



# **Member Handbook**

## **Welcome to the #CDSF Family**

We're happy that you trust us with helping you achieve your sports performance and fitness goals. And we're even happier to have you be a part of our team and community at Capital District Sport and Fitness. Please take some time to read through the membership handbook. Achieving success in the gym takes a lot more than just a few hours of training each week. Use this book as a guide for how to make your CDSF membership as effective as possible and set yourself up for a lifetime of success.

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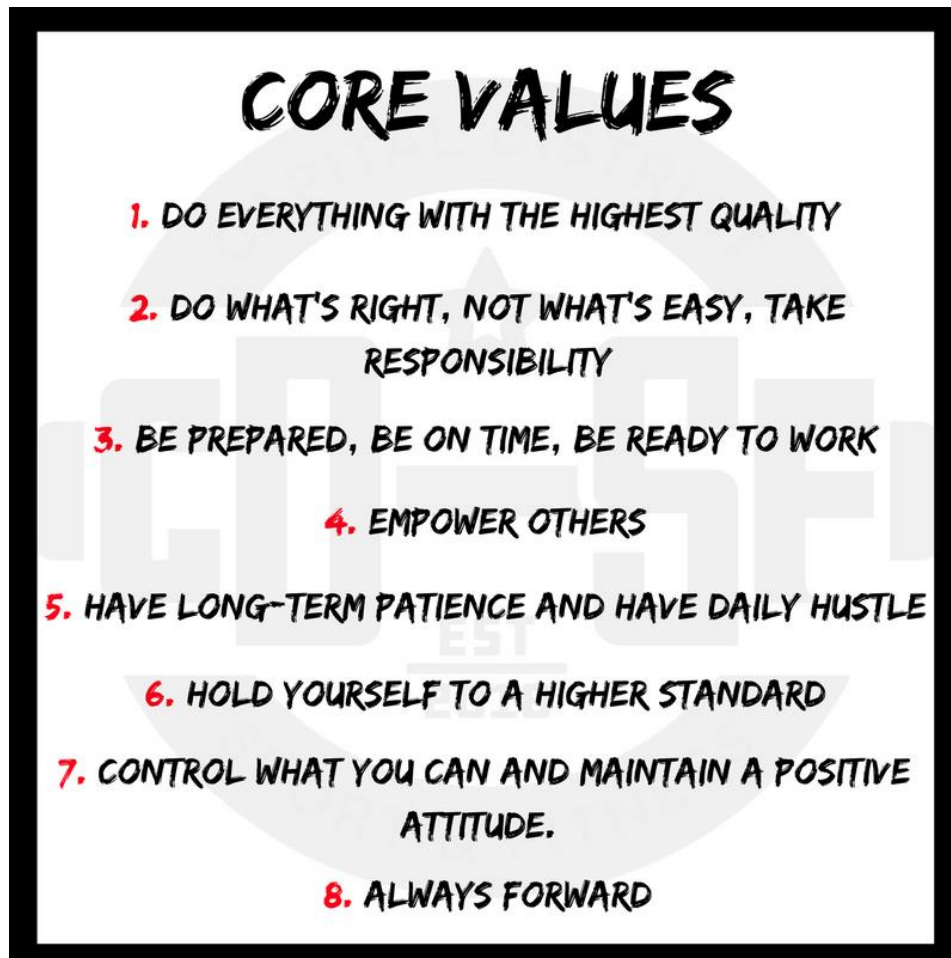
### Welcome to the #CDSF Family?

Here's a checklist to help you start your journey towards improved health and performance.

- Our semi-private, sports performance, and personal training programs were created to help put you in the best environment possible to achieve your fitness and performance goals. At Capital District Sport and Fitness we want to give you the tools necessary to succeed and promise that training with us you'll learn what is needed to stay healthy and optimize your performance. When training with us you'll learn about:
  - ✓ **Safety & Technique:** It's far too common for people to get injured when starting a new workout routine. At CDSF we place the highest priority on doing no harm and ensuring that all of our members get the time and attention to detail that he or she needs to prevent injury, learn to master technique, and set themselves up for long-term success on the field and in the gym.
  - ✓ **Community:** The environment you train in and the people you surround yourself with is one of the most powerful drivers for fitness success. At Capital District Sport and Fitness our training environment and community is second to none. Here, you'll meet many other individuals working hard to better their lives and improve their performance. Even though everyone is at a different stage in their fitness journey we all come to together to support each other in a strong, inclusive, and welcoming environment.
  - ✓ **Nutrition:** Whether you're looking to lose body fat, gain muscle, or improve your performance you simply can't out-train a bad diet! Capital District Sport and Fitness employs a Registered Dietician who is Precision Nutrition Level 2 certified. She's helped many people make nutritional changes that last and has transformed how their bodies look and feel!

