

## BC Transit Fitness and Lifestyles Centres Society

Incorporated as a Non-Profit Society on April 19, 2005 #0049010

**Society Mission Statement:** The Transit Fitness Centres will support BC Transit employees and their families to make healthier lifestyle choices by providing an opportunity and location for physical activity in the workplace environment.

### Fitness Centres Hours of Operation

*VTC Fitness Centre* Monday to Saturday 4:00am to 2:00am  
Sunday 4:00am to 2:00am  
(Statutory Holidays 4:00am to 2:00am)

*LTC Fitness Centre* Monday to Saturday 4:30am to 1:00am  
Sunday 5:30am to 1:00am  
(Statutory Holidays 5:30am to 1:00am)

### Fitness Coordinator

*hours:* Monday and Wednesday 3:00pm to 6:30pm  
Tuesday and Thursday 9:00am to 3:00pm

*phone:* 995-5620

*e-mail:* [fitness\\_coordinator@bctransit.com](mailto:fitness_coordinator@bctransit.com)

### Becoming a Member

**All new BC Transit employees, with the exception of contractors, are given access to the fitness centre(s) for two months, beginning when the proximity card is issued.**

Continuing a membership beyond the trial period or starting a new membership requires the following:

- 1) Fill out a payroll deduction form, available at both Fitness Centres or on our web-site ([www.bctransit.com/fitness](http://www.bctransit.com/fitness)), and leave with/forward to the Fitness Coordinator.
- 2) Payroll deductions will begin approximately two weeks after application is turned in.
- 3) Proximity card processing may take up to a week to complete. New cards for associate members must be picked up in person from BCT Security.
- 4) LTC spousal members must make an appointment with the photo ID clerk (995-9682). Spousal access requires special registration and obtaining a photo ID card as well as a proximity card. Forms are available from the fitness coordinator. Currently there is no family access at any time at LTC.
- 5) The minimum membership term is three months.
- 6) There is a three-month waiting period before re-starting a (previously cancelled) membership.

### **Canceling a Membership**

- 1) Fill out a payroll deduction form and leave with/forward to the Fitness Coordinator.
- 2) With regards to a spousal or family membership, return the proximity card(s) issued to the associate member(s) promptly. A \$10 card fee will be charged for each card not returned within 15 days of membership cancellation (applied as a payroll deduction to the employee member).
- 3) Please allow two to three weeks for the payroll deduction to be stopped or altered.

### **Membership criteria**

**Individual-** Must be a BC Transit employee or retired employee

**Spouse-** spouses or common-law partners of BC Transit employee or retired employee (if common-law, person must have resided with employee for a minimum of six months)

**Family-** immediate family members (as defined by eligibility for BC Transit health benefits) age 13 to 21 or over 21 and attending school

**NOTE:** The BC Transit employee must be a member of the BCTFALCS for associate membership to be granted to his/her spouse or family member.

### **Membership Fees**

<b>Individual</b>	\$5.00 per pay period, through payroll deduction
<b>Spouse</b>	\$5.00 per pay period, through employee (spouse) payroll deduction
<b>Family</b>	\$5.00 per pay period, through employee payroll deduction, for one “group” membership, regardless of the number of individual family members
<b>Retiree</b>	membership fee is the same as for an individual (employee) member but paid in advance as arranged with the Fitness Coordinator.

### **Proximity Cards**

Proximity cards allowing access to the Fitness Centre will be issued to employee spouse/partners and family members age 16 years and over. Family members who are under the age of 16 must be accompanied by the employee or spouse member.

**Guest Fees:** \$3.00 per drop-in  
\$3.00 per class

- One guest per employee member is permitted.
- Please leave guest fee in small envelope provided (marked with employee member’s name) through the Fitness Coordinator’s office door.
- Employee members only (not spouse or family members) may bring a guest to the VTC Fitness Centre.
- No guests are permitted in classes Monday to Friday between 12:00 noon and 1:00pm.
- No guests are permitted at the LTC Fitness Centre.
- The Fitness Coordinator has the authority to limit fitness centre usage at any time to members only.

### **Locker Rental**

VTC Fitness Centre lockers can be rented by employee fitness centre members for \$50.00 per year, based on availability.

Lockers at LTC can be rented by BC Transit employees for \$50.00 per year, based on availability. Employees renting half size lockers will be charged \$25.00 per year; quarter size lockers are \$15.00 per year.

Payment is made annually through payroll deduction following signed authority from the renter. Forms are available from the Fitness Coordinator.

Members who rent a locker are asked to refrain from using day use lockers in conjunction with their own locker.

