

# SLCC EWB Personal Training Client Procedures

## General Information

- Level 3 Personal Training program consists of a maximum of 16 sixty-minute weekly sessions. Adjustments may be made to allow for fewer sessions.
  - Three training blocks will be offered each fiscal year
- Each 16-week block will consist of: 3 fitness evaluations (First session (Pre-Program), Midpoint, and Final session (Post-program)), exercise prescription, and guided exercise programming.
- Personal Trainers are college educated and are certified through a nationally recognized personal training certification (ACSM, NSCA, ACE, AFAA, ISSA or equivalent).
- Clients are expected to observe all Salt Lake Community College rules, guidelines, policies, and procedures, during their Personal Training sessions.
  - Including the policies/rules/guidelines specific to the Lifetime Activity Center.
- Sign up for personal training by completing the Personal Training Intake Form, which includes a medical clearance questionnaire, on the SLCC Human Resource Wellness webpage ([i.slcc.edu/hr/wellness](http://i.slcc.edu/hr/wellness)).
  - Further medical clearance may be required before training sessions can begin.
- Client selection are assigned to Personal Trainers on a first come first serve basis.
- Once selected for Personal Training, clients will be contacted by their Trainer to schedule their sessions.
- To ensure the health and safety of the Client, the Personal Trainer may decide to end a session early, require additional medical clearance, and/or terminate all future training sessions.

## Scheduling and Cancellations

- Scheduling Personal Training sessions will be at the discretion of the client and the Personal Trainer and must be completed before the first session begins.
- A reasonable effort will be made by the Personal Trainer to schedule training sessions during the client's preferred times however there is a high likelihood that the preferred time will not be available. In such cases, scheduling flexibility will increase the likelihood of entering into the program.
  - In the event that a reasonable schedule cannot be agreed upon, Clients will be invited to participate in the next training block.
- Client prompted session cancellations **will forfeit the training session**. Rescheduling the session for another date and/or time will not be permitted.
  - For this reason, please be mindful of your obligations before setting training sessions.
    - Modifications of the training sessions will be at the discretion of the Personal Trainer.
- Personal Trainer prompted session cancellations **will not forfeit training sessions**.
- Rescheduling the missed session will be done at a Client / Personal Trainer agreed upon schedule.

- If the Client is late to a session, the quantity of time for the session will be reduced. Additional minutes will not be added to the session.
- If the Trainer is late to a session, minutes will be added to the session or the session will need to be rescheduled.
  - Rescheduling the session will be at the discretion of the Client / Personal Trainer.
- For safety and performance reasons, it is highly recommended that Clients follow a sensible nutrition plan. Trainers are not allowed to recommend or give advice on nutrition or performance enhancing supplements. If you have questions regarding these topics, please contact your medical professional.
  - Performance enhancing supplements may interfere with the program designed by the Personal Trainer. As such, you may need to inform your Personal Trainer to adjust the program for the use of such supplements.
- Qualification for the Employee Wellness Benefit attached to this program requires completion of the three fitness assessments (Pre, Midpoint, and Post).
  - Employees will be allowed to receive one incentive from the Personal Training program per fiscal year.
- We are continually educating our staff and encouraging hands-on experience so there is a chance that your trainer may have a student intern shadowing them. If this is a problem please inform your trainer.
- Clients are not permitted to bring other individuals with them to the sessions unless they are participating in a group session. Non-SLCC Full-Time employees will not be permitted to participate in group training sessions.
- If at any time you are not satisfied with your trainer, please contact the Employee Wellness Benefit Manager at 801-957-4401 or [preston.lindhardt@slcc.edu](mailto:preston.lindhardt@slcc.edu)

#### **Termination of Personal Training Sessions**

- To ensure the health and safety of the Client, the Personal Trainer may decide to end a session early, require additional medical clearance, and/or terminate all future training sessions.
  - Termination of future sessions will not prevent distribution of the incentive.