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# Policies and Procedures

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## Class Registration

Class registration is done through an online reservation system (Zen Planner), which is accessed via our website [www.crossfitmoncton.com](http://www.crossfitmoncton.com). Upon completion of the Fundamentals Program you will be provided a user name and password to use in order to gain access to the reservation system. You can register yourself for classes up to 2 weeks in advance. Depending on your membership level (Bronze, Silver, Gold) you will either be able to register for 2, 3 or unlimited classes per week.

## Class Cancellations

If you are registered for a class and need to cancel you can do so yourself up to 2 hours prior to class time by logging into Zen Planner and selecting the class you wish to cancel. Should unforeseen circumstances arise and you need to cancel within 2 hours prior to class time you MUST call Kevin (962 0710) so he can release the spot in the class and allow someone on the waitlist to join. Failure to cancel your class or call Kevin if within the 2 hour time frame will result in you doing **50 burpees** at your next scheduled class time.

## Membership Cancellations

If you wish to cancel your membership with CrossFit Moncton we ask that you tell us at least 2 weeks prior to your renewal date so we can remove your membership from our system well before the next payment is due. If less than 2 weeks notice is given we cannot guarantee the next payment will not be processed and cancellation will be pushed to the next renewal date.

## Payment Policy

We are able to accept cash or cheque as payment for the Fundamentals Program. Once you have joined the regular group classes payment is made via auto-pay either from your bank account or credit card (Visa, MasterCard).

Pricing information for the Fundamentals Program and Membership options can be found on our website.

## Gym "Rules"

- If you say "I Can't" = 10 Burpees. When you want something you've never had, you have to do something you've never done. Push your limits.
- If you say "I suck at \_\_\_\_" = Your next WOD is AMRAP 10 mins of what you said you suck at
- Do not drop 10lb plates, empty bars or kettle bells = 10 burpees. Not only is it disrespectful to abuse the equipment, it is dangerous to other members around you. Always keep your weight under control. Dropping weight should be a necessity, not a convenience.
- Be a part of the community. Greet new members. We were all the "newbie" at one time. A CrossFit box can be intimidating to someone starting out. Make everyone feel comfortable and welcome. Post your results on our website, be involved.
- Be on time, or even ahead of time. We will allow a few minutes grace period if you happen to be running late. However, if you are 15 minutes or more late it will be up the discretion of the coach to allow you to participate in the class or have you wait until the next open time slot.
- Clean up after yourself! Clean up your sweat, blood and chalk. Please put away any equipment you used for the workout in its proper place. Sweat angels are fun, but please wipe them off the floor before you go. If you used a mat, wipe it down before putting it back. Take your clothes, shoes, water bottle and journal home with you.
- Check your EGO at the DOOR. Somewhere a high school kid is warming up with your PR. Don't be too proud to scale a weight or the number of reps in a workout. If you're hurt, injured, have range of motion issues ect please let the coach know so they can modify the WOD for you.
- Give 100% of what YOU are capable of. Be optimistic, have fun and push yourself and those around you to do better
- Don't cheat. No one cares what your score was. They care if you have integrity. Do all your reps, if someone calls you out on a bad one do it over again. You know what full range of motion is so do it right! If you lose count, the next number is always 1.

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Signature

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Date