- ✓ **Recovery:** At CDSF you're going to train hard. But, you often don't reap the benefits of your hard work until you've allowed your body to recover. Whether your membership includes group training, semi-private, or sports performance training education about recovery is going to be paramount for achieving your goals. CDSF also offers massage therapy services to help your body and muscles recover from hard training sessions!
- ✓ **Preparation:** Doing the little things extremely well is what will keep you in the game for a long time. At CDSF you'll learn how to not only best prepare your body before working out, but also what it takes to perform at a high level week in and week out, and how to identify some of your weak links that may be preventing you from feeling, performing, looking the way you want!

### Becoming Part of the #CDSF Family- Our Core Values





### **What do I wear?**

Wear clothes that you are comfortable in and allow your joints to move through their full range of motion. Please bring a change of shoes during periods of bad weather.

### **What do I bring?**

Not much actually. We have a fountain for you to fill your water bottle, and cubbies to keep your belongings safe while you train. Bring a towel if needed and show up ready to learn, work hard, and have fun! We'll take care of the rest.

### **What's the difference between workout types?**

If you purchased an adult group training membership, you'll notice that it gives you access to three different workout types. **Strength Camp** is a spin on your basic boot camp. Unlike your traditional boot camp you won't haphazardly be speeding through a bunch of random exercises. Strength Camp's are designed in 4-week training blocks where you'll learn to master strength-training technique, safely learn to lift weights, and build serious strength! **Metabolic Conditioning (Met Con)** is an interval based workout. This interval-based workout will help you burn calories, lose fat, and build muscle! **Restorative** is a low intensity workout focusing on mobility to aid in active recovery of your muscles and joints. All adult group workouts are modifiable based on your experience and skill level.

### **Do I need to check-in?**

Because of a limited number of spaces in each hour we ask that you please sign-up ahead of time on MINDBODY. If you have any questions regarding membership purchase or signing-up for sessions, please contact us directly!

### **How Do I book my training sessions?**

Using your membership to sign-up for training sessions is simple. Please follow the below steps do so:

1. Purchase CDSF Membership to receive monthly training access.
2. Choose days and times that you want to train each week.
3. Use Mindbody to sign-up for session type/day/time you want.

4. Please sign-up ahead of time as slots are limited for each class.

## **Frequently Asked Questions From New Members**

### **What's up with this 4-week workout cycle? Should I start on week 1?**

As a CDSF member we help you avoid boredom and plateaus. To ensure that you continue getting results, we program a four-week cycle. This means that every four weeks the core exercises in each program change then get progressively challenging each week. Week one is designed to be a learning week and will often have longer rest periods between exercises. Week four is meant to really challenge you to reach new levels of strength and fitness.

### **Can I stay while my kid trains?**

No. Due to capacity restrictions we need to limit the number of people in the gym at one time. Our gym floor is designed to fit only a certain number of members during each training session. We ask that you patiently wait in your car and not crowd our training floor. A coach will be able to briefly fill you in on your kid's session when they have finished and answer any questions that you may have.

### **Do you have a lost and found?**

Yes we do! Just ask the front desk and we'll take a look for you.

### **What's up with not having showers in the facility?**

We apologize for not having showers at the moment for our members. If there is anything we can do to make your experience at CDSF better and more enjoyable please don't hesitate letting us know!

## **Navigating Your CDSF Membership**

### **How your membership works?**

With your monthly, 3-month, or 12-month CDSF Membership, you have been allotted access to semi-private training sessions each month at Capital District Sport and Fitness. During the term of your agreement, a new allocation of training access are available for your use monthly, starting with your monthly payment and expiring on the same day of the following month. Your unused credits will carry over month-to-month within your 3-month or 12-month membership, so plan, and take advantage of all CDSF has to offer!

