



City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: January 29, 2020	Department: Parks and Recreation
Meeting Date: February 18, 2020	Department Head: Brad Raney
	Presenter: Consent Agenda

Subject:

Approval of Stages Indoor Cycling Host-Facility Agreement for Part-time Aerobics Staff Training (and outside interested parties) from Stages Indoor Cycling, LLC in April, 2020.

Background/Alternatives:

In 2018 and 2019, the Green River Parks and Recreation Department purchased thirteen Stages SC3 Indoor Cycles for Group Fitness Classes. The new bikes are different from the fourteen-year-old bikes that we replaced. This training will orientate and certify our Instructors to help our patrons obtain optimum use of the new equipment, including safety and new features that we were unable to offer previously.

This training will be promoted on the Stages Indoor Cycling website and open to other interested parties, not just City employees. Stages and the Green River Parks and Recreation Department will advertise the event via direct mail, email and social media to area gyms and instructors.

This type of training should be highlighted as an investment in our members and a way to provide a better service to them ...the benefit the city receives from that promotion will result in happy members.

Attachments:

Attachment A—Stages Cycling Host-Facility Agreement for Saturday, April 25, 2020

Fiscal Impact:

In exchange for the use of the Recreation Center for the training, our Instructors will be able to attend the training and become certified at no cost to them. In other words, there is not registration fee for our employees. Part-time Instructors will be compensated at their hourly rate for the hours they are in training (see below). They will also receive continuing education units will help them keep their fitness certifications current.

Staff Impact:

Part-time Fitness Instructors will be encouraged to attend the workshop. The Parks and Recreation Department has hosted several similar fitness training sessions in the past. This training provides major benefits for our Instructors and ultimately our customers. One major benefit to having the

training in Green River is that the Instructors can attend the training without the costs of travelling out of town.

Legal Review:

Approved on 02/03/20.

Suggested Motion:

I move to approve the Stages Indoor Cycling Host-Facility Agreement for Part-time Aerobics Staff Training from Stages Indoor Cycling, LLC in April 25, 2020.



Host Facility - Green River

Questions Responses 1

1 response



Accepting responses



Summary

Question

Individual

sschumacher@cityofgreenriver.org



1 of 1



Responses cannot be edited

Host Facility - Training Information Form & Agreement

Please fill out this form to the best of your ability. Items in question will be discussed with a Stages Master Educator during a follow-up phone consultation. Once submission of this form has been received, details will be reviewed and processing and marketing for the training will begin. Once all dates and provisions have been finalized you will receive a pdf copy of this agreement to sign and return to Stages as well as for your records.

* Required

Email address *

sschumacher@cityofgreenriver.org

Who/What/Where/When?

This section ensures that we have everything correct for flyers, facebook event posts and website advertising. We do our best to create a facebook event post within 3 business days of the submission of this form. Flyers and additional collateral must be requested separately.

What is your facility name? *

As you would like it advertised

Green River Recreation Center

What is your facility address? *

1775 Hitching Post Drive; Green River, Wyoming 82935

What is your First, Last Name and Job Title? *

Sherry Schumacher, Recreation Supervisor

What is the name, email and phone number you wish to have publicly available? *

This information will be used for flyers, social media and communication with guests, if applicable.

Sherry Schumacher, sschumacher@cityofgreenriver.org, (307)872-0517

When is your bike install scheduled to take place? *

Answer to the best of your abilities. If you already have your SC bikes, please choose a date in the past.

MM DD YYYY

01 / 01 / 2020

List the confirmed date of the training *

If this has not be determined, please include your 1st choice date for the training.

MM DD YYYY

04 / 25 / 2020

What is your 2nd choice date for the training?

MM DD YYYY
/ /

The Instructor Essentials certification is 9 hours long, when would you like to start?

The training can be reduced to 8.5 hours if a working lunch is taken.

Time

09 : 00 AM ▼

9-hour trainings often require the cancellation of 1 or more classes. What is your plan to communicate this to members, if applicable? *

We recommend sharing this information with members at least 30-days in advance.

