



Title: Personal Training Policy	Internal/External
Department: Recreation and Leisure	Policy Number:
Approval Date:	Implementation Date:

PURPOSE/OBJECTIVE

This policy outlines how Personal Training will be conducted at the Town of Paradise Fitness Center and via the Online Personal Training Program.

DEFINITIONS

Applicant: An individual who applies to the Town for approval to be a Personal Trainer.

Facility: The Town of Paradise Fitness Centre, located in the Paradise Double Ice Complex.

Member: An individual who has authorization to use the Facility. This includes individuals who have paid a drop in fee or regular membership fee and employees of the Town of Paradise.

Online Personal Training Program: A six-week online personal training service delivered by My Trainer Online.

Personal Trainer: An individual possessing the necessary qualifications as described in this Policy and who is authorized by the Town to provide Personal Training at the Facility.

Personal Training: Services provided by a Personal Trainer to a Member at the Facility.

Policy: The Town of Paradise Personal Training Policy.

Town: The Town of Paradise.

POLICY STATEMENT

The Town supports active and healthy lifestyles. The Town permits Personal Trainers to provide Personal Training services to Members at the Facility subject to this Policy. This Policy facilitates the safe and efficient conduct of Personal Training at the Facility.

The Town recognizes that attending Personal Training at the Facility may not be possible for all individuals. The Town has engaged My Fitness Online to offer the Online Personal Training Program. This Policy governs the Online Personal Training Program.

GUIDELINES AND PROCEDURES

General

Personal Training shall only be conducted at the Facility in accordance with this Policy. Personal Trainers and Members must adhere to the Policy.

Any violation of the Policy may be grounds for suspension or revocation of membership and/or personal training privileges at the Facility.

The Town does not provide Personal Training services to Members at the Facility. Town employees are prohibited from providing Personal Training to Members.

Personal Trainers and Members must adhere to Facility rules and procedures at all times (e.g. signing out equipment, time limits, etc.).

Personal Trainer Approval

Any person interested in providing Personal Training services at the Facility must apply to the Town for approval to be a Personal Trainer. Applications must be submitted on the appropriate form and must include the following:

Proof of Qualifications

Applicants must provide proof of the following qualifications to the Town:

- canfitpro – Personal Trainer Specialist;
- Certificate of Conduct; and,
- CPR and Standard First Aid;

All qualifications must be valid and in good-standing. It is the Applicant's responsibility to provide updated proof of qualification in the event a qualification expires. The Town reserves the right to inspect the qualifications of an Applicant or Personal Trainer at any time.

Insurance

Applicants must submit proof of liability insurance that is in accordance with this Policy.

Release and Indemnification

Applicants must complete and submit a "Personal Trainer – Release and Indemnification" in the form required by the Town.

Scheduling

The Town is not responsible for scheduling / re-scheduling appointments with a Personal Trainer or Member. Scheduling of appointments is the sole responsibility of the Personal Trainer and the Member.

Personal Training must **not** be scheduled during the following hours:

- Monday – Friday: 7pm – 10pm
- Saturday – Sunday: 11am – 4pm

Online Personal Training Program

In addition to Personal Training Services provided to Members at the Facility, the Town will offer the Online Personal Training Program to individuals interested in the Online Personal Training Program.

One does not need to be a Member to participate in the Online Personal Training Program.

Participants will register for the Online Personal Training Program through the Town's website.

All services provided in connection with the Online Personal Training Program will be provided by My Trainer Online and their staff. The Town's Personal Trainers will not provide the Online Personal Training Program.

The Town may provide promotional material regarding the Online Personal Training Program to Members and other residents of the Town. The Town may post banners or signs in the Facility or on the website to promote the Online Personal Training Program.

My Online Trainer will pay the Town the amount it is owed on the last day of each six week training cycle.

Exclusion of Liability

Members undertake Personal Training at the Facility at their own risk. The Town is not responsible for the actions or omissions of Personal Trainers.

Individuals undertake the Online Personal Training Program at their own risk. The Town is not responsible for the actions or omissions of My Fitness Online. The Online Personal Training Program is conducted by My Fitness Online and the Town does make any representations with respect to the qualifications of any of the staff or trainers associated with My Fitness Online.

Members must complete and return a "Personal Training Release and Waiver" in the form required by the Town prior to engaging a Personal Trainer.

Personal Trainers must complete and return the "Personal Trainer – Release and Indemnification" provided by the Town.

Personal Trainers must carry liability insurance in an amount deemed sufficient by the Town. The Town must be included as an additional named insured on the insurance policy.

Personal Trainer qualifications must be valid and in good-standing at all times. It is the Personal Trainer's responsibility to provide updated proof of qualification in the event a qualification expires.

The Town is not vicariously liable for any claim a Member may have against a Personal Trainer.

The Town of Paradise does not employ Personal Trainers. Personal Trainers are responsible for any and all remittances, taxes and deductions payable to any government or regulatory agency, including, but not limited to: WorkplaceNL, the Newfoundland and Labrador Department of Finance, and Canada Revenue Agency.

Review

The Town reserves the right to amend this Policy at any time.

Chief Administrative Officer: _____ Date: _____