

Dear Trainer,

Many thanks for enquiring about joining the National Register of Personal Trainers (NRPT). Please find enclosed our information pack. Please complete the application form in full * and return this and your signed letter of consent and Code of Ethics, along with copies of all your certificates and insurance and first aid documents. * To speed up your application please go to our website www.nrpt.co.uk and fill out an online application in the 'Join the NRPT' section.

Please be advised that our criteria for listing trainers is in line with the Government backed Exercise Register (REP's) guidelines. As a result we will require a minimum level 3 NVQ from a recognised course and at least 6 months experience within the fitness industry.

As a member you must also have Civil Liability & Professional Indemnity insurance.

Please send copies of your Certificates, including First Aid/CPR and Insurance as well as a copy of your completed Application Form (if not entered online) and a recent photo. The NRPT membership fee is £96.90 (inc VAT). Please either send a cheque (made payable to NRPT) or call us with your debit or credit card (4.5% surcharge for credit cards) during work hours on 0844 8484 644.

Don't forget, the NRPT offers Civil Liability & Professional Indemnity Insurance for all its members, subject to a limit of indemnity of £5m (£80 per year). We are also now able to offer a Civil Liability & Professional Indemnity with Sports Therapy and Massage cover for £5m (£146.50 per year).

If you have any queries, please do not hesitate to contact us on the above numbers.

Yours sincerely

Sam Groves
Office Manager

www.nrpt.co.uk

NRPT Promotions

The National Register of Personal Trainers is working in conjunction with both Parallel Promotions and MKM Concepts to deliver the following offer :

**A FREE 30 minute introductory consultation
plus 2 sessions for the price of 1 at your normal rate – with payment
from the client prior to any training**

What does this mean for you?

Basically, we want to give you the very best way to attract new clients. Previous promotions have offered a free training session, which we believe encourages “freeloaders” to sign up as they know they have nothing to lose. The way we have structured the promotional deal is to ensure that prospective clients have to pay you upfront for one session – then they get the second session free!

So why are we offering this to third parties?

Through our network of 300 trainers across the UK, we are in a unique position to promote you, our member, to health and fitness-related companies that wish to offer added value promotions and services to their customers. What we didn't want to do was to promote you to “timewasters” that only want a free session. This is our reasoning behind choosing market-leading companies like Parallel Promotions & MKM. Their experience in managing and promoting organisations that can bring added value to companies, ensures that we know who we're dealing with, for how long and in what capacity. We can therefore ensure you get added value and not hassle.

All the promotions that we enter into will be in the above format and carry a number of terms and conditions to ensure you maintain control of your schedule.

Terms & conditions :

1. The holder of a promotions voucher is required to contact the personal trainer directly in order to book the free consultation.
2. This voucher must be presented to the personal trainer at the time of visit. Failure to provide the relevant voucher may result in cancellation of the consultation.
3. A free consultation constitutes half an hour with a personal trainer, whereby the personal trainer will complete a Questionnaire, a copy of which is found on this website.
4. In the event that the voucher holder wishes to take up the two personal fitness training sessions for the price of one, this will be at the trainer's normal advertised training price.
5. All training and consultation processes are strictly subject to availability of the trainer.

Additional information

All promotions are set out with their own terms and conditions that are designed to protect you and us for every eventuality. We already have two promotions in place, please use the links on the left to find out more about the finer details and how they are being marketed. If you want more information then please contact us directly.

Are you included?

If you wish to check whether you are included in the offer, please go to the member's website where you can manage your details and check you have opted into the promotion at the bottom of all your details. Alternatively please call us on 0844 8484 644 and we can run a check for you.

www.nrpt.co.uk

NRPT Insurance Information

The Basics

All members of the NRPT must have adequate insurance. The type of insurance that you should have is Civil Liability & Professional Indemnity with a minimum indemnity of £2,000,000.

There are two sets of circumstances to consider:

- If you are employed, then you will probably be covered by the company insurance cover.
- If you run your own company (or train parttime in the evenings or weekends) the NRPT insists that you hold separate insurance.

You are required to provide evidence of this adequate insurance when you apply to join the NRPT – and there are two main ways that you can do this:

1. Send a copy of your current policy to us via email or post (you may have to ask your employer for this)
2. If you do not have insurance, then take out the NRPT insurance at the same time as your membership.

Why do I need Insurance?