## **Booking Training Sessions**

To book a training session, go to the Schedule section on [capitaldistrictsportandfitness.com](http://capitaldistrictsportandfitness.com) or visit our MINDBODY site directly.

Sessions are made available for booking online through MINDBODY or in-person at CDSF. We highly encourage you to set yourself up for success and reserve your

sessions early. Prime morning and evening times may be difficult to book last minute! Booking window for groups close 60 minutes for group start time.

**Please don't reserve more than one class of training session for the same day,** so every CDSF member has the opportunity to plan ahead. We promise that you don't need to take more than one class daily to see results. In fact, we suggest you have at least one or two days of rest per week to allow your body to recover. Quality over Quantity! If we notice you have overbooked, we may automatically cancel your additional reservations, which means we could end up cancelling the class you actually want to attend.

### **Canceling Your Reservation**

**Early Cancellations:** Sessions may be canceled up to 60 min. before the start time for Semi-Private Training reservations. Once the window was passed, the class or semi-private session credit will be applied, regardless of whether or not you actually attend the session.

**Late Cancellations:** If you discover that you will be unable to make a session and it's beyond the Early Cancellation period, we ask that you Late Cancel your reservation. This courtesy will allow another member to book your spot. By taking a moment to let us know you're not able to join us, you will make someone else very happy.

### **Waitlist For a Full Class**

If the class you prefer is full, you may opt to add yourself to a digital waitlist via MINDBODY. Here's what you need to know to use the waitlist successfully:

- You should only waitlist yourself for one class per day.
- If you already have a reserved class on the same day, you should cancel your current reservation before adding yourself to a waitlist for a different class. Otherwise MINDBODY may remove you from the waitlist rather than add you to a class.
- If you are added to a class from a digital waitlist, you will be considered confirmed for that class and normal cancellation policies apply. If you are no longer available for your waitlisted time, remove yourself from the waitlist.
- The digital waitlist stops function two hours prior to each class, at which point the Standby List kicks in.
- If a spot opens up for a class or session that you're on the waitlist for you may be added to the class up to 60 minutes prior to the scheduled start time.

*Note: In order to get waitlist notifications from MINDBODY, you must opt to receive emails and/or text in the "My Info" section of your MINDBODY user profile. Please reach out to us directly if you need assistance in changing your settings.*

### **Standby List For a Full Class**

The digital waitlist function for classes will end 30 minutes prior to the scheduled class time. At that point the waitlist will no longer be referenced to determine the order of members standing by to take a class. If you have been previously confirmed for a later class in the same day, and make it into an earlier class from the standby list, we'll happily courtesy cancel your original reservation. Please note that there are no standby lists for semi-private training sessions, as members who are late to a semi-private training session may utilize the remainder of their reserved hour.

### **Switching Training Sessions For The Same Day**

CDSF members can move to another class on the same day of their currently scheduled class if there is space available and the member's class hasn't occurred yet.

### **Arriving for Your Sessions**

**Semi-Private Training:** We highly encourage that you show up on time to take full advantage of your training session, but if you are running late, you may still use the remaining portion of your session.

### **Tracking Your Training**

To make your life easier, MINDBODY allows members to reserve sessions that occur after your current pay period, even though you haven't paid for them yet. This is great, but it also means that you can accidentally reserve more "unpaid" classes or training sessions than you're allocated through your membership. To avoid overbooking, we recommend that you keep track of your available credits by regularly reviewing your schedule on MINDBODY, or by touching base with a CDSF staff member.





### **30-Day Money Back Guarantee**

We want you to like us. But if you don't, we have a no-risk, 30-day guarantee: As a first-time CDSF member who has not previously had a CDSF membership, you may terminate your agreement and receive a complete refund within 30-days of your first class or semi-private session. We want to be your home for health and fitness, but if you're not having a good time in the first month, just let us know and we'll help guide you in the right direction.

We want to be your home for improved health, fitness, and performance, but if you're not having a good time in the first month, just let us know.

### **Features You Should Know About Regarding Your CDSF Membership**

**Auto Renewal of Contracts:** 3-Month and Annual CDSF Adult Group Training and Semi-Private Membership Contracts are set to auto-renew after their expiration. Please contact CDSF staff as this time approaches if you wish to change your membership.

