



RJ4All Personal Trainers' & Counsellors' Terms of Engagement 2023

Background to RJ4All Sports: The RJ4All International Institute has a charitable sports arm named RJ4All Sports. At RJ4All, we believe that to address disadvantage and rebalance power in society in a more equal way, we must adopt a holistic approach. We believe in the power of sports and watersports in bringing people together, addressing marginalisation and community cohesion issues while improving well-being and health outcomes. This is why we created the brand "RJ4All Sports"! This is where restorative justice comes into action through sports!

RJ4All Personal Trainers & Counsellors: RJ4All Sports commissions passionate and qualified Counsellors and Personal Trainers to deliver its sports classes and therapy sessions. These are classes that take place either online/ remotely or at our Community Centre. We have a small gym and 5 spinning bikes including a sound system. PTs/ counsellors are engaged on a consultancy (self-employed basis). They are issued with a consultancy contract stating the type of sessions they will cover, the period, the fee and any matters around liability and insurance. They are paid at the end of each month via an invoice (template is also provided). We want PTs/ counsellors who believe in our charitable mission as we work towards a goal that is bigger than us and which includes addressing health inequalities and power abuse. We also want PTs/counsellors who can work with RJ4All and the team independently, bring their own ideas and get excited with our work, events and other programmes. We require our PTs/ counsellors to take mandatory training including CPD ecourses that we provide for free. These include learning about restorative justice, safeguarding and working with marginalised groups. The table below provides a breakdown of PT fees as these are fixed by our funder for 1 December 2022 - 1 December 2023.

Minimum requirements: RJ4All PTs will need to be fully qualified with a Level 3 and if delivering a specialist class to be able to provide evidence of a CPD certification. Counsellors will need to have relevant qualifications in supporting clients with mental health challenges. More on the counselling services we provide can be found here <https://www.rj4all.info/T4MH> It is also mandatory that they have their own insurance cover. It is desirable (but not essential) that PTs have certified training in First Aid and that they are qualified to inspect equipment. RJ4All offers free CPD ecourses on safeguarding, restorative justice and project monitoring which are desirable as part of PT's engagement with RJ4All. It is obligatory that all PTs have clean DBS and a copy will need to be submitted prior to first engagement. Engaged PTs are expected to know and follow all RJ4All related policies and especially Health & Safety, the COVID19 Policy, Equality Policy and all Centre related regulations.

NB: All PTs commissioned by RJ4All will be automatically enrolled on our yearly [Associate scheme](#). This will be deducted from PT's first payment at a £35 yearly flat fee. The associate status allows PTs to enter into one-off, or multiple, paid agreements with RJ4All as well as use the Institute's affiliation and logo. Our Associates are also welcome to approach RJ4All for submitting joint funding applications, and developing project ideas for national and international cooperation.

Type of Class	Duration	Fee	Monthly admin top up fee	Minimum required
Any online class (e.g. pilates, zumba, LBT)	30 minutes	£30	NOT APPLICABLE FOR PTS WHO ARE ALSO EMPLOYEES - A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool (b) record the session and save it on the RJ4All dropbox server (c) Check bookings and ensure that the session is run with the minimum number required (d) cover any overhead costs when running the sessions at home including internet etc. The fee is £50 for 3-10 sessions per month or £60 for over 10 sessions per month. There is no admin fee for less than 3 sessions per month.	In order for the session to be valid and get paid, there need to be evidences of good attendance with an everage of 6 participants per session. This average can be topped up through another class provided that it is oversubscribed and it is held within the same month. PTs are required to contact r.seneca@rj4all.org to gain access to their classes bookings.
Food is Medicine Youtube Series	5-6 minutes	£20 + £5	£20 for the video material (qualified nutritionist or equivalent) following the guidelines + £5 for editing the video and uploading it on RJ4All Sports youtube provided that the guidelines have been followed and a link is included in the invoice	In order for the invoice to be valid the guidelines for recording and uploading the video must be followed. These fees can be claimed by two different people.
Indoor cycling at the centre	45 minutes	£35	NOT APPLICABLE FOR PTS WHO ARE ALSO EMPLOYEES - A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool and on paper (b) take photos of the session when requested (c) Check bookings and ensure that the session is run with the minimum number required (d) Prepare the class and bikes in advance of the session and tidy up after including putting the bikes away. The fee is £50 for 3-10 sessions per month or £60 for over 10 sessions per month. There is no admin fee for less than 3 sessions per month.	In order for the session to be valid and get paid, there need to be evidences of all bikes booked (4 + the trainer's bike). If this number is not reached, then it is the PT's responsibility to inform the Fitness Manager of its cancelation. RJ4All will give access to the PT on booking numbers.

