



[saskatoon.ca/fitnessinstructor](http://saskatoon.ca/fitnessinstructor)

# Become a City of Saskatoon Fitness Instructor!

*Information Package*



## LEISURE CENTRES



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## Why Become a Fitness Instructor for the City of Saskatoon?

The City of Saskatoon (City) instruction opportunities are available at Leisure Centres throughout the city:

- Cosmo Civic Centre  
3130 Laurier Drive  
Phone: 306-975-3344
- Harry Bailey Aquatic Centre  
1110 Idylwyld Drive  
Phone: 306-975-3321
- Lakewood Civic Centre  
1635 McKercher Drive  
Phone: 306-975-2944
- Lawson Civic Centre  
225 Primrose Drive  
Phone: 306-975-7873
- Saskatoon Field House  
2020 College Drive  
Phone: 306-975-3354
- Shaw Centre  
122 Bowlt Crescent  
Phone: 306-975-7744
- Terry Fox Track  
150 Nelson Road  
(Located in the SaskTel Sports Centre in Forest Park)  
Phone: 306-975-3354

Opportunities for fitness instruction include land-based and aqua-based classes, as well as classes working with special populations. Some examples are: Aqua Motion I and II, Aqua Boxercise, Step, Boot Camp, Cardio & Sculpt, Spin, Fitness Yoga, Forever...*in motion*, and more. Depending on your interest, additional training and experience may be required to work in specialty areas.

## Benefits of Becoming a Fitness Instructor

- Work at various locations
- Flexible hours
- Work in a positive environment
- Meet new people
- Stay in shape while making some extra money
- Help people in achieving their fitness goals
- Ongoing information and access to training opportunities



# Contract Information

- The current contract rate is \$25.00 per class for most classes. Specialty class (e.g.: Fitness Yoga) contract rate is \$28.00 per class.
- Once certifications are complete, you can request the classes you would like to instruct through the Seasonal Availability Calendar which is coordinated through the Saskatoon Field House.
- Contracts are completed each season as follows:

Winter:

January to March

Spring:

April to June

Summer:

July and August

Fall:

September to December
- Instructor payments are issued on a monthly basis and are processed through the electronic funds transfer system which posts payment directly to your personal bank account.

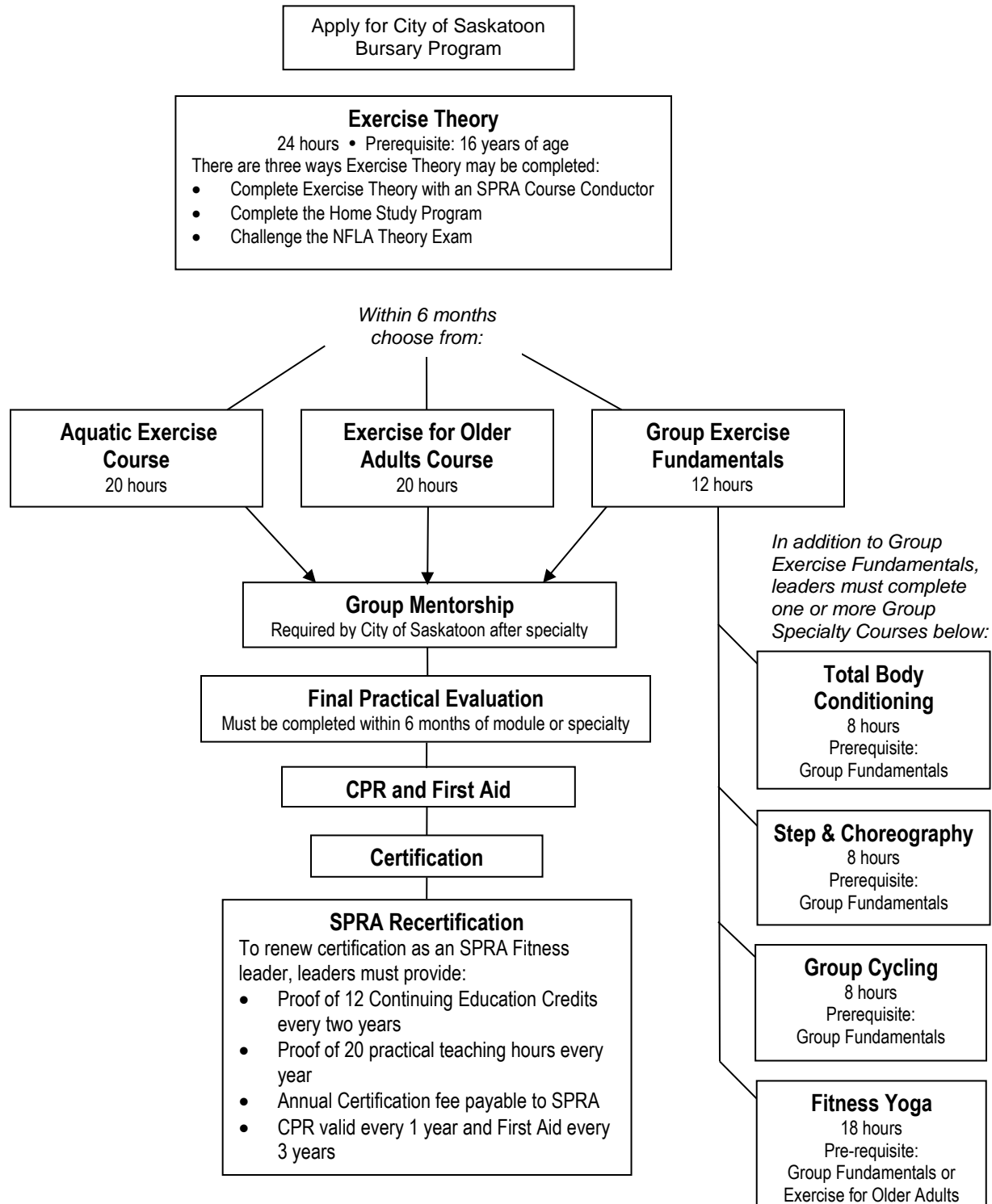
# How to Become a Certified Fitness Instructor Information Session

