

# CYQ Fitness Trainer Competition



## 2013 regional competition guidelines for:-

- **competitors**
- **hosts**
- **judges**

## 1. Overview

### 1.1 About the CYQ Fitness Trainer Competition

The CYQ Fitness Trainer Competition is a brand new skills competition for the health and fitness industry. The brainchild of CYQ, Burton & South Derbyshire College and City College Norwich and delivered in collaboration with British College Sport (BCS), the competition seeks to recognise and celebrate the excellence of fitness instructors and personal trainers educated within further education colleges across the UK.

There are currently two competitions under the CYQ Fitness Trainer Competition umbrella:-

- Level 2 Fitness Instructor – Gym
- Level 3 Personal Trainer

The competitions aim to be both creative and challenging in order to test the competitors' innovation and responsiveness to the clients' requirements.

The following information provides colleges with an 'all you need to know guide' for the competition. It is important that tutors, judges, competitors and host colleges read the information provided carefully in order to meet the rules and regulations of the competition and to prepare appropriately to demonstrate excellence and achieve success.

### 1.2 CYQ Fitness Trainer Competition management

The CYQ Fitness Trainer Competition has been developed by a working group involving parties from both CYQ and BCS. The responsibilities for each party are outlined below:-

CYQ's responsibility:-

- Development of competition and technical guidance
- Development and management of judges' training

BCS responsibility:-

- Management of competition – including liaison with host college, judges and competitors

The competition has also been developed with the support of Burton and South Derbyshire College and City College Norwich.

## 2. The Competition

### 2.1 Competitor requirements

- All competitors must be aged 16 plus.
- All competitors must bring with them to the competition a client who is an 'apparently healthy individual' to act as a client for another competitor.

Competitors are expected to:-

- dress appropriately and look presentable throughout the competition to reflect industry standards
- start and finish work as instructed by the judges
- not disturb other competitors or clients during the competition
- not to leave the competition area without seeking permission of the organisers
- act in accordance with the instructions from the judges or organisers if there is a power stoppage, breakdown of machinery or accident
- inform their clients that they will be working with a person unknown to them
- be aware that if they work in an unsafe manner they will be stopped and not permitted to continue unless willing to follow the judges' directions

### 2.2 Competitor entry criteria

#### a) Level 2 Fitness Instructor – Gym

The Fitness Instructor – Gym competition is open to competitors who are 'working towards' or who have already achieved the Level 2 Certificate in Fitness Instructing\* (but have not yet achieved a Level 3 qualification).

\*The Level 2 Fitness Instructor – Gym competition is not open to Level 3 Personal Trainers.

#### b) Level 3 Personal Trainer

The Personal Trainer competition is open to competitors who are 'working towards' or who have already achieved the Level 3 Certificate in Personal Training.\*\*

\*\*The Level 3 Personal Trainer competition is not open to learners who have achieved a Level 4 sector-specific qualification.

## 2.3 Competition description

Before the start of the competition the competitors will be given a short time to familiarize themselves with the environment and the equipment. They will be allocated a client that is unknown to them and given a client profile to work with. Mock client profiles will be released in January 2013.

The competition will consist of four key tests.

### Test A – Screening/Consultation

*This test will last for 15 minutes*

This test is intended to focus on the communication skills of the competitor and their ability to build a rapport with the client using the profile that has been provided by the competition organizers.

### Test B – Practical Induction

*This test will last for 30 minutes*

This test is intended to demonstrate the competitor's technical competence in instructing their client on a range of equipment (free weights and portable equipment) including a warm-up, main session and cool-down appropriate to meet the needs of their client's profile.

A list of the equipment required by host colleges for the Level 2 Fitness Instructor – Gym and Level 3 Personal Trainer competitions can be [viewed here](#).

### Test C – Programme Card

*This test will last for 15 minutes*

This test is intended to demonstrate the competitor's ability to utilise all the information gathered through the consultation and practical induction to create a programme which is appropriate to the client and meets their needs, goals and aspirations as described in the profile.

### Test D - Viva/Evaluation

*This test will last for 10 minutes*

This test is intended to demonstrate the competitor's ability to evaluate their own performance. This section may include oral questioning from the judges.

Judging criteria for each test will be released in January.