(Civil Liability & Professional Indemnity Insurance) As an essential component of your NRPT membership, you must have insurance. Without insurance we cannot promote you as a member and your membership is void.

Civil Liability & Professional Indemnity insurance covers your legal liability for death, injury or illness to others and loss of or damage to third party property. This also covers the advice that you give someone you are training.

If you are self-employed or do any work outside employment you must provide details of your insurance cover with your membership application, or take out the NRPT scheme.

NRPT Insurance Scheme

The NRPT Insurance Scheme offers you a basic cover of £5m Civil Liability and Professional indemnity. This covers includes liability arising from advice provided as well as injuries due to training or equipment whilst you are training someone.

We also have the option of a £5m Civil Liability & Professional Indemnity including Sports Therapy and Massage (including sports therapy massage, shiatsu and soft tissue massage).

The annual premiums payable are:

Personal Trainers – £5,000,000 cover £80.00 (upto £35,000 turnover)

Sports Therapists – £5,000,000 cover £146.50 (upto £35,000 turnover)

(also includes personal training and instructing)

You do not have to fill out any forms, we do that for you. Simply send your application form back with a separate cheque to cover the insurance – or call us for payment over the phone.

Please Note:

1. Cover starts from acceptance to the NRPT
2. Premiums include a small administration fee.
3. Insurance is for individuals and not businesses, unless the turnover of the business is under £35,000 per annum.
4. Insurance is for UK residents (i.e. have a UK home address).
5. Insurance premiums may increase in 09/10.

Next Steps:

The insurances are underwritten by Royal & SunAlliance through Perkins Slade Insurance Brokers.

Please send all correspondence (applications & monies) to:

NRPT Ltd, New membership, PO Box 870, Sywell, Northamptonshire, NN6 0ZB

Alternatively you can contact us directly by **Email: info@nrpt.co.uk** or **Telephone: 0844 8484 644**

Frequently Asked Questions

Q Can I obtain public liability insurance from another company?

A Yes. Provided insurance is adequate and meets our requirements. You must also bear in mind that you must be covered by insurance all the time you are an NRPT member. You must also send a copy of your certificate to us when you apply for membership or when you renew the insurance.

Q What is the difference between Civil Liability and Professional Indemnity cover?

A Public liability insurance covers bodily injury or damage to property caused by you. Professional indemnity insurance covers financial losses (not involving bodily injury or damage to property) arising from your advice or caused by your errors or omissions.

Q Do I have to have Professional indemnity insurance?

A Yes. This comes as an all-inclusive insurance cover with the NRPT Insurance scheme. If you have another insurance please check it very carefully – we always recommend that you get this as this is the most likely route for someone to make a legal case against you.

Q Can I commence the insurance on a different date to when I join or renew?

A Yes, but the full annual insurance premium will be payable and cover will then need to be started again on your renewal of registration.

Q What activities am I covered for?

A The REPs scheme is intended for all fitness instructors, coaches, teachers, and trainers and includes those teaching Pilates, exercise to music and similar sessions. It also covers sports therapists who provide massage and soft-tissue rehabilitation.

Q Am I covered if I work abroad?

A Yes, provided that you continue to be a resident of the UK. The NRPT insurance scheme is worldwide cover (apart from North America).

Q What if I provide advice on nutrition and weight control?

A Covered. The NRPT insurance covers you for all advice given in the course of your normal activities including advice on nutrition and weight control. However, we do not cover the sale or issue of nutritional products.

Q What public liability limit do I need?

A We offer only one level : £5,000,000. For any other policies, the absolute minimum cover is £2,000,000.

Q If I opt for £2,000,000 cover can this be increased to £5,000,000 at any time?

A Yes, but the full annual premium for £5,000,000 cover will be charged.

Q Can I get insurance for accidents that prevent me from working?

A Yes, this is the personal accident insurance that provides you with benefits in the event of an accident at work as a fitness professional or sports therapist.

Q What happens when it all goes wrong?

A Keep a careful record of the incident – take details of what happened, the nature of the incident, who was there (and contact details), and what action was taken.

Keep this record for at least 3 years. If you wish to make a claim, contact our brokers – Perkins Slade at 3 Broadway, Broad Street, Birmingham, B15 1BQ or telephone 0121 698 8000. Royal and SunAlliance and Perkins Slade Ltd are members of the General Insurance Standards Council.