N/A

Will we need to switch rooms/studios during the course of the day to accommodate class schedules? If so, when does the switch need to take place? *

N/A

All participants will receive a certificate of completion with .8 ACE CECs, 8.0 NASM CECs and 8.0 AFAA CEUs *

Please indicate below that you have read the above statement.

Yes, I understand

No, I need more information

Training Day Requirements

The following questions pertain to required items that must be in place for the training. Please be as specific in your answers as possible. If you do not have one of the requirements, your Master Educator will work with you to find an agreeable solution.

Will the building be under construction during the time of the training? *

New studio owners and club refreshes, this is for you.

- Yes
- No
- Not sure

Who will be the on-site contact? Name, email, phone number *

This person needs to be physically available during the entire training and having working knowledge of the building, the a/v system and studio space.

Sherry Schumacher, sschumacher@cityofgreenriver.org, (307)872-0517

The following items are requirements for the training *

If an item is not checked off, please provide an explanation in the next field.

- Working microphone with batteries - for classes and lecture
- Working audio system with aux jack for ipod/mp3 player
- Accessible outlets for projector and laptop
- Extension cord with multiple outlets
- Registration table (or STEP)
- projector/laptop table (or STEP)
- Working restrooms on-site
- Access to water
- Projector or flatscreen television with access to all ports.
- Screen or white wall

What items from the list above are missing?

none

The following are not requirements for the training, but having these items greatly increases the overall success of the training day. *

Please indicate which of the items you have available

- accessible wifi
- white board or mirror with dry-erase pen
- on-site food/snacks

Participant Info

The following section pertains to participant info and provided training materials.

I understand that the maximum number of participants is 25, regardless of the number of bikes purchased? *

This is to preserve the education and individual experience.

- Yes, I understand the 25 person maximum
- No, I have further questions on this

Will instructors from multiple facilities/branches be present? *

- Yes
- No
- If Yes, please indicate who will attend in the "Other" field
- Other: Hopefully, Instructors from Rock Springs, Evanston, and/or Pinedale

Stages no longer provides physical training materials. Instead we provide access to the SCU (Stages Cycling University) app to all participants. This provides pre-training, live-training and 2-years of post-training education in a mobile friendly environment. *

An industry first!

- Yes, I understand that Stages is 100% digital
- No, I have questions on this

Stages will need the following information from all attendees at least 3 weeks prior to the live training in order to give ample time to gain access to the app and take the pre-training. *

We will provide an online spreadsheet to make this simple. Please check that you understand the the following information will be required.

- First and Last name of all attendees
- Valid email addresses of all attendees

Please send all of the above attendee information via link (to be provided) by no later than the date listed below.

Fill out the date 3 weeks prior to the start date of the training. The Education Events Manager will assist you with this.

MM DD YYYY Time
04 / 04 / 2020 09 : 00 AM ▼

Final considerations

These are the odds and ends that will be communicated to outside attendees if need be.

Are you interested in opening this training up to the public? *

If so, the Education Events Manager will be in contact with you prior to your Master Educator phone consultation.

Yes

No

Are there any parking considerations that we should know about? *

no.....

Is there a check-in process for attendees (front desk procedure)? *

Just inform them they are here for the training.....

Any location-specific info we should be aware of? *

Enter thru side door (on south east side of the building).....

What is the earliest time that the Master Educator can get into the building the morning of the training? *

Time

07 : 00 AM ▼

Indemnification:

Each party to this agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other. Customer does not waive sovereign/governmental immunity by entering into this Agreement, but specifically retains all immunities and defenses available to it as a governmental entity pursuant to Wyo. Stat. §1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign/governmental immunity. The Parties agree that any conflict or ambiguity as to sovereign/governmental immunity shall be construed in favor of sovereign/governmental immunity.

Final Agreement

You will receive a physical copy of this form once all of the aforementioned items have been settled including event date, training requirements and Master Educator availability. At this time, we will send out a final contract as confirmation of the above information. Please sign the forthcoming document and return to the Education Events Manager.

By checking the box below, I agree to make arrangements based on the aforementioned items in order to promote the best training-day experience for my instructors as possible. *

I agree and understand the terms of this agreement

I still have questions.

Submitted 2/3/20, 10:08 AM