

Notice to External Trainers at the Tournament Capital Centre and Westsyde Community Centre Policy Change Effective November 15, 2011

To Whom It May Concern,

We thank you for your interest in providing training services in City facilities and would like to advise you that an **External Training Policy** is in place with regards to external training services.

Effective immediately, all External Trainers are required to report to the Healthy Living and Wellness Coordinator to review and complete the Facility Usage for External Trainers Agreement.

The City of Kamloops acknowledges the number of personal trainers, instructors, coaches, and therapists operating private businesses within our community. The City strives to be a model city for healthy living, ensuring our citizens have access to a variety of health and wellness opportunities. This new policy will ensure that our citizens will continue to receive high quality training services that are accessible while supporting private businesses within the community.

Effective **November 15, 2011**, all external trainers utilizing City of Kamloops facilities to provide private training services must be registered with the Healthy Living and Wellness Coordinator. External Training will not be permitted in City Facilities following November 15, 2011, without registration.

Please contact the Healthy Living and Wellness Coordinator at your earliest convenience.

Yours truly,

Danielle Harkies
Healthy Living and Wellness Coordinator
City of Kamloops
Direct Line: 250-828-3698

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Community Charter*, the *Local Government Act*, and the City's by-laws. If you have any questions about this collection, contact the Corporate Officer, City of Kamloops, 7 Victoria Street West, Kamloops BC, V2C 1A2, 250-828-3311.

External Trainer Registration Form

Name _____

Business Name _____

Address _____

Email _____

Phone (home) _____ Phone (C) _____

Documentation

Certification for Practice _____ Expiry Date YYYY/MM/DD

Registered Association Membership _____

CPR Expiry Date YYYY/MM/DD AED Expiry Date YYYY/MM/DD First Aid Expiry Date YYYY/MM/DD

Liability Insurer _____ Expiry Date: YYYY/MM/DD

Full Facility Annual or Monthly Adult Membership Initial Join Date YYYY/MM/DD

Criminal Record Check Date (must include vulnerable sector) YYYY/MM/DD

I have read and understand the Facility Usage for External Trainers Agreement.

 YYYY/MM/DD

External Trainer Signature _____

FOR OFFICE USE ONLY

Received photocopies of:

- Practicing Certification
- City Business Licence
- Annual Membership
- First Aid (CPR and AED)
- Police Record Search
- Facility Rental Agreement
- Liability Insurance

Guest ID Card Complete? Yes No

Health Living and Wellness Coordinator Signature _____

 YYYY/MM/DD

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OUR CORPORATE MISSION IS . . . to provide the best possible services to our citizens that reflect the will of Council and provide a balance of benefits to the community.

Facility Usage for External Trainers Agreement

The City of Kamloops (referred to hereafter as "City") acknowledges the number of personal trainers, instructors, coaches, and therapists (referred to hereafter as "External Trainers") operating private businesses within our community. The City strives to be a model city for healthy living by ensuring our citizens have access to a variety of health and wellness opportunities. We recognize the lack of training facilities available to External Trainers; thus, understand the need to use City facilities as their training space. Training may include, but is not limited to, personal training, coaching, instructing, and active rehabilitation.

The City reserves the right to permit or refuse access to City facilities by External Trainers based on the following specific guidelines.

1. Prior to using a City facility as a training facility, an External Trainer is required to meet with the Healthy Living and Wellness Coordinator and provide originals for photocopying of the following documentation:
 - a) Current recognized certification as a personal trainer and/or an undergraduate degree in Kinesiology, Human Kinetics, Exercise Science, or related field;
 - b) Current First Aid, CPR - Level C and AED certificates;
 - c) Liability insurance for at least \$2,000,000 AND include the City as additional insured party;
 - d) City business licence;
 - e) Criminal record check including vulnerable sector;
 - f) Full facility annual or monthly adult membership, if training at the Tournament Capital Centre or Westsyde Community Centre (includes signing a liability waiver);
 - g) Facility rental contract at the commercial rate, where applicable. See 3(f); and
 - h) Read and sign the Facility Usage for External Trainers Agreement.

Any associated costs for obtaining and maintaining the above credentials is the responsibility of the External Trainer and NOT the City. External Trainers are responsible for providing the Healthy Living and Wellness Coordinator updated copies of their certifications upon expiry.
2. Upon meeting with the Healthy Living and Wellness Coordinator, it is mandatory for the External Trainer to fulfill the following requirements:
 - a) Complete and sign the External Trainer registration form;
 - b) Review, understand, and initial the emergency protocol for the Tournament Capital Centre (TCC) and/or Westsyde Community Centre.
 - c) Review, understand, and initial the Scent Free Policy for the City of Kamloops.
3. In consideration of use of City Facilities, the External Trainer agrees to the following:
 - a) Scan in (at TCC and Westsyde) and receive a wristband at the TCC;

*Monthly adult memberships must be verified monthly with the Healthy Living Coordinator. It is the responsibility of the External Trainer to provide this update. Training without a current membership will result in this agreement and training privileges being revoked.

