

PRIVATE INSTRUCTOR/TRAINER/THERAPIST REGISTRATION PACKAGE

I _____ wish to make use of the Abbotsford Parks, Recreation & Culture facilities for the purpose of working with one or more clients on a commercial basis. I understand the fee guidelines and protocol provided to me.

Find attached a current Certificate of Insurance, proving I have obtained coverage through an Insurance Policy which provides a minimum of \$2 million Public Liability Insurance coverage, with the City of Abbotsford and School District 34 name as additional insurers.

Contact Information	
Registrant	
Mailing Address:	
City:	Postal Code:
Phone Number	E-Mail
Business Information	
Business Name	
Business Licence # (required)	
Workers Compensation # (if applicable)	
City of Abbotsford facility you wish to conduct business with (one or both) <input type="checkbox"/> ARC <input type="checkbox"/> MRC	

Attach current copies of your required documentation

City of Abbotsford Business Licence	Expiry
Certificate of Insurance (list City of Abbotsford & School District 34 as additional insured)	Expiry
Certifications (BCRPA Personal Training, ACE, BCAA, Physiotherapy Association of BC, BC Society of Occupational Therapists, etc.)	Expiry
Standard First Aid	Expiry
CPR-C	Expiry

Signature of Instructor/Trainer/Therapist

Date

Signature of Fitness Coordinator/Programmer/Facility Manager

Date

Abbotsford Recreation Centre
2499 McMillan Road
604.853.4221

Matsqui Recreation Centre
3106 Clearbrook Road
604.855.0500



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Once you have been approved to use the City of Abbotsford facilities, you are required to adhere to the guidelines as listed below.

Fee Guidelines

When you bring your client into the facility you must:

- Pay a double Adult drop-in fee for each training session.
- You may purchase 10 or 20 drop-in tickets or a 1 month private trainer pass.
- Your client must also pay a single drop-in admission for each training session. If they are a current member, their pass is valid for this session.
- As a trainer you are not eligible to use a 3 month or yearly pass for business purposes.
- Specialized and discounted admission rates do not apply when you are conducting business in a City of Abbotsford facility.

Protocol

- Approved trainers will be registered with the City of Abbotsford and be provided with a PINK identification card. The PINK clip card must be worn and visible at all times. Training without the card is not permitted.
- Personal advertising is not permitted.
- As a private trainer you have no access to 'staff only' areas including the weight room storage, administration or orientation office.
- Wipe down any equipment immediately after using.
- Trainers are required to re-register with the facility **yearly**.
- All required documentation must be kept current with our administration or your eternal personal training privileges will be revoked.

I _____ agree to adhere to the guidelines and protocol listed above.

Signature of Instructor/Trainer/Therapist

Date

Signature of Fitness Coordinator/Programmer/Facility Manager

Date

Privacy Statement - Personal Information is collected for the administration of Parks, Recreation & Culture Consent to Release Information form as authorized under Section 26 of the Freedom of Information and Protection of Privacy Act. The City of Abbotsford does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law. The City of Abbotsford retains personal information only as long as necessary for the purposes of this program and as required under the Act. If you have any questions about the collection and use of your personal information, contact the information & Privacy Coordinator at 604.864.5575 or e-mail foi@abbotsford.ca