## 2.4 Marking and assessment

Marks will be awarded by the judges as follows:-

Test A	25%
Test B	25%
Test C	25%
Test D	25%
<b>Total</b>	<b>100%</b>

The judges will assess the competitors via a combination of observation, examination of product (e.g. programme card) and oral questioning. Each competition test will be assessed and marked independently of the other test. The tests will be assessed and marked in accordance with the general and specific competition rules and regulations.

Each competitor will be marked objectively by trained judges. The judges will assign personal marks which will then be averaged. The judges will be working on a 10 point scale as detailed below.

This scale is used for every criterion. When marking sheets are compiled the results are averaged and scaled up or down according to the available marks.

For all criterion the following marking scale will be used:-

<b>Marking scale</b>	
0	Criterion not demonstrated
1	Extremely poor
2	Very poor
3	Poor
4	Slightly below acceptable standard
5	Adequate/acceptable
6	Slightly above acceptable standard
7	Good
8	Very good
9	Excellent
10	Outstanding/Perfect

Once marks out of 10 have been agreed for each aspect of criterion for each competitor these marks will be converted to obtain a mark out of 100 for each test.

Summary of marks			
Test ID	Test name	Maximum mark	Mark awarded (average mark)
A	Screening/consultation	100	
B	Practical Induction	100	
C	Programme Card	100	
D	Evaluation/Viva	100	

## 2.5 Results

The results of each competition will be announced at the end of the competition day. There will be one winner of each regional competition. All regional winners will be invited by BCS to compete in the National Finals.

## 3. Rules and regulations

### 3.1 Management

3.1.1 The competition will be organised and administered by BCS.

### 3.2 Registration and entry

3.2.1 By registering to participate, the competitors accept the regulations regarding the [REPs Code of Conduct](#), disciplinary action and appeals.

3.2.2 BCS reserves the right to refuse entry to any college.

3.2.3 Any colleges that enter the competition must be full members of BCS.

3.2.4a Entries for the competition will have an entry deadline and this will be clearly stated on the entry form.

3.2.4b There will be an entry charge of £10 per competitor.

3.2.5 The person responsible for the college's competitors shall be referred to as the 'key contact person'. All actions of the key contact person are deemed to represent the authority of the college.

3.2.6 Communication between the college and BCS should be conducted through the key contact person. Only the key contact person will be acknowledged as the person to communicate decisions, unless the college has been informed of a nominated alternative. BCS should be informed in writing of any permanent or temporary changes in the key contact person.

3.2.7 In signing the entry form the Principal/Head Teacher of the college accepts responsibility for the actions of its employees.

### 3.3 Competitor eligibility

3.1 The age of each competitor is taken as the 1<sup>st</sup> September of each annual competition.

3.2 All competitors must be full-time or part-time students of the college they represent and must be over 16 years of age. A part-time student is one who attends an institution for non-recreative studies for a minimum of 6 hours per week for a normal academic year.

#### 4. Competition format

For details of the competition format please view section 2 of the competition guidelines.

#### 5. Competition hosting

- 5.1 The host college will be responsible for providing the venue, score sheets and equipment for the competitors ([view equipment list](#)).
- 5.2 The host college will be responsible for aspects of health and safety and risk assessment requirements and include first aiders on hand for the length of the competition and first aid equipment. BCS are insured for: promotion, representation and event organisation of activities and sports. BCS do not directly insure the competitors of BCS events, be they students representing colleges or the judges/referees who officiate. Visiting Competitors, clients, tutors and judges should be provided with liability insurance by the organisation they represent and it is their responsibility to ensure this cover is in place. A copy of BCS' public liability insurance can be downloaded from the [BCS website](#).
- 5.3 The host college is expected to have a technician on site in order to familiarise the competitors with the equipment and ensure it remains in good working order throughout the competition.
- 5.4 Spectators will not be able to view the competition at regional level.
- 5.5 The host college is expected to provide an area where refreshments can be purchased. Host colleges are encouraged to provide complimentary refreshments for the visiting colleges, bearing in mind the distance travelled, however it is not compulsory.
- 5.6 The host college needs to provide an appropriate room for the competitors and accompany tutors to wait and rest during the day. A separate room will also be required for the judges and Consultation/Viva with the competitors.
- 5.7 Should the competitors require overnight accommodation expenses for the accommodation will be met by the visiting college.