Three times per year the City holds a free information session on how to become a certified fitness instructor. This session is held at the Saskatoon Field House and provide all the information you will need to complete the certification process.

Fall:	September 4, 2018	6:00 p.m. – 7:30 p.m.
Winter:	January 8, 2019	6:00 p.m. – 7:30 p.m.
Spring:	April 2, 2019	6:00 p.m. – 7:30 p.m.



## Saskatchewan Parks and Recreation Association (SPRA) Fitness Leadership Certification Process



For more information and further detail on processes and courses  
visit [spra.sk.ca/certification](http://spra.sk.ca/certification)



## City of Saskatoon Dates for Upcoming Certification Courses

Session	Exercise Theory	Group Exercise	Aquatic Exercise	Exercise for Older Adult	Fitness Yoga (NYS)
<b>Fall 2018</b>	Sept 14 & 15 Sept 21 & 22 (SFH)	Group Exercise Fundamentals Oct 12 & 13 Group Cycle Oct 14 Total Body Conditioning Oct 27 (SFH)	Nov 16-18 (LCC)	Oct 19-21 (SFH)	TBD
<b>Group Mentorship</b> 3hr sessions one week following specialty module	N/A	TBD (SFH)	Nov 24, 25 & Dec 1 (LCC)	TBD (SFH)	Individual mentorship (contact SFH)
<b>Winter 2019</b>	Jan.11 & 12 Jan. 18 & 19 (CCC)	Group Exercise Fundamentals Feb 1 & 2 Specialty TBD Feb 3 (SFH)	No Course	No course	TBD
<b>Group Mentorship</b> 3hr sessions one week following specialty module	N/A	TBD (SFH)	N/A	TBD (SFH)	Individual mentorship (contact SFH)
<b>Spring 2019</b>	April 5 & 6 April 12 & 13 (SFH)	Group Exercise Fundamentals May 3 & 4 Specialty TBD May 5 (SFH)	June 7 - 9 (LCC)	No Course	TBD
<b>Group Mentorship</b> 3hr sessions one week following specialty module	N/A	TBD	June 15, 16 & 22 (LCC)	TBD	TBD
<b>Fees 2018</b> <b>*new manual fee*</b>	\$286.50 (course fee) \$55.65 (manual fee)	\$184 (group fundamentals) \$55.65 (manual fee) \$108.25 (specialty)	\$253.25 (course fee) \$55.65 (manual fee)	\$216.00 (course fee) TBD (manual fee)	TBD

SFH – Saskatoon Field House  
 SCC – Shaw Centre  
 LCC – Lawson Civic Centre





## Step 1: City of Saskatoon Bursary Program

The City offers a Bursary Program which provides financial assistance to individuals wishing to become certified fitness instructors. Bursary applications are available online at [saskatoon.ca/fitnessinstructor](http://saskatoon.ca/fitnessinstructor). Applications are accepted for each program season (winter, spring and fall).

