



# City of Lloydminster

# Policy

<b>Policy Title:</b>	External Personal Trainers Policy	<b>Policy Number:</b>	740-02
<b>Date of Adoption:</b>	March 22, 2021	<b>Motion Number:</b>	88-2021
<b>Date of Amendment:</b>		<b>Motion Number:</b>	

## 1. Purpose:

- 1.1. To ensure quality and responsible personal training and fitness instructing for Clients within a City Facility.

## 2. Definitions:

<b>Administration</b>	An employee or contract employee of the City of Lloydminster.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Clients</b>	A customer using the Personal Trainer or Fitness Instructors services, other than those who are members of Administration.
<b>External Personal Trainer Fee</b>	An annual fee established by the City.
<b>External Personal Trainer Permit</b>	An annual permit issued by the City to regulate external personal trainers in a City facility.
<b>External Personal Trainers</b>	A Personal Trainer is a fitness professional who is not a member of Administration, and who develops and implements an individualized approach to physical fitness, generally working one-on-one with a Client or small groups of no more than two persons within a City Facility.
<b>Facility</b>	A building or property where the City operates recreational programs.
<b>External Fitness Instructors</b>	A Fitness Instructor is an individual who is not a member of Administration, and who works with small or large groups, leading exercise routines or fitness activities in a fieldhouse, fitness studio, or meeting room.

## 3. Scope:

- 3.1. This Policy applies to all External Personal Trainers and Fitness Instructors working in a City Facility.

#### **4. External Personal Trainers:**

- 4.1. External Personal Trainers and External Fitness Instructors may utilize a City Facility for the purposes of providing their services in accordance with this Policy.
- 4.2. External Personal Trainers and External Fitness Instructors and their Clients shall be bound by the same rules and standards as any other person utilizing a City Facility.
- 4.3. External Personal Trainers and External Fitness Instructors shall not solicit Clients or advertise their business in a City Facility. Restricted advertising includes, but is not limited to:
  - 4.3.1. Wearing apparel that identifies them as a personal trainer or fitness instructor.
- 4.4. While working at a City Facility an External Personal Trainer or External Fitness Instructor shall always carry with them an identification tag issued by the City identifying them as an External Personal Trainers or External Fitness Instructors.
- 4.5. External Personal Trainers and External Fitness Instructor shall only operate within a City Facility if they have:
  - 4.5.1. been issued a valid External Personal Trainer Permit to operate in that Facility by the City;
  - 4.5.2. a business license; and
  - 4.5.3. have paid all appropriate fees including but not limited to the External Personal Trainer Fee.
- 4.6. External Personal Trainers shall hold a valid personal training certificate from a nationally recognized organization that is approved by the City of Lloydminster.
- 4.7. External Fitness Instructors shall hold a valid personal training certification with a specialization in Group Fitness from an approved organization.
- 4.8. External Personal Trainers and External Fitness Instructors shall hold a valid first-aid certificate and CPR-C.
- 4.9. External Personal Trainers and External Fitness Instructors shall maintain in full force and effect comprehensive liability insurance in an amount not less than five million dollars (\$5,000,000) per occurrence for personal injury and/or property damage. The policy shall co-name the City and/or any person, firm or corporation designated by the City as additional named insured on the policy. The Personal Trainer or Fitness Instructor

shall supply a certified copy of the insurance policy to the City prior to receiving an External Personal Trainer Permit.

**5. Penalty:**

- 5.1. Any External Personal Trainer or External Fitness Instructor found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to a ban from City Facilities.
- 5.2. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 5.3. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

**6. Responsibility:**

- 6.1. City Council shall review and approve all policies.
- 6.2. Administration shall administer this Policy through the use of a supporting procedure.
- 6.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.