**Making Changes to Your Membership-** Do you want to come more frequently of add classes or semi-private training into your routine? Please contact CDSF staff to help you upgrade your membership:

- **3-month & 12-Month Memberships:** You may upgrade your agreement to an increased monthly fee at any time, subject to current rates. You will begin your new agreement on your next auto-pay date.

All membership rates are subject to change.

### **Use Them or Lose Them During Your 3-Month or 12-Month Contract**

With your 3-month, or annual CDSF membership, you have been allotted a specified number of classes and/or semi-private training sessions to access each month.

During the term of your agreement, a new allocation of credits are available for your use each month, starting with your monthly payment and expiring on the same day the following month. Your unused credits will carry over within your contract, but not to a subsequent one, so plan in advance.

### **You Agree to Be Kind, Supportive, & Respectful**

You agree to keep and obey all rules and regulations now in force or in the future prescribed by CDSF, for the use of CDSF training facilities, premises, and equipment therein, and CDSF reserves the right to revoke membership for cause if you fail to keep and obey any such rules and regulations, or for reasons of nuisance, disturbance of other members or staff, or fraud. Without limiting your obligation to obey the rules and regulations of CDSF presently in force or in the future prescribed, you agree to obey the policies and procedures as described in the CDSF Handbook.

### **Need to Freeze Your Membership?**

Have to travel? Go on vacation? Visit a family member? We understand. Your gym membership shouldn't prevent you from living your best life. We make freezing (or suspending) your membership an easy process. Please contact CDSF staff about freezing your membership.

Your billing will be suspended for the duration of the freeze. The billing will automatically resume once the freeze period has ended. Any suspended payments will be added onto the initial term of your agreement, extending the Membership term by the length of the freeze. No open-ended suspensions are permissible with the exception of a signed medical release. Below are the details regarding freezing your membership based on your membership type:

- 3-Month or 12-Month Membership: You may take advantage of freezing during the term of your agreement due to injury or traveling.

If your schedule changes or, you experience a personal emergency and need to freeze your membership, please contact CDSF to initiate your membership freeze. Once initiated your billing will be suspended for the duration of the freeze. The billing will automatically resume once the freeze period has ended. Any suspended payments will be added onto the initial term of your agreement, extending the Membership term by the length of the freeze. No open-ended suspensions are permissible with the exception of a signed medical release.

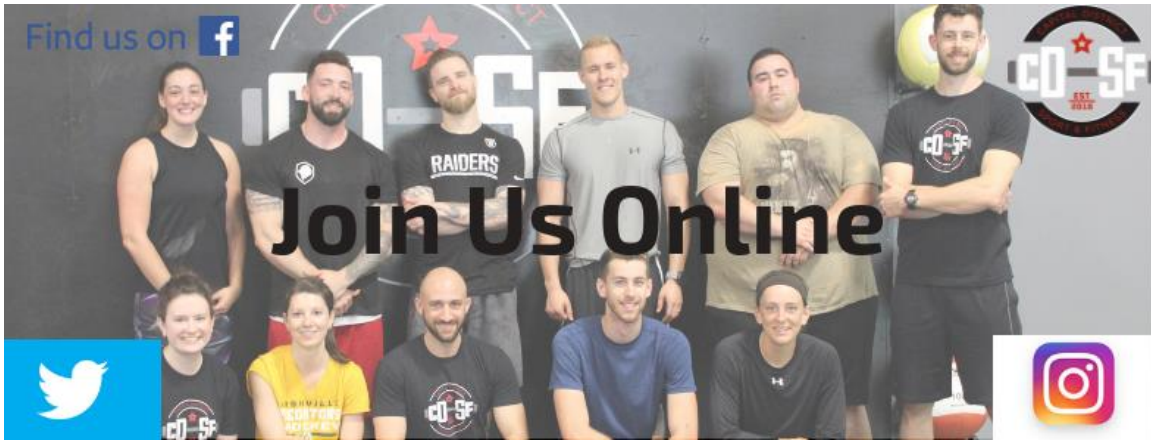
Please note, this is not a membership termination request. If you would like to terminate your membership during the freeze period, please contact us to help you through that process. If you choose to reactivate your membership after it is cancelled, membership rates in effect at the time of reactivation will be applicable (membership rates are subject to change).

