



Epsom Colleges recently completed Fitness Suite includes state of the Lifefitness Cardio and Strength machines as well as an impressive range of benches and free weights.

The facilities are available **Exclusively** to Personal Trainers for the delivery of personal training to individual private clients and groups.

### **Benefits to Personal Trainers**

- No long term contracts
- Buy space when you have clients
- No expensive gym fees.
- Simple and flexible booking arrangements
- Exclusive and personal training environment.
- Free induction session for clients.
- Private parking.
- Easy access
- Changing and shower area.
- Marketing support.

### **How it works**

Register as an Associate Personal Trainer

- Complete the application forms and provide evidence of qualification, once verified your application will be confirmed and you can promote yourself as having access to the exclusive fitness facility, you are then entitled to show your potential clients around the facilities. Registration lasts for 12 months, the cost is just £60 inclusive of VAT.
- Bookings are by the hour, with a minimum of 4 sessions. Discounts are available on bookings of eight and twelve sessions.
- A maximum of 3 clients per PT, per session. Up to 6 PTs are permitted to use the fitness suite at any time.
- The whole Suite can be hired for £35.00 per hour, enabling you to bring up to 6 clients into the suite for that hour.

### **Marketing support**

The **Epsom College Fitness Suite** will be supported with an external marketing programme promoting the centre as a dedicated PT Zone. Individual PTs will be able to capitalise upon the marketing by attending open evenings and advertising in the supporting materials.



## Personal Training Suite Hire Rates 2010

	4 x 1 hour	8 x 1 hour (10% Discount)	12 x 1 hour (30% Discount)
<b>PT session rate</b>	<b>£48.00</b>	<b>£86.40</b>	<b>£100.80</b>
<b>Hourly rate including discount</b>	<b>£12.00</b>	<b>£10.80</b>	<b>£8.40</b>

All prices include VAT at 17.5%  
Minimum of 4 x 1 hour sessions must be booked

Please see below an example of times available, extra times are available from 6am to 10 pm with prior arrangement with the sports centre manager.

MON	TUE	WED	THUR	FRI	SAT	SUN
12:30- 15:00	09:00- 12:00	09:00- 12:00	09:00- 12:00	09:00- 12:00	09:00- 13:30	11:00- 13:30
18:00- 21:00	12:30- 14:00	12:30- 17:00	12:30- 14:00	12:30- 14:00		
	19:00- 20:00*		18:00- 21:00	15:00- 17:00		

\* By prior arrangement only



## Associate Personal Trainer Registration Form

<b>Applicant Name</b>		
<b>Trading Name /Company</b>		<b>Company registration if applicable</b>
<b>Address</b>		
	<b>Post Code</b>	
<b>Invoice Address</b>		<b>VAT Registration if Applicable</b>
	<b>Post Code</b>	
<b>Contact Numbers</b>		
<b>Land line</b>	.....	
<b>Mobile</b>	.....	
<b>Other</b>	.....	
<b>Email address</b>		

I have read the terms & Conditions and agree to abide by them.

I understand a personal check will be carried out, the outcome of such investigations will remain confidential but result may lead to the termination of this agreement.

<b>Primary applicant authorisation to conduct Personal Check</b>	<b>Date</b>



## Associate Personal Trainer - Registration Form - Part 2

Qualifications	Issuing Body /Organisation	Valid Until	Evidence Provided
<b>Outline the nature and type of personal training you offer / conduct.</b>			
Insurance Details	Insurance Company Policy number / Limit of Cover	Certificate Provided	
<b>Public Indemnity</b>			
<b>Professional Indemnity</b>			
<b>Out Line how you intend to develop your client base</b>			



**Associate Personal Trainer**  
**Registration Form - Part 3**  
**Office Use**

	Yes/ No	Comment
Application form Complete		
Registration fee paid		
Insurance document 1  2		
CRB		
Certificates provided		



## **Rules of the PT Zone**

1. PTs are required to complete all health checks and inductions for each client before they undertake any activity.  
It is the PTs responsibility to monitor the ability and health of their clients.  
Should the Sports Centre Manager feel that a PTs client is unfit to undertake a session this will be raised immediately with the PT.
2. Representatives of Epsom College will be on site but do not man the PT Suite
  - a. All PTs must be on site to meet their clients.
  - b. Your clients will not be allowed to commence a session until you are present in the PT Suite
  - c. Your are required to remove any debris and rubbish after a session.
3. When inducting a client you will identify restricted areas.
4. Changing rooms and showers are available for use by your clients.
5. During a session PTs are required to remain in the PT Suite.
6. Use of Personal Audio systems is acceptable, with earphones
7. Background music will be played, selected by the Sports Centre Manager
8. Trainers and their clients must wear appropriate clothing and clean footwear.
9. Liquids are only permitted in appropriate plastic vessels. Food is not allowed.
10. Air conditioning will be turned on and set between 18 – 22 °C. The extractor fans may be switch on if required. Fire exits must remain closed due to health and safety.
11. Any issue that arises between yourself and another Personal Trainer must be expressed in writing and handed directly to the Sports Centre Manager who will take the appropriate action. Personal issues are not to be expressed on the gym floor.
12. All personal trainers should ensure that all equipment is put back in its correct place after use. Any equipment owned by Personal Trainers that is left on the gym floor may be used and or damaged.
13. Invoice sheets need to be paid for in advance. However, if you have run over on to another sheet you will need to pay for that one on your next session or arrangements must be made with the Sports Centre Manager or the Fitness Suite Instructor.
14. Under no circumstances should voices be raised or any type of aggressive nature be used, or you will be asked to leave the building and your contract may be terminated. The Centre does not tolerate inappropriate sexual or racist remarks.



15. All bookings must be booked in with the Sports Centre Manager and added to the diary at reception. If you have not booked in you may be turned away.
16. The centre does not accept responsibility for any personal items lost or stolen whilst on these premises.
17. All trainers must ensure that they sign in.
18. The first key holder on site must complete the opening procedure sheet, the last key holder on site must complete the closing procedure sheet
19. Key holders are only allowed train clients on site between the following times; 06:30 – 22:00
20. All enquiries will be directed to the website to choose a PT.
21. The studio can be used by PT's at times when not in use either by the college, hirers or therapist. A maximum of two Personal Trainers, are allowed in the studio at any one time with only one client each.