**Host Site Agreement**

**Background & Purpose**

The Fitness Warriors program was developed to lower the risk of chronic diseases (diabetes, hypertension, heart disease, cancer, and stroke) in and around Richmond by increasing opportunities for residents to engage in regular physical activity. In order to reach the populations most vulnerable to chronic disease, the Fitness Warriors program trains members of the community to lead free fitness classes in various locations throughout the region, including schools, churches, senior residences and recreation centers with community members who most need improved access to fitness and activity.

Thank you for your interest in serving as a Host Site for the Fitness Warriors Program! As a host site, you are an important contributor to the success of the program. The purpose of this agreement is to establish a working relationship and mutual understanding of expectations between the Fitness Warriors Program and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Fill in name of Host Site

**Expectations**

The Fitness Warriors Program will:

1. Coordinate an instructor to lead free onsite group exercise classes at least once per week at no cost.
2. Provide exercise equipment and other necessary class materials needed for instructing a Fitness Warriors class.
3. Provide liability coverage for the fitness class. The Fitness Warriors program is fully covered by a General Liability Insurance Policy for the free classes that our instructors teach around the region.
4. Create and perform participant evaluations and self-report surveys at your site.
5. Collect and analyze attendance data and survey results to evaluate the impact of the program. This information will be made available to individual Host Sites annually.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to:

Fill in Instructor name

1. Lead free onsite group exercise classes at least ***once per week*** at no cost.\*
2. Play the lead role in recruiting participants by advertising their weekly classes via flyers, posters, one-on-one recruitment, and other promotional activities out in the community.
3. Build a relationship with their community, including class participants and their Host Site, as an effective fitness leader.
4. Familiarize themselves thoroughly with their Host Site’s safety/emergency protocols and operational systems.
5. Handle the logistics of organizing and leading their weekly fitness classes, such as recording attendance, keeping the facility clean, and being prepared to lead class each week.

*\* In the event an instructor needs to miss their weekly group exercise class, they are expected to secure a sub to teach the class in their place. If a sub cannot be identified, the instructor will notify the host site and class participants in a timely, professional manner. Instructors will not miss more than 1 weekly class without securing a sub during the time period laid out in this agreement.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to:

Fill in host site organization name

1. Host a free onsite group exercise class at least ***once per week***. In the event a Host Site needs to cancel a class, they are expected to notify the Instructor and Fitness Warrior Program Staff in a timely, professional manner. This class will take place on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fill in day and time of class).
2. Make available a multi-purpose room that can hold a *minimum* of 10-15 people at the agreed upon weekly class time.
3. Open the Fitness Warriors class to the general public to improve access to physical activity for residents of the Richmond region. (*Host sites who are unable to open their classes to the general public should notify Fitness Warriors staff at the outset of the collaboration)*
4. Recruit participants by advertising the Fitness Warriors class via flyers, posters, one-on-one recruitment, and other promotional activities.
5. Communicate facility logistics and protocols with the Instructor, including safety protocols and inclement weather policies and closings.
6. Provide a contact person that can be reached before or during weekly fitness classes in case of logistical issues with the facility or in case of an emergency.

**Fitness Warriors Program Staff Contacts**

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**Time period**

This agreement covers a minimum time period of six months following the class start date: \_\_\_\_\_\_\_\_\_\_. Warrior Instructors are committed to serving the community and may continue providing weekly classes in coordination with host sites after the six month commitment. Host sites should continue providing the same support for Warrior classes for the duration of the Instructor’s commitment.

**Acknowledgments**

The undersigned hereby agree to the conditions outlined above and thereby, authorize it’s execution.

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Instructor’s Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Site Contact Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

FW Program Staff Name Signature Date