#### 6. Competition timings

- 6.1 Competitors arriving more than 15 minutes late after the scheduled starting time will find themselves liable to be unable to take part in the competition. The visiting college must contact the host college if they are to be late.



- 6.2 Where a college is responsible for the postponement of a competition (up to 24 hours prior to the date) due to the venue operator cancelling the booking, the competition must be rescheduled within seven (7) days of the postponement.
- 6.3 In the event of postponements due to severe weather conditions or unforeseen road delays the following will apply:-
- a) Any dispute over the team responsible for the postponement, and subsequently any costs, will be resolved by BCS within seven (7) days.
  - b) The responsibility for notifying the judges of a postponement rests with the home institution.

## **7. Results**

- 7.1 The results of each competition will be announced at the end of the competition day. There will be one winner of each regional competition.
- 7.2 It is the responsibility of the host college to announce the results and send the results through to BCS no later than one week following the competition.
- 7.3 It is expected that the host college will organise a mini awards ceremony at the end of the competitions. CYQ will provide an awards pack (including certificate template, certificates of attendance and post-event evaluation) to each host college.

## **8. National Finals**

- 8.1 All regional winners will be invited by BCS to compete in the National Finals.
- 8.2 In the event that a regional winner is unable to compete in the National Finals, the competitor with the next highest score will be invited to compete.
- 8.3 BCS will organise with CYQ the promotion of the finals events as is deemed appropriate.

Further information and rules and regulations will be provided for the National Finals in due course.

## 9. Judges

- 9.1 Neutral judges shall be appointed by CYQ and BCS for each competition.
- 9.2 Judges should conform to the approvals criteria [outlined here](#).
- 9.3 Judges should be registered and have achieved training via CYQ and conform to the [REPs Code of Ethical Conduct](#). Judges will not be paid for their time, however reasonable travel expenses will be paid (please see 9.7).
- 9.4 Judges should not make public comments, including via digital media, regarding incidents within the competitions in which they have officiated. Transgressions will be referred to BCS and CYQ.
- 9.5 A minimum of 2 judges is required per competition. A moderator will also need to be provided by the host college to support the quality assurance process and to add up the marks per competitor and deal with administrative issues.
- 9.6 Judges will be identified by their CYQ sponsored polo shirts.
- 9.7 Reasonable travelling expenses (if applicable) for the judges will be paid by BCS at 40p per mile.

## 10. Disciplinary Action

- 10.1 BCS will be responsible for disciplinary matters.
- 10.2 Competitors, tutors and college representatives shall not directly or indirectly approach judges before, during or after the competition to give information or make comment which may be regarded as being intended to influence a judgment or neutrality in any way. Such action will be regarded as serious misconduct and the offender and the college they represent will be subject to disciplinary action.

## 11. Appeals

- 11.1 If appeals cannot be resolved amicably between the competitors, judges and host college they may be referred to BCS. Details of appeals regarding competition results should be in writing and received by BCS within 72 hours of the completion in question. The competition appeals procedure will be made available in January, upon request.
- 11.2 The BCS will adjudicate within 72 hours of receiving submissions of the complaint.

## 12. Marketing and communications

- 12.1 All judges will receive a CYQ sponsored judge's polo shirt. This is to be worn at all times during the competition(s).
- 12.2 All colleges involved in the CYQ Fitness Trainer Competition are encouraged to download and display the CYQ Fitness Trainer Competition Kitemark on their website. The Kitemark can be downloaded [here](#).
- 12.3 All colleges and individuals involved in the CYQ Fitness Trainer Competition are encouraged to positively promote the competition via their marketing and communication networks. Obtaining local PR is also encouraged.

## 4. Further information

Should further information be required regarding the CYQ Fitness Trainer Competition please contact:-

For technical enquiries regarding the competition and judging:  
Lori Randall, Head of Business Development – Delivery Operations, CYQ  
[Lori.randall@cyq.org.uk](mailto:Lori.randall@cyq.org.uk)

For enquiries regarding the management of the competition, including entering competitors or becoming a host college:-  
[charlottejane@bscspport.org](mailto:charlottejane@bscspport.org)

## 5. Thanks

With thanks to Burton & South Derbyshire and City College Norwich for their support in developing the CYQ Fitness Trainer Competition.