

PRIVATE INSTRUCTOR/TRAINER/THERAPIST REGISTRATION PACKAGE

The City of Abbotsford accepts Certified Rehabilitation Assistants, Occupational Therapist Assistants, Physiotherapist Assistants, Registered Kinesiologists, and Certified Personal Trainers. If you wish to utilize Abbotsford Recreation Centre, or the Matsqui Centre, an approved External Trainer Pass is required. Please complete this application to its fullest, and submit to the Fitness Coordinator Kristalee Walchuk via email at: Kwalchuk@abbotsford.ca

Please allow 10 business days for the process of the application. Only applications with all the correct certifications will be processed and approved. Please submit all documents as 1 attachment - documents not submitted this way will not be approved.

Once approved, you will have access to the weight rooms, attend classes with your clients, and use of the pool (during specific times) with your clients at both facilities. Pre-registration can occur 25 hours before the session and is strongly encouraged. The External Trainer Sessions for both the weight room and the pool can be found at direct2rec.com. You will not be granted permission to use the facilities outside the scheduled times so please familiarize yourself with the schedule.

I, _____ wish to make use of the City of Abbotsford's facilities for the purpose of working with a client on a commercial basis.

Company Info		External Trainer Info	
Company Name		External Trainer Name	
Address		Home Address	
City		City	
Postal Code		Postal Code	
Business Contact Name		Home Phone #	
Business Contact Position		Work Email	
Clinic Phone #		This information is used to create your profile and is what you will be providing to the CSR team upon entry	
Clinic Email			
Business Contact Cell			

Abbotsford Recreation Centre
2499 McMillan Road
604.853.4221

Matsqui Recreation Centre
3106 Clearbrook Road
604.855.0500



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EXTERNAL TRAINER UNDERSTANDING

- I understand it will take up to 10 business days for any External Trainer Application to be approved, and understand there will be no rush on applications due to the business of the facility. It is my responsibility to apply with enough time to wait for this process before I am able to use the facility with clients.
- I understand I am required to wear an Approved External Trainer badge at all times in the facilities. One will be provided on site by the Fitness Supervisor team. **Failure to do so may result in access denied.**
- I understand that I am required to pay \$18.80 per visit / per client (cost subject to change without notice) to access the facility or pay in advance and have my sessions on a multi-pass. Monthly passes and discount admission rates do not apply when I am conducting business in the facility. My client may use whichever form of admission they prefers. **Failure to do so will be considered theft of service and a hold will be put on your pass.**
- I understand that it is my responsibility to supervise my client while they are using the facility and conduct and practice in a safe manner at all times. If I enroll a client in a session or program, I understand I must still pay admission to the weight room and I must watch my client while they are in the program. If my client is attending a class - I may participate or observe in a respectful way.
- As part of this Letter of Agreement I have attached and hold current awards. Please see certification check list for specifics. If you submit documents that do not meet the requirement - your application will not be processed.
- I understand that if any of my documents are expired-then my pass is expired and I am not granted access to the facility. It is my responsibility to submit any awards that are expiring in order to hold an active account. I can find the expiry date of my External Trainer Pass on the receipt that is emailed. All External Trainer passes expire December 31st of the year and must be resubmitted.
- I understand that I am not to solicit business while in the facility or use personal advertising. This includes but is not limited to communicating with current patrons and allowing them to know you are a trainer/therapist. Failure to do so will be considered a breach of agreement, and your pass will be removed.
- I understand I must follow all facility guidelines as well as the External Trainer Code of Conduct and be professional to all patrons and staff at the facilities. Failure to do so is considered against the Respectful Work Place Policy and a hold will be put on your pass.
- I understand that The City of Abbotsford reserves the right to permit or deny the use of facilities by External Trainers at any time and that I do not have permission to use locations to train besides the weight room, the pool, and scheduled fitness classes. If my pass expires- I will not be permitted to use any part of the facility.
- I understand that I must register into an External Training session each time I use the facility. I can do this online at direct2rec.com under external training sessions or in person. The weight room is open to External Trainers from opening till close. Pool External Training Sessions are time limited depending on pool programming and understand I cannot bring in a client to the pool outside these times. The schedules can be found at direct2rec.com and I will check before I come to the facility with my client.

Signature of Instructor/Trainer/Therapist

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EXTERNAL TRAINER CODE OF CONDUCT

The City of Abbotsford is committed to providing an involved, safe and engaged workplace where everyone conduct themselves ethically at all times. As a City we are committed to achieving value for money in the development of infrastructure and the delivery of services while ensuring the City's priorities are met and the public interest is protected.

This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia. If any provision in this Agreement is declared illegal or unenforceable, the provision will become void, leaving the remainder of this Agreement in full force and effect.

1. Please conduct yourself in a manner that fits our family friendly environment; treat all people fairly, courteously in good faith, and in a professional manner.
2. I will be respectful to all City of Abbotsford employees and respect their duties and responsibilities.
3. I understand I do not have access to any City of Abbotsford employee areas.
4. Excessively loud, offensive or abusive language or behavior that threatens or disturbs others is not permitted.
5. Anyone under the influence of drugs or alcohol is not permitted to use the facilities.
6. Please ensure that your personal belongings are safely stored at all times. We are not responsible for any lost or stolen items.
7. For the safety and protection of all our patrons, personal camera is permitted within the facility with staff permission.
8. Out of courtesy and safety of others, cell phone use may be limited to specific areas in the facility. Please do not remain on popular equipment while on the phone.
9. Please do not represent the City or make comments to the media or in public unless authorized to do so.
10. I will respect the needs and rights of all attending the facility.
11. I understand and respect the payment, and registration structure as it has been provided to me.
12. I understand that I am required to follow any procedures provided by the Provincial Health Organization-which may also result in a temporary hold on access.
13. I understand any solicitation of business at the facilities will result in termination of my ET pass.

This Agreement, together with the Confidentiality and Proprietary Information Agreement, represents the entire agreement between the parties and the provisions of this Agreement shall supersede all prior oral and written commitments, contracts and understandings with respect to the subject matter of this Agreement. This Agreement may be amended only by mutual written agreement of the party.

I _____ have read and understand the City of Abbotsford Code of Conduct and will obey by it, when I am using the facilities and understand it is my responsibility to ensure that my clients are also following the code of conduct. I understand that failure to follow the code of conduct may result in a temporary/permanent hold on my External Trainer membership.

Signature of Instructor/Trainer/Therapist

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

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EXTERNAL TRAINER CERTIFICATION CHECKLIST

Please attach a copy of the awards below to this application and **submit it as one attachment** for easy processing. Applications not submitted in this way will not be processed or reviewed.

Please attach this document, as well as a copy of the documents below in **ONE attachment**. This makes the processing of the application much easier. This is a requirement of the application and we appreciate you following this direction.

- Application**
This application completed in full and submitted
- Degree / certification**
A copy of the degree and or certification (BCRPA, CFES, ect)
- Business Licence**
Current City of Abbotsford Business licence
- Liability Insurance**
5, 000, 000 liability or higher with your name on it
- Association Standing - if applicable**
A copy of a valid standing with an Association
Example: BCAF, CAT
- Standard First Aid CPR-C and AED**
OR higher – First Responder
We do not accept anything lower than SF: example emergency first aid.

I _____ understand that i need to submit a copy of all certifications in order for my application to be processed. If something is missing or not submitted, I understand I will not be approved to use the facilities as an External Trainer. I understand this is my responsibility to submit any certifications that are going to expire or my External Trainers pass will expire and I will not be granted access.

Signature of Instructor/Trainer/Therapist

Date

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