### **Membership Termination**

1. If you would like to put your membership on hold instead of cancelling, you can ask us about a Membership ***Freeze*** Request.
2. If you decide to reactivate your membership in the future (and we hope you do) membership rates in effect at the time of reactivation will be applicable as membership rates are subject to change.
3. If you're sure you'd like to cancel in the middle of your contract, please notify a member of the CDSF Staff. This will serve as your 30-day written cancellation notice as required by your membership agreement. Note that if you have a scheduled monthly payment within this 30-day period, the payment will be processed as scheduled. All payments are non-refundable. You have previously agreed to the terms of your membership and any request made during my contract may not be allowed and/or may be subject to an additional cancellation fee.

### **Other Important Things to Note**

- This membership belongs to you and you can't give it to anyone else. It is understood and agreed that this agreement isn't assignable or transferable by CDSF Member and no rights or privileges granted by this Membership can be transferred or assigned by CDSF Member.
- We can take your picture/video. Any pictures, audio, or visual recordings taken of you at Capital District Sport and Fitness or at other Capital District Sport and Fitness events may be used for publication, promotion, articles, shows, and advertisement without additional consent and without compensation. If you don't wish to have your picture/video included in any of the above please let us know!



[www.capitaldistrictsportandfitness.com](http://www.capitaldistrictsportandfitness.com)

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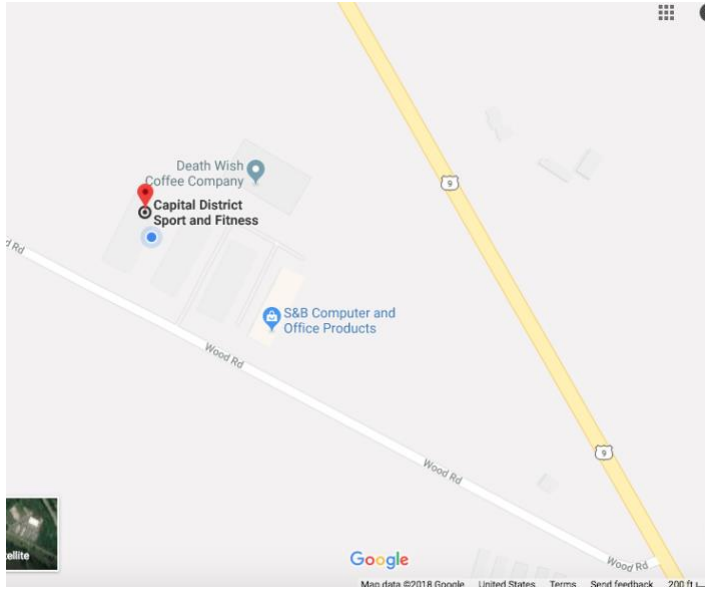
## **Capital District Sport and Fitness Information**

21 Wood Rd. #100 Round Lake, NY 12151  
518-289-5004

[mike@capitaldistrictsportandfitness.com](mailto:mike@capitaldistrictsportandfitness.com)  
[dan@capitaldistrictsportandfitness.com](mailto:dan@capitaldistrictsportandfitness.com)  
[samantha@capitaldistrictsportandfitness.com](mailto:samantha@capitaldistrictsportandfitness.com)  
[paul@capitaldistrictsportandfitness.com](mailto:paul@capitaldistrictsportandfitness.com)  
[conor@capitaldistrictsportandfitness.com](mailto:conor@capitaldistrictsportandfitness.com)  
[capitaldistrictsportandfitness@gmail.com](mailto:capitaldistrictsportandfitness@gmail.com)

### **Hours:**

Monday- 6am-8:00pm  
Tuesday- 6am-8:00pm  
Wednesday- 6am-8:00pm  
Thursday- 6am-8:00pm  
Friday- 6am-6pm  
Saturday- 8am-1pm



## Got Questions?

Membership questions  
Training questions  
Call us or email us anytime!



## **Optimizing Your Athletic Performance**

Preparing to compete in your sport at the highest level doesn't happen overnight. It takes hours, weeks, and months of preparation. Below are five core values that we believe all athletes must understand in order to take his or her game to the next level.

