

# BCRPA FITNESS STANDARDS COMMITTEES

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Terms of Reference  
August 26, 2018

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## Background

BCRPA's Fitness Registration Program promotes the highest standard of fitness leadership and education in Canada. It is the exclusive provider in BC of national standards of exercise certification established by the National Fitness Leadership Alliance (NFLA) and is affiliated with the International Confederation of Registered Exercise Professionals (ICREPs).

The BCRPA Fitness Leadership standards provide:

- A reference point from which both entry-level training and the continuing education for Fitness Leaders in a variety of fitness specialty areas can be planned;
- A clear description of measurable knowledge, values and skills that characterize acceptable practices by competent Fitness Leaders;
- A means for improving the quality of fitness services offered to consumers;
- Transferability between affiliated provincial bodies within the NFLA and its member countries.

## Purpose

The purpose of the committees is to bring together experts in Older Adult, Personal Training and Group Fitness to monitor trends in education, certification/registration and practice requirements in the fitness industry; and make recommendations based upon unbiased evidence and practical experience on the technical aspects of the development, implementation and maintenance of fitness standards provincially, nationally and internationally.

## Membership

Members of the Older Adult, Personal Training and Group Fitness Standards Committees must be knowledgeable about the BCRPA Fitness Registration Program, be able to demonstrate professional credibility, significant involvement in the industry, and a commitment to their own education and professional development.

Each committee shall be comprised of a minimum of four (4) members, one of whom shall be appointed Chair of the Committee.

Sectors represented on the committees include, but are not limited to:

- Fitness Leader (FLs, SFLs, TFLs)
- Post-secondary Fitness educator /representative
- Fitness Programmer /Coordinator
- Fitness facility operator
- Special appointment

Subcommittees may be established to address specific issues related to each Standards Committee's area of focus.

*Note: The Terms of Reference will be discussed and refined during the initial meeting that will be organized once candidates have been confirmed for each of the Fitness Standards Committees.*



### **Roles/ Responsibilities**

Working collaboratively within the priorities set by the Physical Activity department at BCRPA and supported by the Physical Activity Manager, the Standards Committees will:

- Monitor trends in education, certification/registration and practical requirements in the fitness industry, and identify gaps or necessary changes to the BCRPA system and requirements;
- Provide input and recommendations regarding existing standards; provincially, nationally and internationally.
- Review and provide recommendations on existing protocol, resources and policies related to specific modules of instruction.

Participate in 6-8 meetings (in person or via teleconference) annually or as needed.

### **Committee Chairs**

The Chair of each Committee is responsible to lead the meetings and report to the BCRPA Physical Activity Manager on the work of the committee and any arising issues or concerns.

Roles include, but not limited to:

- Lead meetings
- Record and distribute meeting minutes
- Provide information that helps the committee to achieve consensus
- Act as the liaison between the committee and BCRPA Physical Activity Manager

### **Meetings**

The committee will meet between 6-8 times over a calendar year. A proposed meeting schedule will be presented at the last meeting of the calendar year for the next year.

Ad-hoc meetings may be proposed as needed.

If a committee member is absent for more than three consecutive meetings they will be contacted by the Chair to determine their commitment to continue or intent to resign.

### **Sharing of Information and Resources**

Committee members have a duty to maintain confidentiality with respect to all matters that come into their knowledge or possession while performing their duties on the Committee. Members must take reasonable steps to ensure that information relating to all matters that come into their knowledge or possession are not improperly disclosed or used. This includes properly securing the source or location of the information that is in the member's possession or control.

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The following priority issues have been identified for the Committees:

Older Adult	Personal Training	Group Fitness
<ul style="list-style-type: none"><li>• Course Content (including Trainer of Fitness Leader Process)</li><li>• ICE/Practicum Process</li><li>• Review of Exam Questions</li></ul>	<ul style="list-style-type: none"><li>• Review of Exam Questions (focus on moving the exam online)</li><li>• ICE/Practicum Process</li><li>• National Tiered System</li></ul>	<ul style="list-style-type: none"><li>• Review of Exam Questions</li><li>• ICE/Practicum Process</li><li>• Trainer of Fitness Leader Process</li></ul>

#### **About the BCRPA**

BCRPA is a not-for-profit organization dedicated to building and sustaining active healthy lifestyles and communities in BC. Since 1958, BCRPA has provided leadership, training and support, fostering the principles of accessibility and inclusiveness, to help its members meet provincial and local health and physical activity priorities.

**We are currently seeking committee members.**

**Applications are due October 15, 2018.**

**[Apply now.](#)**

**[Visit the webpage and learn more details.](#)**

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