



SCW Fitness Education MANIA 2009 Staff Assistant Program

Dear Fitness Professional:

Thank you for your interest in our Staff Assistant program for MANIA 2009! Become a Staff Assistant for only \$59 and get a FREE one-year SCW CLUB Membership. Get all the perks of being a Staff Assistant **and** all the benefits of the SCW CLUB for one low price!

As a Staff Assistant you receive:

- ❖ **Free convention! Save \$239! With In & Out privileges you can't go wrong!**
(You are given 6 door monitor responsibilities based on your session choices. Attend any sessions you like, on a space/equipment available basis, in your free time.)
 - **Pay only \$49.50 for SCW full-day Specialty Certificates or choose to work as a door monitor (if the position is open) and attend for FREE!**
(This does not include the \$35 exam fee or manual)
- ❖ **Earn CEC's even while working!**
- ❖ **Pizza at the Thursday night Orientation Meeting.**
- ❖ **A fabulous Friday night staff party**
(Featuring dinner, Sara's famous margaritas, and tons of prizes from our exhibitors!)
- ❖ **Sunday light breakfast tear-down meeting.**
(Yep, it's all about the food!)
- ❖ **Free evening master classes on Friday and Saturday Night.**
(Don't worry – you'll get your own workout in too! And then come party!)
- ❖ **A minimum of 1 sponsor T-shirts!**

NEW POLICY! In addition to the benefits of being a staff assistant, as an SCW CLUB member you will also receive:

- ❖ **Free SCW video or DVD of your choice (\$10 - \$20 value).**
- ❖ **20% off all SCW Fitness Education Products including: DVDs, videos and music.**
- ❖ **20% off Les Mills Quarterly Events**
- ❖ **And Much more**

We are always looking for energetic, committed people for our program. We work hard & party harder!! We also learn lots from all the amazing presenters, have tons of **FUN** with fellow staff assistants, party with the SCW staff, and get LOTS of good food and discounts! Please read more to learn how to apply! If you have questions, please don't hesitate to contact us.

Sincerely,

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Tina J. J. J., Staff Coordinator

Ph: (847) 562-4020 Fax: (847) 562-4080
Email: staff@scwfitness.com

OKAY, I'M INTERESTED, WHAT'S NEXT?

Fill out the staff assistant application and submit it either on-line (www.scwfitness.com), via fax (618-655-1241) or mail it to Dana Greco, Staff Assistant Coordinator, 2035 Treasure Dr, Edwardsville, IL 62025. Be sure to complete your course selections, we'll use these choices when creating your schedule in order to place you in classes you'd like to attend.

We'll register you into one session when you're not working. That means you'll be guaranteed a spot and equipment for that class. Please be sure to indicate your first and second choices on your staff application!

The following is a list of job descriptions. Please consider them carefully and indicate your preferences when completing your staff application.

Pre-Convention Opportunities:

LOAD-IN TEAM: (Purple team) Helps un-load the truck Tuesday evening prior to the event from 5-10pm, helps with general duties Wednesday from 6:30am-5pm and again on Thursday from 1:30-8:30pm. Following the meeting on Thursday, all responsibilities are met and team members are free to attend the conference (on a space/equipment available basis) at their leisure, with no further obligation to SCW Fitness Education.

TURN-AROUND TEAM: (Orange team) Helps with general duties Wednesday prior to the event from 5-10pm and again Thursday, 6:30am-1:30pm, and then helps move equipment and re-arrange rooms throughout the weekend before, between and after classes. Team members are free to attend classes (on a space/equipment available basis) and are excused from tear-down on Sunday afternoon.

HOST/HOSTESS: A job for a local staff assistant (with a car!) who will be "on-call" beginning Wednesday at noon through Sunday. This person must know the immediate area around the hotel. He/she will be responsible for helping with grocery shopping. Must also be comfortable with driving staff to run errands like radio shack, Kinko's, suggesting local restaurants for take out food for our parties, and anything else that comes up! The host/hostess will not have a personal schedule, and may attend classes whenever he/she is not needed. All parking and gas expenses are reimbursed on-site.

AQUA ASSISTANT:

If you are interested in Aqua sessions only, this is a great option for you. You will assist the SCW Aqua Coordinator with all aqua sessions and have 1 confirmed class on Fri, Sat and Sun that you attend and are guaranteed equipment for these 3 sessions. You will receive cec's for all sessions that you participate in or observe poolside. You must be available Thursday evening thru Sunday.

LOAD OUT TEAM:

Attends any session of choice on Friday, 5 Door Monitor positions on Saturday (based on your session choices) and assists with Turn arounds and Load Out on Sunday.

SCW BOOTH ASST:

If "sales" is your expertise, and you know SCW DVDs, then this position is for you! Set up the SCW Expo Booth, assist with SCW Booth sales, and tear-down and pack the booth at the end of the event. The SCW Booth Asst helps with Booth set up on Thursday starting at noon and will finish up my Sunday at about 4pm. You will be working directly with Shawn Hamilton, SCW Product Manager and will not be requested to attend the staff assistant meeting on Thursday. This is a "choice position". No door monitoring or moving of equipment! On Friday and Saturday you will be able to attend any sessions of your choice except during lunch. Knowledge of SCW DVDs preferred. Sales Experience and knowledge of the Fitness Industry important. Outgoing personality a must.