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- b) Sign in and out at customer service for all training sessions and receive Trainer ID, which is to be visible at all times. Trainer ID is to be returned upon completion of your sessions;
- c) The training client(s) must pay the admission rate (drop-in, monthly, or annual) and display the appropriate wristband.
- d) Train a maximum of two clients at one time in the Wellness Centre and the Athlete Performance Centre at the TCC or in the Fitness Centre at Westsyde Community Centre;
- e) Train a maximum of four clients at one time in the general Field House space at the TCC, which includes the track and general space outside the track. This does not include usage of any court space;
- f) When training more than four clients at one time you shall inform the Healthy Living and Wellness Coordinator and may be required to rent appropriate facility space;
- g) Refrain from administering advanced practice techniques and testing which may include, but are not limited to, maximal exercise testing, lactate threshold testing, manual therapy (manipulation, traction, massage, active release), body circumference measurements deemed inappropriate for public space, and the use of modalities;
- h) Absolutely refrain from soliciting business while using our facilities. This includes distribution of business cards or any other promotional material;
- i) Refrain from offering advice or instruction on exercise to patrons other than your own clients. Should you observe a patron exercising unsafely, please speak to City staff;
- j) Refrain from dominating equipment, apparatus, or space. You are expected to share the equipment and space with our members;
- k) Inspect and approve each apparatus as suitable before permitting your client to use the equipment;
- l) Refer facility and program related questions to City staff; and
- m) Should a substitute trainer be required to deliver services in your absence, he/she must register and provide full documentation to the Healthy Living and Wellness Coordinator prior to training.

The External Trainer is expected to train within his/her scope of practice as appropriate for the facilities. Advanced practice techniques and testing are unacceptable for this environment. Please respect the intended purpose of our facilities and adhere to the posted facility guidelines.

The Canada Games Aquatic Centre and Westsyde Community Pool are NOT included in these guidelines as potential training facilities for External Trainers. Please contact Heidi Ogilvie, Aquatics Coordinator, at 250-828-3754 for training inquiries in the pools.

I have read and understand the Facility Usage for External Trainers Agreement.

External Trainer Name (print)

Business Name

External Trainer Signature

YYYY/MM/DD

Healthy Living and Wellness Coordinator

YYYY/MM/DD

September 21, 2011

Name: _____

Business: _____

RE: External Trainer Letter of Understanding 2011

The City of Kamloops (referred to hereafter as "City") is pleased to grant _____ with _____ to use City facilities for the delivery of training services. The City strives to be a model city for healthy living by ensuring our citizens have access to a variety of health and wellness opportunities. The External Trainer is expected to train within his/her scope of practice as appropriate for the facilities. Please respect the intended purpose of our facilities and adhere to the posted facility guidelines.

While using City facilities to deliver training services, the External Trainer agrees to the following:

1. **Register with the City as an External Trainer.** Meet with the Healthy Living and Wellness Coordinator and provide required documentation;
2. **Scan in** (at TCC and Westsyde) **and receive a wristband** at the Tournament Capital Centre;
3. **Sign in at Customer Service** for all training sessions and receive Guest ID (to be visible at all times);
4. **Training a maximum of two clients at one time** in the Wellness Centre and the Athlete Performance Centre at the TCC or in the Fitness Centre at Westsyde Community Centre;
5. **Training a maximum of four clients at one time** in the general Field House space at the TCC, which includes the track and general space outside the track. This does not include usage of any court space.
6. **When training more than four clients at one time** you will inform the Healthy Living and Wellness Coordinator and may be required to rent appropriate facility space.
7. **Refrain from administering advanced practice techniques and testing** which may include, but are not limited to, maximal exercise testing, lactate threshold testing, manual therapy (manipulation, massage, active release), body circumference measurements deemed inappropriate for public space, and the use of modalities;
8. **ABSOLUTELY refrain from soliciting business while using our facilities.** This includes distribution of business cards or any other promotional material;
9. **Refrain from dominating equipment, apparatus, or space.** You are expected to share the equipment and space with our members;
10. **Inspect and approve each apparatus** as suitable before permitting your client to use the equipment;
11. **Refer facility and program related questions** to City staff.

Healthy Living and Wellness Coordinator

External Trainer

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