



**PERSONAL TRAINER/INSTRUCTOR  
HANDBOOK & APPLICATION**



**Gibson-Bethel Community Center - Fitness Center  
5800 SW 66<sup>th</sup> St.  
South Miami, FL 33143**



### **Application Requirements**

- Interested candidates must submit all application requirements listed in this document. Completed packets may be delivered to the Gibson-Bethel Community Center or emailed to [parks@southmiamifl.gov](mailto:parks@southmiamifl.gov).
- Submission of an application does not guarantee that a permit will be issued. All permits are subject to approval or denial by the Director of Parks, Recreation and Culture or his/her designee.
- Fitness Trainers may not begin providing training services until they have received written confirmation that all required materials have been submitted and approved by the Parks, Recreation, and Culture Director or his/her designee.
- In the event that the number of applications exceeds the number of available permits, all applications will be reviewed and evaluated by the department based on the applicant's ability to show a clear, justifiable reason for requiring the permit or service. This could include factors such as:
  - The demand for his/her services (e.g., high client interest, community demand)
  - How his/her activities will benefit the community or align with department goals
  - Whether his/her program fills a gap in available services or offerings.
  - Resident of the City of South Miami.
- Should the department require further information about a fitness trainer's services, we may reach out with additional questions or schedule a meeting to discuss your application in more detail.

### **Personal Fitness Trainer Policy**

All Fitness Trainers will be required to follow the policies and procedures outlined in this packet. Failure to adhere to these policies may result in suspension and/or dismissal.

Personal training / instruction at the Gibson-Bethel Community Center—Fitness Center may be provided only by those individuals approved by the Director of Parks, Recreation, and Culture or his/her designee. An unauthorized personal trainer who is observed or suspected of conducting personal training may be approached and questioned regarding his/her activities. Any of the following or related behaviors may attract such questioning:

- Assisting a participant with technique, or any specific instruction, but not exercising with that individual during all portions of the workout.
- Writing and/or designing a fitness or workout program for a participant.
- Explaining and providing exercise directions to a participant or group of participants.
- Directing exercise order or duration for a participant.
- Meeting with the same participant on a frequent basis or multiple participants on the same day.



- Getting and/or returning weights for a participant.
- Directing a participant and/or providing instruction on a particular exercise or routine.
- Receiving payment from another individual for an exercise session.

If a staff member concludes that this policy has been violated, both the trainer and patron may be asked to leave the Gibson-Bethel Community Center.

Repeat violations of this policy may result in suspension or permanent loss of membership at the Gibson-Bethel Community Center.

#### **Annual Trainer Permit Fees**

- Personal Fitness Trainers are required to pay an annual permit fee of \$1,200, billed at \$100 per month. **A valid card must be kept on file**, and a **one-year commitment** is required. The first \$100 payment is due upon the issuance of a permit.
- In addition to the annual trainer permit fee, all clients/trainees must possess a valid Fitness Center & Gymnasium Membership Pass (monthly or annual). Acceptable forms of payment include debit/credit card. Recurring billing is required for a membership pass.

#### **Permit Allocation Limits**

- A maximum of six (6) active fitness trainer permits are available in any given year.
- To ensure fair access to available permits, no more than one (1) permit may be issued to individuals from the same organization. This policy is intended to maintain equitable opportunities for all trainers and the general public.

#### **Training Capacity:**

- Personal trainers are limited to one-on-one and small group (two individuals) private training sessions. Sessions involving three or more participants are not permitted. Trainers must adhere to this policy to remain in compliance with facility regulations. Failure to comply may result in revocation of the trainer's permit.

#### **Equipment Storage and Responsibility:**

- Trainers and participants may not store or leave any personal or outside training equipment in the facility. The department/facility is not responsible for any theft, loss, or damage to equipment left unattended. Trainers are required to remove all personal items and equipment at the end of each session.

#### **Facility Use and Space Limitation:**

- Trainers must respect designated training areas and may not monopolize equipment or space that is intended for general public use. Training sessions should not interfere with other patrons or scheduled facility programs.



- Tables, floor ladders, chairs, or any equipment determined to be an obstruction may not be placed in walkways to ensure clear and safe passage for all facility users.