REGISTRATION: Works at registration desk. Helps with attendee check-in, questions and miscellaneous office duties like filing.

In Room Duties:

PRE-CONVENTION DOOR MONITOR: Checks attendees into the course, supervises sound equipment for the room and helps the presenter in any way needed. Will also be responsible for sale of SCW product during breaks. Remains near the back of the room, in order to be aware of those entering and leaving.

DOOR MONITOR: Checks badges and wristbands and admits attendees into sessions. Hands out session evaluation and session outline. Monitors room temperature, water availability, crowding, sound quality and general safety considerations.

MICROPHONE DUTY: Supervises sound equipment, introduces presenter, and adjusts volume, pitch, and quality of sound. (Misc. duty personnel must have pleasant speaking voices and the ability to operate a standard tape/CD deck with pitch control.) May not participate in the workout while on duty.

ROOM CAPTAIN: Experienced assistants or applicants with club supervisor or coordinator experience. Requires firm, but friendly and outgoing attitude. Makes decisions pertaining to the activity room and enforces rules and regulations. Ensures that all staff is present, and fills in where staff is missing.

PREFERENCES:

___ I need all of my CECs, so I need to work in the classroom.

___ I prefer to work as a booth attendant in the expo hall. I understand that I will miss some classes.

___ I am interested in being a helper in SCW _____ Specialty Certificate. I am willing to be responsible for product and money within the training room.

___ I intend to REGISTER for SCW _____ Specialty Certificate (at the reduced rate) and will be unavailable to work during that time.

___ I would like to take: E-Fit Pilates SCHWINN Peak Pilates MVE Chair Buddy Lee Jump Rope

Urban Striptease OTHER _____ I would like to be considered as a door monitor and understand a discount is available if I'm chosen. (Spaces are very limited/equipment not guaranteed)

PLEASE NOTE THAT FOR ALL 2009 MANIAS YOU WILL NOT BE AUTOMATICALLY REGISTERED FOR PRE-CONVENTION COURSES BY FILLING OUT YOUR APPLICATION AND COURSE SELECTIONS. YOU MAY CONFIRM YOUR INTENT TO REGISTER BY CONTACTING THE COORDINATOR.

___ \$59 Staff Assistant Application Fee

\$ _____ TOTAL PAYMENT

If paying with a credit card, please fill out the following information:

SCW accepts the following cards: MasterCard Visa Discover

Cardholder Name _____ Number _____

Exp. Date _____ Signature _____

If paying with a check, make checks payable to SCW and please write "staff assistant" on the comment/memo line.

STAFF ASSISTANT INFORMED CONSENT

INFORMED CONSENT: I agree to hold harmless SCW Fitness Education, the company, its owners, director, employees, Conference Presenters, Conference Sponsors, and staff from any and all liability arising out of this event including, but not limited to: muscle strains, tears, pulls, broken bones, death, any and all illness, and/or loss of my personal property.

I, (PRINT NAME) _____, understand the risks involved with participating in this strenuous event and attest that I am in sound physical condition. I also understand that I may be videotaped, audio recorded, and photographed during this event and SCW Fitness Education may use the images for any and all uses. I further agree to all conditions of registration including, but not limited to, the no-refund policy. (Once a registration is submitted, it cannot be refunded for any reason; however, a Letter of Credit or Transfer is available.)

SIGNATURE

DATE

MANIA STAFF ASSISTANT AGREEMENT

By signing below, you acknowledge your understanding of and agreement with the following:

- I will not make travel arrangements or other plans that conflict with the mandatory staff meeting on Thursday or the general tear down on Sunday, as these are mandatory obligations.
- I will not make travel, work, or other arrangements that will conflict with my duties. I realize that assistants are required to be available ALL weekend, from Thursday at 5pm to Sunday 5pm.
- It is SCW's intention for assistants to attend sessions during their free time. However, it is always possible that sessions may be too full to accommodate staff. I understand that there may not be room for me in some sessions of my choice.
- I understand that I will be needed at the convention site at odd times, including before sessions begin and after they end. I will not plan to travel with a regular attendee, as they generally do not wish to be at the convention site during the time staff assistants are needed there.
- By volunteering to work, I understand that I may receive one or more job assignments that are not my first choice and that I am responsible for my shifts unless I have found another qualified staff assistant to be my substitute.
- I understand that the \$59 application fee will not be refunded for any staff assistants who cancel for any reason, at any time. There will be NO EXCEPTIONS! This includes death in the family, theft of property, natural disaster and non-receipt of confirmation letter.
- In order to protect the integrity of our volunteer program and provide consistent and excellent customer service to our attendees, staff assistant performance is carefully monitored. I understand that I may be asked to leave the convention at any time if I am remiss in my conduct.
- SCW will make every effort to accommodate my wishes when scheduling, but nothing is guaranteed. I will be flexible and accept my schedule as it is given to me.
- The weekend will include hard work, meeting great friends and seeing great presenters. I agree to enjoy myself and have a great time!

I, _____, understand and accept the Staff Assistant Agreement.

Signature _____

Date _____