

Fitness Evaluation

Name	sex	age					
MEASUREMENTS							
Shoulders							
Back							
Chest							
Breast							
Arms							
Waist							
Hips							
Thigh							
Calf							
Frame							
Height							
Weight							
Fat %							
Muscle %							
H2O %							
RHR							
Max HR							
Recovery HR							
Blood Pressure							
BP rating							
FLEXIBILITY							
Hip Flexor							
Hamstring							
Psoas							
Back							
STRENGTH							
Core Stability							
ENDURANCE							
Reps in 60 sec.							
Skeletal Deviations;	Kyphosis	Lordosis	Scoliosis	Spinal Twist	Other:		
Body Type;	Mesomorphic	Ectomorphic	Endomorphic	M/Ec	M/En	E/E	M/Ec/En
Alignment;	Head	Neck	Shoulder	Hip	Leg	Feet	
Body Shape;	Cone	Ladder	Pear	Hour Glass	Change		
Muscle Tone;	Supple/strong	Tight/strong	Hyper tonic	Flaccid	Change		
Blood Pressure Classification							
Hypo	below 99		Diastolic				
Normal	99 > 139		below 89				
Borderline	140 > 159		90 > 94				
Hypertension	above 160		above 95				
HR Recovery after 60 sec rest	<i>below 35 yrs</i>		<i>35>45 yrs</i>		<i>above 65 yrs</i>		
	M	F	M	F	M	F	
Excellent	81	79	84	79	90	87	
Average	120	118	120	118	120	118	
Fair	127	129	129	134	130	130	
Poor							

Business Policies

These business policies respect everyone's time and commitment.

Punctuality: Please be on time for your appointments. If you are going to be more than 15 minutes late please call me to let me know. Sessions may not be extended past the scheduled hour.

“No Show”: Being later than 20 minutes without calling is a “no show” and will be charged full fee. Not showing up for your appointment will be charged full fee.

Cancellations and Re-scheduling. You may cancel or re-schedule an appointment with a 24-hour notice. There will be a full charge as a prepaid session for cancellations or reschedules without a 24-hour notice.

Expirations: All sessions must be utilized within the designated time frame of the purchased package. All unused sessions will automatically expire after an absence of 30 days if a 'Freeze' form has not been submitted to the trainer.

“Make-ups”: Cancelled sessions made with 24-hour notice may be made up and must be completed within 10 days of the expiration of your purchased package.

Freezes: You may request a freeze on your package to accommodate absence over two weeks due to: illness, emergencies or business. You must fill out the Request to Freeze Package Agreement Form and submit it to the trainer.

Renewals: Payment must be made for your renewal package before your renewal package appointments begin.

No refunds. Sessions are non-transferable.

Please sign below your agreement in adhering to these policies. Thank- you.

Client Signature: _____

Date _____

PERSONAL QUESTIONNAIRE

This information is confidential and will not be shared with others

Date: / /

Name:

Address:

Home Phone:

Mobile Phone:

E-mail:

Date of Birth:

Age:

M F

Occupation:

Marital Status:

Name of Significant Other:

Name of Emergency Contact:

Phone:

Referred By:

PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT YOUR EXERCISE HISTORY:

1) Have you participated in a private Pilates' program before?

With whom?

Where?

2) Please describe your past fitness program:

3) How often did you attend?

4) When and why did you stop?

5) Were you pleased with the instructor?

6) What sports or exercise programs are you involved?

HEALTH HISTORY QUESTIONNAIRE

Before starting any exercise program, it is important that you seek the advice of your physician.

Name:	Date of Birth:	
Address:	City: State: Zip:	
Phone:	Cell: E-mail:	
Name of Medical Doctor:	Date of last physical examination:	
Doctor's Phone:		
Name of Chiropractor:	How often do you get adjusted?	
Chiropractor's Phone:		
<u>PAST HISTORY</u>		
What operations have you had & when?		
Have you had any accidents or serious injuries & when?		
Have you had any serious illnesses & when?		
<u>HAVE YOU EVER HAD ANY OF THE FOLLOWING PROBLEMS</u>		
High Blood Pressure	Heart Disease	Stroke
Cholesterol	Cancer	Shortness of Breath
Asthma	Diabetes	Sinus
Digestive Disorders	Allergies	Thyroid
Hypoglycemia	Hyperglycemia	Hernia
Osteoporosis	Headaches	Dizziness
Neck	Mid Back	Low Back
Hip	Knee	Ankles
Shoulder	Elbow	Feet
Wrist	Hand	Arthritis
Other		
<u>CURRENT HISTORY</u>		
What is your current stress level? <input type="checkbox"/> LIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY		
Do you have any physical problems that may limit your exercise ability?		
.Has a physician treated you for any health condition in the last year? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Describe:		
Are you taking any medications?		
If yes, what are they?		
FEMALES ONLY: Are you pre or postnatal?	Are you pre or post menopause?	
When is your MONTHLY CYCLE?		

The information above is true, accurate & reflects my current physical condition.

SIGNATURE:

DATE:

Waiver and Release Form

It is always advisable and recommended to consult your physician before undertaking this or any exercise program.

I, the client am aware that I am engaging in physical exercise and that the use of equipment training and instruction could cause injury to me.