### **1. Education**

Let's face it. You're going to have many different coaches over the course of your career. All with different philosophies and ideas about what is best for your body. One of the most empowering things you can do as an athlete is educate yourself on what is truly best for you body. This will give you a much higher chance to stay healthy and succeed as you progress through your athletic career.

### **2. Durability**

Staying healthy and preventing injuries is one of the simplest, but most challenging, ways to optimize your athletic performance. Staying healthy means you'll be able to train more, practice more, and have a better mindset to continue improving as a player. Being durable means that you have good mobility, move well, are strong, and appreciate recovery. Learn how to be more durable and you'll put yourself on a track towards a long and successful career.

### **3. Strength**

If you want to be bigger, faster, more powerful, and more durable getting strong can help improve all of those qualities. Getting stronger means you'll have to put hard work in the gym, but it will not only improve your physical game, but your mental game and confidence as well!

### **4. Recovery**

In order to reap the rewards of training hard and practicing your body must adequately recover. A simple way to look at this is thinking of your training and recovery as a bank account. Think of your hard work in the gym as you making withdrawals. And think of your recovery as making deposits. Keeping your bank account full is sure-fire way to ensure you're going to get bigger, stronger, faster and prevent injuries. Below are some of our favorite recovery methods:

- Getting a full night of sleep
- Making sure your nutrition (quality and quantity) is supporting your training goals
- Soft-Tissue Work
- Stretching
- Meditation

## **5. Mindset**

Strength Training is just as much mental as it is physical. Getting in the right mindset in the gym and on the field can have lasting benefits. Below are some ways you can start getting yourself in the right mindset for maximizing your training:

- Leave your cell phone, social media, negative attitude, and judgements at the door.
- Try a Social Media or Phone "black out" an hour before working out.
- Forget what everyone else is doing- come in crush your goals and maintain a positive attitude
- The only time you should be worried about the person next to you is if you are wondering how you can help them get better too!
- Control what you can control, lift heavy weight, crush your goals.

## **Debunking Common Fitness Myths & Tips**

### **1. Lifting Weights Will Make Women Bulky**

Not all women want to put a ton of muscle on their frame, and that's ok. But, the fear of packing on too much muscle shouldn't stop you from strength training. To truly gain weight and put on muscle you need to be eating in a caloric surplus. This means you're eating more calories than you're burning. Women also don't have the hormonal profile necessary to pack on massive amounts of muscle. Strength training for women will actually lead to many positive changes, including:

- Getting Stronger
- Reaching Performance Goals
- Feeling More Confident, not only in the gym, but in your day to day interactions
- Increase Lean Mass, Tone Muscle, Build Muscle (whatever you want to call it)
- Having More Energy



- Feeling More Badass and Better About Yourself
- Increasing Bone Density
- Burning More Fat

## 2. No Pain, No Gain

Your body is smart. And if you hurt it's likely your body is giving you a warning signal that something isn't quite right. Listen to your body and find a qualified medical professional to help you learn why you're in pain and what you need to do to start feeling better. It is also helpful to differentiate the feeling of a completing a challenging training session versus pain from an injury. To make progress in the gym you're going to have to feel uncomfortable at times, but that doesn't mean you should risk your health and work through injuries.

## 3. Steady State Cardio is The Best For Fat Loss

Steady state cardio is a great way to burn calories and improve your aerobic fitness and cardiovascular health, but when your main goal is fat loss it is helpful to understand how strength training and high-intensity interval training are better options for most people to accomplish those goals. Strength training will help you put on muscle that will keep you burning more calories throughout the day and performing high-intensity interval training can spike your metabolism leading to something called excess post-exercise oxygen consumption (EPOC), which will cause you to burn calories even after the workout is finished!

## 4. You Need to Constantly Change Your Workouts to Confuse Your Muscles

Workouts need to be progressed and changed to avoid plateaus and to keep your body adapting and making progress, but they shouldn't be changed at the rate most people do. If you take a little extra time to master the basics, learn how to move better, and perfect your technique you'll set yourself up to avoid injuries, be stronger, and reach your goals faster. Muscles don't need confusion; they need a plan, mastery of the basic movements, and consistent hard work.