#### **Client Regulations & Waivers:**

- All clients must be registered with the facility and sign a liability waiver before participating in any training sessions. Trainers are responsible for ensuring their clients complete the necessary paperwork before beginning a program. Trainers and clients are responsible for checking in at the facility front desk prior to entry.
- All clients must check in at the front desk prior to accessing the fitness center.
- Participants must be at least 14 years of age to use the Fitness Center. Members between the ages of 14 and 17 must have a parent or guardian present at the time of joining and sign a waiver.
- Participants must wear appropriate exercise attire, including sneakers and shirts that are free of vulgar or offensive language. Items that may be included in this category include, but are not limited to:
  - String tank tops that do not cover the torso.
  - Open-toed shoes or sandals.
  - Soiled shoes or clothing.
  - Jeans or pants with prominent grommets.
  - Clothing with messaging that a reasonable person may find offensive or otherwise inappropriate.
- Keep gym bags secured in a locker.
- Refrain from dropping & banging dumbbells, plates & weight stacks.
- Headphones or earbuds are required while taking a phone call or listening to any audio on a mobile device.
- Return all equipment to its proper spot when finished.
- Wipe down all equipment when finished.
- Refrain from the use of foul language.
- Refrain from using emergency exit stairwell for exercise training purposes.

#### **Advertisement & Solicitation:**

- Trainers may not solicit external business, distribute flyers, or promote their services without prior approval from facility management. All marketing materials must be pre-approved before distribution within the facility.

#### **Liability Insurance**

The City of South Miami has established insurance requirements for those applicants, vendors and contractors entering into agreements with the City for the purpose of special events and



activities. Before commencing use or services with the City of South Miami, a certificate of insurance that complies with the requirements must be furnished.

All applicants shall name the City of South Miami (6130 Sunset Drive South Miami, FL 33143) as an “Additional Insured” and shall have the following minimum limits:

*Commercial Comprehensive General Liability* insurance with broad form endorsement, as well as automobile liability, completed operations and products liability, contractual liability, severability of Interest with cross liability provision, and personal injury and property damage liability with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate, including:

- Personal Injury: \$1,000,000;
- Medical Insurance: \$5,000 per person;
- Property Damage: \$500,000 each occurrence;

*Umbrella Commercial Comprehensive General Liability* insurance shall be written on a Florida approved form with the same coverage as the primary insurance policy but in the amount of \$1,000,000 per claim and \$2,000,000 Annual Aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- a) Premises and Operation
- b) Independent Contractors
- c) Products and/or Completed Operations Hazard
- d) Explosion, Collapse and Underground Hazard Coverage
- e) Broad Form Property Damage
- f) Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.
- g) Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

**Please Note:** Approval of insurance by the City of South Miami does not in any way relieve or decrease the insurance liability of the applicant. The City of South Miami does not represent that the specified limits of liability, coverage or policy forms are enough or adequate to protect the interest or liabilities of the applicant or vendor.

### **Level II Background Screening**

A VECHS and DCF Level II Background Screening/Check is required each year prior to obtaining a permit. Contact South Florida Fingerprinting, located at 5900 SW 73<sup>rd</sup> Street #304, South Miami, Florida 33143 to schedule an appointment—(305) 661-1636. Results must be sent directly to South Miami City Hall, OCA: 11134625Z.



## **Permit Revocation Policy**

To maintain the integrity, safety, and quality of personal training services at the Gibson-Bethel Community Center – Fitness Center, all Personal Fitness Trainers are required to strictly adhere to the policies and procedures set forth by the City of South Miami Department of Parks, Recreation, and Culture. Any violation of the provisions outlined in this policy document may result in disciplinary action, up to and including **revocation of the trainer's permit**.

### **Grounds for Revocation**

A trainer's permit may be revoked for any of the following reasons:

#### **1. Exceeding Training Capacity Limits**

Personal trainers are limited to one-on-one and small group (two individuals) private training sessions. Sessions involving three or more participants are not permitted. Trainers must adhere to this policy to remain in compliance with facility regulations.