NRPT Ltd, PO Box 870, Sywell, Northamptonshire, NN6 0ZB

Tel : 0844 8484 644 - Email : info@nrpt.co.uk - Website : www.nrpt.co.uk

Letter Of Consent

TO: NRPT Ltd
PO Box 870
Sywell
Northamptonshire
NN6 0ZB

I, _____, hereby agree that the NRPT ("NRPT") may:

- i. process all personal information, including personal data, given by me to N.R.P.T. for purposes including marketing, selected onpack promotions, business creation and development, operation of its website and management reporting (N.R.P.T. may record this information both manually and/or on a computer database and will be the data controller for this information) and in accordance with the Data Protection Act 1998, and
- ii. disclose and transfer this personal information to selected Partners and associated businesses of the NRPT Limited for the purposes of furthering the NRPT business.
- iii. act on my behalf for the use of promoting my personal training services for specialist promotional activity exclusively with Parallel Promotions Limited (promotions will include on-pack national promotions with a range of suitably related products. The promotions will be of the format: 1 x free half hour consultation and, assuming this is satisfactory, a 2 for 1 personal training session at your normal rate, subject to availability.

Name: _____

Signed: _____

Date: _____

Code Of Ethics

NRPT Member behaviour and public conduct

i. Personal

The NRPT expects members to consistently maintain the highest professional standards in their dealings with clients and potential clients. Trainers should always be clean, presentable and prepared when training and meeting their personal training clients. Trainer's equipment should be well maintained and checked regularly. Consuming alcohol prior to a personal training session is not acceptable and invalidates a trainer's insurance.

ii. Personal Misconduct

The NRPT takes very seriously cases where personal misconduct can bring the NRPT into disrepute. This includes the following; falsifying information about your qualifications and experience; client confidentiality must be maintained; public criticising fellow NRPT members personally or their methods of working; breaching NRPT rules including those within the Code of Ethics and non-disclosure of information that may damage or harm the NRPT and its members. The NRPT also requires trainers to immediately inform the Board of all allegations, legal action and/or complaints.

iii. Criminal Convictions

Any trainer with a conviction from a court of law should bring this to the attention of the NRPT (parking and minor road offences aside). This will not necessarily affect your membership status, but where members are found to have conspired to conceal offences from the NRPT, their membership will be reviewed with a view to dismissal.

iv. Complaints Procedure

Any individual or organisation that wants to complain about a member of the NRPT will in the first instance need to contact us at head office: Sam Groves, NRPT Ltd, PO Box 870, Sywell, Northamptonshire, NN6 0ZB. Tel: 0844 8484 644

Code of Ethics : Professionalism

Trainer-focused :

i. Conduct of Trainers

The NRPT does not approve of trainers unsolicited approaches to prospective clients. Members should also ensure that clients are aware of any conflicts of interest or scenarios that may cause the trainer to change schedules at short notice (e.g. fire brigade or lifeboat callouts). Trainers are expected not to engage in any public denouncement of fellow NRPT members. If a complaint of this nature is substantiated by the NRPT board, this will result in the guilty party being struck off the NRPT.

ii. Trainers qualifications

NRPT members must only practice in those fields where they have appropriate training and/or qualifications as detailed within their application to become a member of the NRPT. Trainers must recognise their limitations and where appropriate refer clients on to relevantly qualified professionals or other trainers.

iii. Personal development

With the fitness industry under continual change, members are expected to increase their professional qualifications and experience by attending courses, seminars and conferences from reputable industry specialists.

iv. Confidentiality

In meeting and discussing training schedules, a good deal of personal information is taken and recorded. NRPT members must ensure this information is kept private and confidential and, if requested, returned to the client on completion of the training schedule. Trainers will not abuse personal information under any circumstances.

v. Advertising & Marketing

In the instance where members take out advertising, all information must be accurate including qualifications, experience and services that are offered to any prospective clients. No misleading offers or affiliations with any products that are clearly not approved by the NRPT should be quoted.

Client-focused :

i. Clients goals & programmes

All trainers must discuss and agree with clients achievable goals and realistic timescales prior to any training taking place. It is also advised that this information is written down for the client and the trainer for future reference.

ii. Business terms

Trainer will ensure that their business terms and conditions (including times and dates of training, fees, cancellation procedure and method of payment) are set out and agreed in writing with the client (they should sign the agreement) in advance of any training taking place. This ensures a professional start to a working relationship and prevents any awkward situations on either side.

