low: Instructor
- Zumba: Instructor
- Step: Instructor
- CoreFit
 - Provide 60 bench step
 - And podium aerobics stage
 - Awards for Aerobics Marathon
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3.2. Health and Fitness Campaigns: Promoting fitness and health in the workplace for improved health and wellbeing and also to increase gym membership utilisation. Health and fitness campaigns will be conducted at City Power premises four times in a year and the service will consist of the following:

- Personal Health assessment
- Dietary programs
- Training programs
- And the service will be charged per hourly rate.

4. REQUIREMENTS

Educational background of Freelancers

- Exercise Science or equivalent allied health field degree and a certificate in facilitating group fitness and aerobics classes i.e. Spinning, Kata' box, High-low, Functional training, Cross training, Aerobics step, Pilates, and Yoga etc.
- Proficient knowledge of human anatomy/ biomechanics/ kinesiology in correlation to exercise.
- The incumbents must be prepared to work flexible hours.

5. CONCLUSION

City Power considers its employees and relevant stakeholders to be its most valuable assets, hence the aim of enhancing an effective health program. This can be achieved through the provision of Gym Freelancers.