

Swinburne University Sport & Recreation

Personal Training @ Swinergy

Information & Expectations of Trainers

As a requirement of your course you are expected to take on client/s who wish to undertake personal training.

These clients have been sourced from Swinburne and the community and have a keen interest in wanting to improve their health, fitness and wellbeing.

Each student is expected to take a minimum of one client. Details of clients and their availability will be provided to you from the centre operations coordinator. You will be dealing with sensitive information therefore you must comply with privacy laws at all times. Details of you client will be kept in files in the gym office which you can collect each session. This information **MUST** be stored away when the session is over and not left unattended.

You are responsible for contacting your client, via their preferred contact method and negotiating day/s and time/s they are available. You must ensure all bookings are made correctly through the centaman system to ensure no double bookings are made. It is very important you clearly communicate with your client at all times.

If you have a client who shows high blood pressure, they must visit their GP and gain medical clearance before an assessment can be completed. For epilepsy, which is controlled, this needs to be noted on their health questionnaire. Otherwise medical clearance from their GP is required.

Health and fitness questions can be directed to David Beaumont, Dr. Gavin Mooney or Mark Van Ree if you are unsure of how to treat a client. Never assume you are doing the right thing!

You will need to be flexible to the demands of your client as sessions may not be within business hours. In return you will be paid a casual rate of approximately 17.00p/h.

You will need to collect employment packs from the centre operations coordinator to ensure your pay go through. You will also be responsible for putting in your time sheet to the centre operations coordinator before Friday of every week. If your time sheet is not completed and signed you will not be paid.

You are expected to arrive 5-10min before your client and be in **FULL** uniform.

Your uniform **MUST** be worn each time you undertake personal training as you will be seen as an "employee" of Swinergy.

YOU MUST WEAR:

- **Your Swinergy Top**
- **Black Pants/Short**
- **Runners**

Under no circumstances is denim, navy, brown or white clothing to be worn no boots, slip on or open towed shoes. You must also ensure your client wears appropriate gym attire and brings a towel and drink bottle

All clients will be providing feedback on your performance throughout the duration of their personal training, which will be communicated to your teachers.

Clients have been informed about reporting streams if a student is not behaving in a highly professional manor. Prompt action will be taken against any student who has a complaint made against them.

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