

External Training Policy at the Tournament Capital Centre and Westsyde Fitness Centre

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.

The City of Kamloops acknowledges the number of personal trainers, instructors, 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.

The External Training Policy states that 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 is not permitted in City facilities without registration.

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

Yours truly,

Danielle Cameron
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.

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.

External Trainer Registration Form

Name _____

Business Name _____

Address _____

Email _____

Phone (home) _____ Phone (cell) _____

Documentation

Certification for Practice _____ Expiry Date _____

Registered Association Membership _____

CPR and AED Expiry Date _____ First Aid Expiry Date _____

Liability Insurer Name _____ Expiry Date _____

Full Facility Membership Join Date: _____ Annual Monthly

Police Information Check with Vulnerable Sector Screening (PIC VS) _____
Expiry Date _____

FOR INTERNAL USE ONLY

Received photocopies of:

- Practicing Certification
- First Aid (CPR and AED)
- City Business License
- Liability Insurance
 - Sent to Risk Management
Date: _____
 - Approved by Risk Management
Date: _____

Signed Forms:

- Facility Rental Agreement
- External Training Client Information Release
- Emergency Protocol
- TCC Use Guidelines
- WSP Use Guidelines
- Scent Sensitivity Policy

Completed:

- PIC VS
- Annual Membership verified

External Trainer Account Updated in CLASS Yes No Expiry Date _____

External Trainer Signature

MM/DD/YYYY

Health Living and Wellness Coordinator Signature

MM/DD/YYYY

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Facility Usage for External Trainers Agreement

The City of Kamloops (referred to hereafter as "City") acknowledges the number of personal trainers, instructors, 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, we understand the need to use City facilities as their training space. Training may include, but is not limited to, personal training, 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 of the following documentation for photocopying:
 - 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 A and AED certificates;
 - c) A minimum of \$2,000,000 Commercial General Liability insurance with the City of Kamloops included as an additional insured
 - d) City Business License;
 - e) Police Information Check with Vulnerable Sector Screening* (PIC VS);
 - f) Full facility annual or monthly adult membership** if training at the Tournament Capital Centre (TCC) or Westsyde Pool and Fitness Centre (includes signing a liability waiver);
 - i) it is the responsibility of the External Trainer to maintain a current monthly membership; training without a current membership will result in both this agreement and training privileges being revoked;
 - 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. Failure to do so will result in revocation of training privileges until updated documents are provided.
2. Upon meeting with the Healthy Living and Wellness Coordinator, it is mandatory for the External Trainer to fulfill the following requirements:
 - a) Review and sign the completed External Trainer registration form;
 - b) Review, understand, and sign the emergency protocol for the TCC and Westsyde Fitness Centre; and
 - c) Review, understand, and sign the TCC and Westsyde Pool and Fitness Centre Use Guidelines, as well as the Scent Sensitivity program information; and
 - d) Review, understand, and sign the External Training Client Information Release form.
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 (TCC);
 - 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;

*Police Information Checks must be updated every three years.

**Monthly Adult memberships must be verified monthly with the Healthy Living and Wellness 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.

- 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 Pool and Fitness 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) Ensure the External Trainer and his/her clients adhere to the TCC and Westsyde Pool Fitness Centre Use Guidelines ;
- h) In the case of an injury, incident or accident involving the External Trainer and/or his/her client, report immediately to City of Kamloops Facility Staff. The City Staff will complete a City of Kamloops Incident Report, for internal use only. The City will not provide this Incident Report to the External Trainer;
- i) Absolutely 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;
- j) Absolutely refrain from soliciting business while using our facilities, including distribution of business cards or any other promotional material;
- k) 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 a Gym Attendant or Facility Staff;
- l) Refrain from dominating equipment, apparatus, or space; you are expected to share the equipment and space with our members;
- m) Inspect and approve each apparatus as suitable before permitting your client to use the equipment; immediately report any unsafe apparatus to City of Kamloops staff;
- n) Use of the External Trainer's own equipment is permitted provided it is not attached to or does not modify any City equipment or infrastructure and MUST conduct weekly inspections of their equipment to deem it safe for use; the City will not be held responsible for any equipment malfunction or injury related to the External Trainer's equipment;
- o) Refer facility and program related questions to City staff; and
- p) 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 practise 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 Pool are NOT included in these guidelines as potential training facilities for External Trainers. Please contact Heidi Ogilvie, Aquatics Program Supervisor, at 250-828-3754 for training inquiries at the pools.

I have read and understand the Facility Usage for External Trainers Agreement. This agreement is valid for one year from date signed.

External Trainer Name (print)

Business Name

External Trainer Signature

Date (YYYY/MM/DD)

Healthy Living and Wellness Coordinator (print)

Healthy Living and Wellness Coordinator
Signature

Date (YYYY/MM/DD)