### **Bursary Process:**

1. Complete the Bursary Application by the application deadline and submit to one of the Leisure Centres or to the Fitness Specialist.  
NOTE: Bursaries will only be approved if you are able to take the courses during the session you are applying in.
2. **Approved** applicants will be notified one week following application deadline.
3. Once accepted, applicants are required to:
  - a) Sign a commitment contract prior to the start of the course;
  - b) Complete all required courses: Exercise Theory , Exercise Specialty , CPR/First Aid;
  - c) Complete City Mentorship Program; and
  - d) Instruct 40 hours or four contract sessions for the City. (Note: subbing hours do not qualify as contract hours).
4. Once all certification requirements are complete, you will be placed on the instructor phone list and will have opportunities to accept instructor contracts.
5. Following completion of the above contract commitments, instructors are required to forward a Bursary Claim Form along with all support documents to the Fitness Specialist for reimbursement.

## Step 2: Completion of the Saskatchewan Parks and Recreation Association (SPRA) Exercise Theory Course

There are three options for completing the SPRA Theory Course:

1. Take the Exercise Theory Course by a SPRA Course Conductor
2. Home Study Programs
3. Challenge the NFLA Theory Exam

To learn more about the Home Study Program and Challenging the NFLA Theory Exam, visit [spra.sk.ca/certification](http://spra.sk.ca/certification) or call the SPRA office at 1-800-563-2555.



### Registering for the SPRA Exercise Theory Course:

- The City offers several Exercise Theory courses throughout the year. Refer to the chart on page 6 outlining upcoming Certification Courses to determine your plan of action in obtaining your certification.
- It is beneficial to pick up the manual as soon as you can after registration so that you can begin to learn and read what the course is all about.
- The Exercise Theory Manual has all the information you will need to know (and more) in order to be certified. In addition to reviewing the manual, you can download the SPRA Exercise Theory Exam Study Guide. This will assist in helping you know what and how to study. For a copy of this Exam go to [spra.sk.ca/certification](http://spra.sk.ca/certification).
- There is a written exam of 60 multiple choice questions which you will need to pass with a mark of 80 percent.

### **Step 3: Register for a Course**

- Once you have passed the Exercise Theory Course (with 80 percent), you can decide if you wish to take Aquatic Exercise (water), Group Exercise Fundamentals along with a Specialty Course (land), or the Exercise for Older Adults course;
- The Group Exercise Course includes the Group Exercise Fundamentals course along with at least one group specialty course. Refer to the chart outlining the Fitness Leadership Certification Program on page 5 of this booklet;
- There will be a written exam which must be passed with 80 percent as well as a practical evaluation;
- New instructors wishing to instruct for the City will also be required to complete the City Mentorship Program.

### **Step 4: Register for a Group Specialty Course**

- If you have taken the Group Exercise Fundamentals the next step is to take 1 or more Group Specialty Courses that include Total Body Conditioning, Step and Choreography, Group Cycling and Fitness Yoga.

### **Step 4: City of Saskatoon Mentorship Program**

Mentorship is an important component of the certification process. It allows the instructor to gain valuable experience and feedback before beginning to teach on your own. The trainer or mentor will assist in your post-course learning, and the participants will be able to give you feedback on your instruction techniques. This is required to become a City of Saskatoon instructor, however not a requirement if you are only looking to become SPRA certified.





## GROUP MENTORSHIP

A Group Mentorship Program will run following the SPRA Aquatic Exercise and Group Exercise specialty modules. The group mentorship sessions are designed to provide experience to new instructors in a group format with other instructors.

### **Expectations:**

Once completing the course module and having completed Cardiopulmonary Resuscitation (CPR) and First Aid, the instructor candidate will:

- Have participated in a minimum of three classes by three different instructors and have their Fitness Class Participation Form signed. Recreation program staff will provide you with three courtesy passes to attend these classes;
- Accept and utilize the feedback given to develop your skills and abilities as an instructor; and
- If an instructor candidate requires additional practice, Recreation program staff may place the instructor candidate with a different mentor instructor for additional experience.