## **Developing the Right Mindset For Your Fitness Journey**

Often times the hardest part about working out is actually starting, staying consistent, and staying motivated. Here are some ways to mentally be prepared to get committed to a fitness routine and stay on track:

- Set goals for yourself. Set specific measurable goals for yourself along your fitness journey. Set long-term and short-term goals.
- Create internal and intrinsic motivation & set process oriented goals: don't worry about numbers on the scale.
- Utilize positive psychology and positive self-talk.

- Focus on the process versus the results.
- Create a plan and stick to it- Fitness is a marathon not a sprint!

## Capital District Sport and Fitness Referral Rewards Program

# CDSF REFERRAL PROGRAM



Refer friends or family who become part of the  
#CDSFFamily

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1 Referral = Gift Card to Another Local Business

5 Referrals = Free CDSF Gear

10 Referrals = 1 Free Month of NormaTec Recovery  
Sessions

**Have your friends or family contact us through the link below and mention your name in the message to qualify for your rewards!**

**[CDSF New Member Referral](#)**



## Death Wish Coffee



Use code "CDSF" for 15% off your total order.

# Colorize

A vertical smartphone graphic with a dark purple border. At the top, there is a purple paint drip effect. The text inside the phone reads: "skip the line" in a cursive font, followed by "ORDER ONLINE" in large, bold, black, all-caps sans-serif font. Below this, there are two options: "IN-STORE PICK UP" with a storefront icon, and "LOCAL DELIVERY" with a truck icon, separated by a white circle containing the word "OR". At the bottom of the phone screen, there is a white rectangular box containing the code "ONLINE20" in bold, black, all-caps sans-serif font. Below the phone screen, the website "MyColorize.com" is written in a white serif font on a dark purple background.

*skip the line*  
**ORDER  
ONLINE**

 **IN-STORE  
PICK UP**

**OR**

 **LOCAL  
DELIVERY**

**ONLINE20**

MyColorize.com

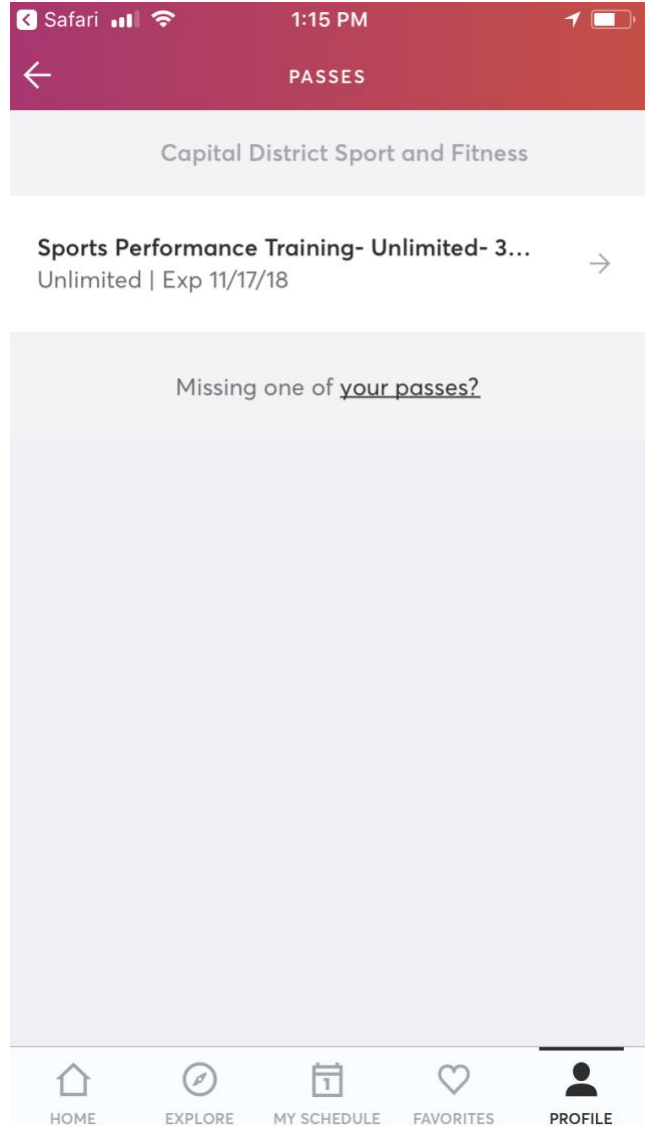
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