Code Of Ethics (continued)

NRPT Member behaviour and public conduct

Code of Ethics : Responsibilities

Equal Opportunities :

Trainers should treat all clients with equal respect regardless of their age, colour, disability, sexuality, medical condition, ethnicity, religion or weight. Where there may be a need for advice regarding training all NRPT members are advised to contact their Regional Manager in the first instance.

Personal Relationships :

We expect all NRPT members to act in a professional manner with clients with particular reference to relationships between trainer and client. The trainer should ensure boundaries are set with the client to ensure a professional working relationship and friendship with their client.

Personal Safety :

All trainers are advised to ensure the maximum level of safety when training with clients either in their own home or in your personal gymnasium. All individual trainers are responsible for ensuring their own safety, whilst those employed by a company will have alternative guidelines. The NRPT does not accept responsibility for individual trainers in this case.

Client safety :

Clients must be shown how to undertake their exercise programme safely including the safe use of equipment and machines. NRPT members have an obligation to ensure a clients' health and wellbeing at all times. This includes not recommending drugs or banned substances under any circumstances, or being under the influence of alcohol prior to training sessions. The client's wellbeing is also important with regards to the way they are trained and guided in the use of weights and/or cv machines, freeweights etc.

I hereby agree to being bound by the National Register of Personal Trainer's Code of Ethics and understand that should anyone complain about my conduct, professionalism or negligence, the NRPT will investigate and this could result, ultimately, in my expulsion from the National Register of Personal Trainers *

Name: _____

Signed: _____

Date: _____

NRPT Application Form

Where did you hear about us? _____ Ref code: _____

Trainer Name: _____ Company Name: _____

Address: _____

City/Town: _____

County: _____ Postcode: _____

Tel: _____ Fax: _____

Email: _____ Web: _____

Sex: _____ D.O.B: _____

Cost Range – Please tick one

15-20 21-25 26-30 31-35 36-40 41-45 46-50 51-55 56-60 61-65 66-70

Expertise – Please tick your areas of expertise (max 10)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> aerobics | <input type="checkbox"/> circuit training | <input type="checkbox"/> alternative therapies | <input type="checkbox"/> back care / posture |
| <input type="checkbox"/> body / core conditioning | <input type="checkbox"/> body sculpting & toning | <input type="checkbox"/> bodybuilding | <input type="checkbox"/> boxing / boxercise |
| <input type="checkbox"/> corporate fitness / wellness | <input type="checkbox"/> fitness < 16 years | <input type="checkbox"/> fitness 50+ | <input type="checkbox"/> fitness / group fitness |
| <input type="checkbox"/> fitness classes | <input type="checkbox"/> fitness tests/prog design | <input type="checkbox"/> flexibility / mobility | <input type="checkbox"/> life coaching / counselling |
| <input type="checkbox"/> martial arts / self defence | <input type="checkbox"/> massage therapy | <input type="checkbox"/> NLP | <input type="checkbox"/> nutrition / weight mgmt |
| <input type="checkbox"/> physio / sports injury | <input type="checkbox"/> pilates / yoga | <input type="checkbox"/> pre & post natal | <input type="checkbox"/> rehab / GP referral |
| <input type="checkbox"/> relaxation / stress mgmt | <input type="checkbox"/> run / walk / cycle | <input type="checkbox"/> special populations speed & agility training | |
| <input type="checkbox"/> spinning | <input type="checkbox"/> sports coaching/fitness | <input type="checkbox"/> strength / conditioning | <input type="checkbox"/> weight lifting / training |

Qualifications - Please send copies of certificates plus first aid/CPR & insurance certificate

Detail your qualifications here:

Detail your equipment here:

Training Locations (please tick where applicable)

Local Gym 1 to 1 Studio Clients Home

First Aid YES / NO
(send copy of cert)

Insurance YES / NO
(send copy of cert)

NRPT Application Form (Continued)

About You (to include experience, equipment, what you offer etc)

This will appear on your web page so make it really interesting!

Brief Description not more than 20 words

Extended Description in notmore that 120 words

Client Reference

If you have a client that will write a reference about you please include with your application form, if suitable we will include on your profile (their name will not appear online). This can also be added at a later date.

I have read and signed the consent letter and code of ethics included and confirm allmy details are correct and current.

Signed _____ Date _____