

TRAINER AGREEMENT

August 2021

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About

Introduction

PardaFit is a ladies-only group fitness club in which both mothers and daughters can join classes in a comfortable and safe environment. Classes are led by a female personal trainer who will tailor exercises based on a client's needs. There are numerous reasons why your clients will want to join!

To name a few:

- They can spend their free time working out whilst bonding with you and other members.
- They can enjoy much needed self-care time while maintaining a busy lifestyle.
- They can meet new friends virtually and in-person.
- They can socialise with other women who will attend the same lessons.
- Most importantly, they can get fit and healthy without any restrictions.

How lessons are operated:

- Clients will see your trainer profiles on our website (www.pardafit.co.uk) and book a free consultation with their chosen trainer over the phone.
- Consultations are arranged by the Client Care Manager (CCM).
- Consultations are necessary so that the trainer can get a good idea of the client's lifestyle and plan sessions accordingly.
- Alternatively, customers can call the CCM directly.
- The CCM would then find a trainer best suited to their requirements.
- If clients are happy with the consultation and the trainer meets their requirements, then the CCM will arrange regular classes.
- The CCM will then call the customer to set up a Direct Debit. The CCM negotiates an agreed rate per lesson with the client and an agreement of pay rate with the trainer.
- A confirmation email of the agreement is sent to both the client and the trainer.

Trainer Prerequisites:

Trainers are sent a welcome email containing a link directing them to the PardaFit website where they will be asked to fill in their trainer application form. Once filling this form, trainers will be redirected to Tutorcruncher where they will complete their trainer accounts. Within this account, trainers will need to upload the following documents:

- CV
- ID
- First Aid certificate
- Up-to-date DBS Certificate
- Fitness Instructor Insurance
- Recognized qualification/s on ability to teach fitness
- Child Protection & Safeguarding certificates (desirable)
- Profile picture (for their online profile on our website) (desirable)

Once all documents have been uploaded, they will be checked by the HR via TutorCruncher who will then activate the trainers profile as 'LIVE'. The profiles would then show up on the PardaFit website. PardaFit spares no expense in advertising its website and trainer profiles to ensure that potential customers can book lessons with trainers at their convenience. Clients are able to also write some positive reviews after conducting their lessons with tutors, building the trainers reputation and increase in bookings.

Payments & availability:

- Trainers need to understand that they will be working as independent contractors, so PardaFit will not be involved in sorting out tax.
- The CCM is responsible for negotiating lesson fees with clients.
- For the CCM to be able to offer clients to trainers, trainers are required to be flexible with pay rates depending on the number of clients per lesson.
- There are occasions when sessions are missed by the trainer or by the client.
- Missed lessons MUST be made up at a later time in accordance with availability.
- Payments are made to the tutor's bank account on the 1st of the subsequent month.

Trainers will be paid through a payments platform called Tutorcruncher and a short training video would be sent on induction on how to charge for lessons on account through this platform. Payments for lessons invoiced are made at the end of each month. Through TutorCruncher, lesson can be repeated or scheduled for the future, allowing you to keep track and manage your payments

Requirements:

Every trainer must be:

- Punctual to lessons.
- Prepared with learning materials & resources prior to lessons.
- Come dressed in smart attire ([Trainer Dress Code](#)).
- Show a positive attitude during the lessons with all clients.

Location of lessons:

- Both home and online lessons are available and will be dependent on the choice of our customers.
- Lessons will be conducted at your house, a hired centre, or online via Zoom.

Dress Code:

Trainers must abide by the dress code and dress appropriately for their role. The following is encouraged:

- Sensible smart instructor gear (not too revealing).
- Any tattoos should be covered.
- No branding on clothing for self-promotion or promotion of other companies.

Child Protection & Safeguarding:

Some of the students will include girls of a minor age (10 and above) and thus, anyone under the age of 18 should be given due supervision, especially if the lessons are at the trainers home.

Therefore, we would ensure that our trainers adhere to the following protocol:

- Not being left alone with children for long periods of time.
- Not having any close physical contact with the children.
- Doors should always be left open during the lesson, especially in the trainers homes.
- Parents should be at home during the class hours. If this is not the case, tutors must cancel their lesson.

Code-Of-Conduct:

- There should be no selling of your own personal service (e.g. personal discounts).
- (If applicable) Zoom ID needs to be secure with password protection - ensure you approve the sign in of all your students and be aware of who has joined.

COVID-19 Policy:

Taking into account the COVID-19 pandemic, as a trainer with us, you must adhere to the following guidelines, for your own safety and the safety of our clients.

Please see below details for conducting home lessons during the ongoing COVID-19 Pandemic.

- Trainers must wear a face mask at all times when teaching to keep themselves and their students safe (unless exempt).
- Trainers should maintain a safe distance from their student, and more so if they're exempt from wearing a face covering.
- Trainers should ensure that only themselves and their student(s) are the ones in the room at a time, unless dealing with minors (see [Child Protection & Safeguarding](#)).
- Trainers should try their best to ventilate the room by opening windows, if possible.

Please ensure you comply with these rules - if we are notified of any breach of these rules for an unstated reason, we will have to take necessary action.

Cancellations:

Trainer cancellations:

Trainers should give 24 hours' notice to a client if a lesson is missed, also informing the CCM. As payments are debited weekly for those customers who are on a Direct Debit, trainers are responsible for making up the missed lesson at an agreed time with the client. Only then will trainers be paid after the lesson is complete.