#### **2. Unauthorized Personal Training Activity**

Engaging in personal training services without prior approval or outside the scope of the issued permit is strictly prohibited. This includes, but is not limited to:

- Instructing individuals without being in an active workout session with them.
- Designing workout programs for others.
- Receiving compensation for training sessions without an active permit.
- Repeatedly meeting with clients in a manner that mimics a formal training schedule.

#### **3. Non-Compliance with Facility Regulations**

Trainers are expected to respect all facility rules, including designated training areas, use of equipment, attire requirements, and client conduct. Repeated disruption of facility operations or failure to comply with staff directives may result in permit revocation.

#### **4. Failure to Maintain Required Certifications and Documentation**

Permits may be revoked if the trainer fails to:

- Maintain valid CPR, AED, and First Aid certifications.



- Provide proof of required liability insurance, naming the City of South Miami as an additional insured.
- Submit updated Level II background screening results annually.
- Remain current on monthly permit fee payments.

**5. Client Membership Compliance**

All clients/trainees must be **active, paid members** of the Gibson-Bethel Community Center – Fitness Center and have a valid Fitness Center & Gymnasium Membership Pass.

- Clients must check in at the front desk before each session.
- Trainers are responsible for ensuring that all clients have completed the required liability waiver and registration documentation.
- **Failure to ensure client compliance may result in permit revocation.**

**6. Solicitation and Advertisement Violations**

Distributing flyers, soliciting clients, or advertising services without prior written approval from facility management is prohibited and may lead to permit termination.

**Enforcement and Appeals**

Permit revocation decisions shall be made by the Director of Parks, Recreation, and Culture or his/her designee. Trainers will be notified in writing of the reason for revocation. Trainers may request a review of the decision within five (5) business days of notification by submitting a written appeal to the Director. Appeals will be considered at the sole discretion of the Department and all decisions rendered shall be final.

**Acknowledgement**

**I have read and agree to comply with all of the policies and procedures outlined in this document.**

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<b>Print Name</b>
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<b>Signature</b>
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APPLICATION ON THE NEXT PAGE



## **FITNESS TRAINER/INSTRUCTOR PERMIT APPLICATION**

Check list

All personal trainer application packets must include the following:

- Completed application; and
- Signed acknowledgment of policies and procedures; and
- Copy of current personal trainer, primary fitness instructor or group fitness instructor from accredited organization (NCSF, CI, ACE, ACSM, AFAA); and
- Copy of current CPR, AED and First Aid Certifications; and
- Minimum 1,000,000 liability insurance, naming the City of South Miami as an additional insured; and
- Resume; and
- Successfully pass a Level II Background Screening—South Florida Fingerprinting; and
- \$600 fitness trainer annual membership fee; and
- Trainee(s) must have a valid membership.

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Primary #: ( \_\_\_\_\_ ) \_\_\_\_\_ Secondary #: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

General Liability Insurance Provider: \_\_\_\_\_ Policy # \_\_\_\_\_

Florida’s Driver License or Identification Card Number: \_\_\_\_\_

First Aid/CPR Certification Date: \_\_\_\_\_ First/Aid CPR Expiration Date: \_\_\_\_\_

**Please List Personal Trainer Certifications**

Type of Certification	Expiration Date (if applicable)



**Please List the Names of Your Clients / Trainees.**

Full & Last Name	Phone Number
	(    )
	(    )
	(    )
	(    )
	(    )
	(    )
	(    )
	(    )
	(    )

**Indemnification**

I, \_\_\_\_\_, AGREE to indemnify, defend and hold harmless the City of South Miami ("CITY"), its elected officials, employees, agents and volunteers against all loss, costs, penalties, fines, damages, claims, expenses, including attorney's fees, or liabilities by reason of any injury to, or death of any person, or damage to, or destruction, or loss of any property arising out of, resulting from, or in connection with the performance, or non-performance of privately/personal training activities at any CITY park or facilities which is, or is alleged to be directly, or indirectly caused, in whole, or in part by any act of omission, default, or negligence of the applicant, its employees, agents, or subcontractors.

\_\_\_\_\_  
Signature of Applicant

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>	
Reviewed by: _____	Date: _____
Approved by: _____	Date: _____
Approved / Denied (circle one)	