### **Membership Code of Conduct**

- Do not leave personal items in the change rooms for extended periods of time. Such items will be turned in to Lost and Found after 24 hours.
- Wipe down equipment after use. Disinfectant spray and paper towels are available for this purpose.
- Return mats, weight plates and other equipment to proper storage area after use.
- Out of consideration for other users, keep stereo/television volume at a reasonable level (particularly when a class is in session).
- Last person is asked to turn off lights, fans, and stereo/television.

### **Safety in the Fitness Centre**

- A first aid kit is available in the hallway between the aerobics room and the cardio room.
- Please complete an incident report to document any injury, however minor, sustained while on the premises. Leave this report with the Fitness Coordinator.
- A telephone is located outside the Fitness Coordinator's office. Dial 9 for an outside line.
- The pull cord in the women's shower area (when pulled) activates a visual and audio alarm in the entrance hallway.
- Commercial general liability insurance is purchased annually.
- Private use of the fitness centres by non-members is not permitted.

### **Instructors**

#### *Personal Training- Instructional Standards*

- ~ All personal training to be conducted by BCRPA Registered Personal Trainers or Certified Exercise Rehab Specialists (Physiotherapists, Sports Medicine Specialists, etc).
- ~ All Personal Trainers will carry their own liability insurance coverage.
- ~ Personal Trainers will be encouraged to train program clients during non-peak hours.
- ~ Private Personal Trainers will need prior approval from the Coordinator.

A parking spot is provided for the use of the Fitness Centre instructors at the Daffodil Inn (680 Garbally Rd).

## **Workshops**

All workshops held at the VTC and LTC fitness centres must have prior approval of the BCTFALCS fitness coordinator and/or the board of directors, including:

- (a) a minimum of 14 days notice to the fitness coordinator and/or board of directors, including the name of the instructor with applicable qualifications and liability insurance (or waiver form), to allow 7 days advance posting of the event,
- (b) a list of attendees provided to the fitness coordinator and/or board of directors no less than 5 days before the workshop date,
- (c) no more than one guest per member

## **Sponsorship**

### *Purpose of Sponsorship*

- To offer financial support to teams, groups, clubs and organizations (hereafter known as groups) within its membership.
- To financially support programs or events that promote the health and wellness of its members.

### *Guidelines for Sponsorship*

- All requests must be in writing. The sponsorship form is available from the Fitness Coordinator at the Fitness Centre or on the Website.
- All groups must provide proof of establishment.
- A proposal must be made in person to the Board of Directors for a sponsorship request that exceeds the maximum listed above.
- The BCTFALCS Board of Directors reserves the right to request full or partial reimbursement of funds if cancellation of the event occurs or if there is evidence that sponsorship funds are not being used appropriately.
- No “future” or “soon-to-be” groups will be considered for funding.
- Please itemize costs using cost summary on second page.
- Copies of receipts may be required.
- Groups must submit to the Board a written summary (listing the individuals who participated, how the sponsorship money was spent, and how the group fared) within one month of the event.

Please submit your sponsorship request form to a Fitness Committee Director or to the Fitness Coordinator before your event (ideally 4 to 6 weeks before). Your application will be reviewed at the monthly Board meeting following receipt of your request. You will be contacted soon after with the results.

\$1,000.00 maximum per team per calendar year.

### **Financial Disbursements**

- All cheques require the signatures of three Directors with signing authority.
- Expenditures over \$1000.00 (excluding payroll) must be approved by two-thirds majority vote of the entire Board of Directors.
- The Financial Secretary will issue a cheque in the amount of \$200.00 every three months, or as required, to be used by the Fitness Coordinator for petty cash. The Fitness Coordinator will submit monies collected from drop-in fees, etc. to the Financial Secretary on a monthly basis.

### **Board of Directors Meetings**

Meetings of the Board are held once a month, typically on the third Monday from 6:30pm to 8:30pm in the VTC Administration Building. The schedule for the following year is determined and approved by the Directors at the last meeting of the year.

The BCTFALCS Annual General Meeting may replace the regular Board of Directors' meeting in June.

Quorum is six Directors (one half of the total number, which is currently 11).

Two-thirds majority (8) of the Board of Directors must approve expenditures exceeding \$1000.00 in order to pass.

Meeting minutes are kept with the fitness coordinator for membership viewing. Copies are also kept at LTC with the maintenance shop supervisor.

### **Website [www.bctransit.com/fitness](http://www.bctransit.com/fitness)**

The website contains the following information: class schedule, class descriptions, instructors' profiles, directors' meeting schedule, sponsorship request form, policy and procedure manual, constitution and by-laws, and a notice board.

The Board of Directors or the Fitness Coordinator must approve new information on the Fitness Centre website.

Information about fitness-related classes or events that are not offered at the VTC or LTC Fitness Centres may be posted on the website notice board. No reference shall be made to fees or costs; no payment shall be received for posting this information.