### **Group Mentorship Format:**

- Held following the completion of the specialty module course (at no extra charge);
- Approximately 10 hours of group mentorship is required. These sessions will be held in 3 hour blocks once or twice/week depending on the number of participants.
- At the end of the Mentorship Program, a final practical evaluation of a class will be completed. The instructor candidate will be evaluated based on SPRA guidelines and following successful completion will be considered as a Certified Fitness Instructor.

## INDIVIDUAL MENTORSHIP

Prior to individual mentorship, the instructor candidate must be evaluated and successfully complete the final practical evaluation by an SPRA Course Conductor and send all required documentation to SPRA for certification.

### **Expectations:**

Once completing the course module and having completed CPR and First Aid, the instructor candidate will:

- Complete a Mentoring Application Form and provide copies of CPR, First Aid, and SPRA certificates;
- Participate in a minimum of three classes instructed by three different instructors and have their Fitness Class Participation Form signed. Recreation program staff will provide you with three courtesy passes to attend these classes;
- Meet with recreation program staff or trainer to review the mentoring process and expectations;



- Review the mentoring assessment form with the mentor instructor;
- Portray a professional, enthusiastic manner when mentoring;
- Accept and utilize the feedback given to develop skills and abilities as an instructor; and
- If an instructor candidate does not successfully complete the mentoring process and it is deemed that additional mentoring is required, recreation program staff will consider placing the instructor candidate with a different mentor instructor for additional experience.

### **Individual Mentorship Format:**

- Individual mentorship occurs under an experienced City of Saskatoon fitness instructor in a public fitness class through a complete 10 week session.
- Individual mentorship program is currently available for the following:
  - a) New instructors certified in a specialty module with no scheduled group mentorship opportunity such as Exercise for Older Adults, Fitness Yoga, Group Cycle, etc.
  - b) New Aquatic Exercise or Group Exercise instructors who are **unavoidably** unable to attend the Group Mentorship Program. This mentorship must happen with an **SPRA instructor trainer only**. Please note that placement opportunities are limited and priority will be given to those instructors not provided with a group mentorship opportunity.
- Individual mentorship sessions are dependent on the area of interest for the instructor candidate. For instance, if the instructor candidate is interested in teaching step classes or combination classes with a step component, then he/she will mentor within that type of class. If he or she is interested in both shallow and deep water aqua motion classes, then he/she will mentor within both of these classes. Depending on the candidate, this may mean the mentorship process has to be extended in order for the instructor to gain sufficient experience.

## **Step 5: Certification**

- Once all requirements have been met, newly certified instructors must send all certification documentation to SPRA in order to receive their certificate.
- It is the responsibility of the instructor to send in these required documents and fees directly to SPRA for processing.

## **Step 6: Recertification and Continuing Education Credits (CEC's)**

In order to maintain an up-to-date certification, ongoing education is mandatory. You have just begun to learn about teaching and leading fitness classes. It is vital that we keep up-to-date on new trends and research relating to the fitness industry.

The following are the SPRA requirements for maintaining fitness leader certification:



- Annual certification fee;
- Current CPR Level A or C and Standard First Aid Certificate;
- Twenty (20) teaching hours per year (practical hours verification form);
- Twelve (12) continuing education credits every two years.

SPRA provides a fitness conference (SaskFit) every two years in Saskatoon and alternate years in Regina. Attending this conference provides the continuing education credits required to keep certification current. A listing of these courses can be found on the SPRA website at [spra.sk.ca](http://spra.sk.ca).

The City also offers some fitness leader training that can be used towards continuing education credits.

## Important Contact Information:

Fitness Specialist  
City of Saskatoon Fitness Instructor Liaison  
Phone: 306-975-7808  
Email: [kristen.shropshire@saskatoon.ca](mailto:kristen.shropshire@saskatoon.ca)

Mimi Lodoen  
S.P.R.A. Fitness Trainer  
Email: [lodoenm@gmail.com](mailto:lodoenm@gmail.com)

Wendy McKellar  
SPRA Fitness Consultant  
Saskatchewan Parks and Recreation Association (SPRA)  
Phone: 1-800-563-2555  
Email: [wmckellar@spra.sk.ca](mailto:wmckellar@spra.sk.ca)  
Website: [spra.sk.ca](http://spra.sk.ca)

## Appendices:

- Bursary Application
- Commitment Contract
- Bursary Reimbursement
- Fitness Class Participation Form

Good luck in your pursuit in becoming a certified fitness instructor.  
The City of Saskatoon looks forward to having you on our team.