<p>Group classes of more than 3 at the centre or in another location in person i.e. not online (e.g. self-defence, martial arts, LBT, salsa, zumba)</p>	45 minutes	£45	<p>NOT APPLICABLE FOR PTS WHO ARE ALSO EMPLOYEES - A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool and on paper (b) take photos of the session when requested (c) Check bookings and ensure that the session is run with the minimum number required (d) Prepare the class and bikes in advance of the session and tidy up after including putting the bikes away. The fee is £50 for 3-10 sessions per month or £60 for over 10 sessions per month.</p>	<p>In order for the session to be valid and get paid, there need to be evidences of good attendance with an average of 3 participants per session. This average can be topped up through another class provided that it is oversubscribed and it is held within the same month. PTs are required to contact r.seneca@rj4all.org to gain access to their classes bookings.</p>
<p>Boot camps (in person)</p>	45 minutes	£50 + £30	<p>NOT APPLICABLE FOR PTS WHO ARE ALSO EMPLOYEES - The rate is £50 for the session plus £30 for preparing the equipment (before and after the session). A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool and on paper (b) take photos of the session when requested (c) Check bookings and ensure that the session is run with the minimum number required (d) Prepare the class and bikes in advance of the session and tidy up after including putting the bikes away. The fee is £50 for 3-10 sessions per month or £60 for over 10 sessions per month. There is no admin fee for less than 3 sessions per month.</p>	<p>In order for the session to be valid and get paid, there need to be evidences of good attendance with an average of 6 participants per session. This average can be topped up through another class provided that it is oversubscribed and it is held within the same month. PTs are required to contact r.seneca@rj4all.org to gain access to their classes bookings.</p>

1-1 or group counselling session at the centre	30 minutes	£35	NOT APPLICABLE FOR COUNCELLORS WHO ARE ALSO EMPLOYEES - A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool and on paper (b) Check bookings and ensure that inquiries sent to pt@rj4all.org are dealt with (c) Help with the recruitment of participants and increasing awareness about the Therapy 4 Mental Health project. The admin fee is £50 for 3-10 sessions per month or £60 for over 10 sessions per month.	In order for the session to be valid, the participant need to have completed the registration form and evidence of their attendance recorded in the RJ4All Project Monitoring Tool. Counsellors will need to access the registration inbox pt@rj4all.org to receive the expressions of interest and liaise with r.seneca@org.uk if any issues
1-1 or group (more than 3) counselling session online (live) or telephone	30 minutes	£20	NOT APPLICABLE FOR COUNCELLORS WHO ARE ALSO EMPLOYEES - A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool and on paper (b) Check bookings and ensure that inquiries sent to pt@rj4all.org are dealt with (c) Help with the recruitment of participants and increasing awareness about the Therapy 4 Mental Health project. The admin fee is £50 for 3-10 sessions per month or £60 for over 10 sessions per month. There is no admin fee for less than 3 sessions per month.	In order for the session to be valid, the participant need to have completed the registration form and evidence of their attendance recorded in the RJ4All Project Monitoring Tool. Counsellors will need to access the registration inbox pt@rj4all.org to receive the expressions of interest and liaise with r.seneca@org.uk if any issues

Walking & cycling around the centre	35 minutes	£15	<p>NOT APPLICABLE FOR PTS WHO ARE ALSO EMPLOYEES - A monthly top up fee can be added to cover (a) Recording participants' details on the online RJ4All Project Monitoring Tool and on paper (b) take photos of the session when requested (c) Check bookings and ensure that the session is run with the minimum number required (d) Prepare the class and bikes in advance of the session and tidy up after including putting the bikes away. The fee is £20 for 3-10 sessions per month or £40 for over 10 sessions per month. There is no admin fee for less than 3 sessions per month.</p>	In order for the session to be valid and get paid, there need to be evidences of good attendance with an everage of 6 participants per session. This average can be topped up through another class provided that it is oversubscrined and it is held within the same month. PTs are required to contact r.seneca@rj4all.org to gain access to their classes bookings.
1-1 PT session	45 minutes	£35	N/A	Booked through RJ4All (RRP £45)
1-1 PT sessions	60 minutes	£85	Provided that they book a bulk of 1 PT SESSION X 3 X 60 MINUTES	Booked through RJ4All (RRP £120)
1-1 PT sessions	60 minutes	£240	Provided that they book a bulk of 1-1 PT SESSION X 8 X 60 MINUTES	Booked through RJ4All (RRP £280)