I am voluntarily participating in these activities and assume all risk of injury that might result.

I understand that all reasonable efforts will be made to ensure my physical safety.

I understand that the equipment can be dangerous if used improperly and I will follow the strict instructions of you, my trainer/instructor with respect to all use of the equipment.

I agree to waive any claims or rights I might otherwise have to make a suit against you, my Pilates' instructor for any injury or damage resulting from these activities. I agree to hold you, my Pilates' instructor harmless from any injury I receive from my participation in my Pilates sessions.

Client Name: _____ Date: _____

Signature: _____

Reformer Safety Checklist

BEFORE BEGINNING A CLASS OR PERSONAL TRAINING SESSION

- 1) Inspect the straps to see if they are tight in their binding, and that they are equal in length.
- 2) Strap length adjustments should be locked and riser pulleys secured.
- 3) Adjustable shoulder rest should be all the way in and locked with lock pins.
- 4) The foot bar should be adjusted to each client's proportions and securely locked in place.
- 5) Spray tracks of all machines with silicone lubricant.

SAFETY POINTS TO REMEMBER

- 1) Do not allow participants to straddle the apparatus. Secure springs then ask them to sit on the carriage from the side, and then roll into place.
- 2) Always make sure the client's fingers and/or feet are clear of the springs when they are holding onto the carriage or seated on the box during a movement.
- 3) Change carriage springs only when the carriage is parked.
- 4) Do not have participants stand on the carriage without assistance or holding onto the foot bar.
- 5) When assisting clients with foot straps, be careful not to allow the ropes to fall into their face.
- 6) When assisting clients into leg loops, give clear instructions and keep one foot on the foot-bar while placing the first foot into the strap.
- 7) Insure that the pulley is working efficiently, and that the rope is free from kinks or twists.
- 8) Double check all attachments, especially the clip attachments.
- 9) The head rest must be down when the hips are lifted off the carriage.

REFORMER PRE-CLASS CHECKLIST

- 1) ____ Are all lock pins in place in the shoulder rests.
- 2) ____ Are all lock pins in place in strap posts.
- 3) ____ Have all straps, and pulleys been checked for equal length and height.
- 4) ____ Have all strap catches been checked for tightness.
- 5) ____ Are all machines wiped fresh and sprayed with lubricant.
- 6) ____ Is the head rest at its proper height.

DAILY CARE AND MAINTENANCE CHECKLIST

- 1) ____ Keep all tracks lubricated with a silicone lube, and free and clear of dust.
- 2) ____ Wash the carriage with mild detergent such as Simple Green, or a diluted solution of tea tree oil from a spray bottle, between uses.
- 3) ____ Keep the springs free and clear of dust, hair, etc...
- 4) ____ Periodically wash the hand and foot straps in mild detergent. Allow to dry before use.

Pilates Apparatus Maintenance

PURCHASE: Always buy your Pilates' equipment from a reputable manufacturer or dealer. In the event that you purchase used equipment, ask for the manufacturers contact information. The manufacturer should have PRODUCT LIABILITY. Beware; some individuals have tried to make Pilates equipment and then sell to unsuspecting buyers. These home made machines usually fall apart while in use, while the liability rests with the user.

REPAIRS: Do not hesitate to contact the Pilates' dealers or manufacturer for replacement parts. The manufacturer can usually make a recommendation for your repairs. Often there are Pilates' repair people or handy man services in your area.

MAINTENANCE: Design a bi-monthly maintenance program. Document your inspection, maintenance and repairs. This may be needed in the event of equipment failure and a subsequent injury, to prove your diligence and safety protocols in a court of law. Potential serious injury may result from non-maintenance of equipment.

Hardware Inspection: make sure every nut, bolt and fastener is secure.

Spring Inspection: Random defects may pre-exist in the springs. Severe nicks or abrasions may develop. Stepping on or twisting a spring will cause separation in the coils. Springs that are in continuous daily use may exhibit signs of fatigue and should be replaced. Springs should systematically be replaced every 36 months.

Woodwork: Clean with a mild soapy solution or furniture polish. Refinishing may be required in extreme cases; use a light grade sand paper and seal with polyurethane.

Tracking Systems: Inspect the wheel axles every 2-3 months. Remove any debris that may be entwined on the axel or in the wheel barring. Tighten the wheel if any play is evident. The tracks, upon which the carriage rides, should be cleaned daily. Use a mild soapy solution and dry thoroughly.

Foot Bar: Secure the pad, so that it doesn't slip. Tighten the locknuts if loose.

Leather Straps or Ropes: Use a leather conditioner to prevent drying out or stress fractures. Leather tends to stretch unevenly. Adjust the straps to accommodate the difference and recheck them periodically [the leather will stabilize after a month or two]. Ropes are not meant to last a lifetime. Minor fraying is expected. All ropes that tear or wear severely should be replaced immediately.

Upholstery: Make a routine of wiping down the vinyl upholstery after every use. Besides being hygienically diligent, the clients appreciate your care and reciprocate with consideration for your equipment. Jewelry and clothing may tear the upholstery. Cleaning solutions such as Simple Green, Formula 409, Fantastik or non-allergenic disinfectants like Tea Tree Oil in water or diluted Rubbing alcohol are popular choices. In worse case stains, nail polish remover is effective.