



Participant Handbook

**Sector
Sports**

**Sub-Sector
Sports Fitness and Leisure**

**Occupation
Fitness Trainer**

Reference ID: **SPF/Q1102, Version 1.0**

NSQF Level 4



Fitness Trainer

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Shri Narendra Modi

Prime Minister of India



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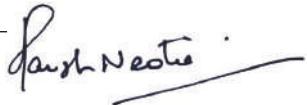
is hereby issued by the

SPORTS, PHYSICAL EDUCATION, FITNESS AND LEISURE SECTOR SKILLS COUNCIL
for

SKILLING CONTENT : PARTICIPANT HANDBOOK

Complying to National Occupational Standards of
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Authorised Signatory
(Sports, Physical Education, Fitness
and Leisure Skills Development Council)

About this Book

This Participant Handbook is designed to enable training for the specific Qualification Pack(QP). Each National Occupational (NOS) is covered across Unit/s.

Key Learning Objectives for the specific NOS mark the beginning of the Unit/s for that NOS. The symbols used in this book are described below.

Symbols Used



Key Learning Outcomes



Steps



Time



Tips



Notes



Unit Objectives



Exercise

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1. Introduction

Unit 1.1 – Introduction to Fitness Training

Unit 1.2 – Following Rules and Regulations



SPF/N1105

Key Learning Outcomes



The user/individual on the job needs to know and understand:

1. Roles and responsibilities of all individuals/teams involved in the organisational relevant physical exercise and fitness
2. Guest rules/rights for usage of exercise facility/gym
3. Guidelines for managing guests
4. Business, Professional and Ethical code of conduct
5. Industrial and business policies

The user/individual on the job needs to know and understand how to:

6. Visually inspect the activity area and equipment
7. Check to ensure that clearly designed station cards and standard instructions are available near each machine

UNIT 1.1: Introduction to Fitness Training

Unit Objectives



At the end of this unit, you will be able to:

1. Discuss the fitness training industry in India
2. List the various fitness-related roles
3. Explain the responsibilities of various fitness-related roles
4. Describe the role of a fitness trainer
5. Understand the scope of work of a fitness trainer

1.1.1 Fitness Training in India



Fig. 1.1.1. Female Fitness Trainer at Work

Today, the Indian population is moving towards fitness and overall wellbeing as a means to tackle the effects of unhealthy food habits and sedentary lifestyles. In addition, the awareness that people who exercise regularly are happier and healthier as compared to those who do not adds to the popularity of the concept of exercising and keeping fit. Regular exercising is also being recommended widely by medical practitioners to reduce anxiety, stress and depression as well as increase energy and stamina.

These reasons, along with the increase in disposable income have led to a sharp growth in the fitness industry. In fact, the Indian fitness industry has evolved over the last few years. While earlier, it used to be primarily for body building, fitness has assumed greater importance in order to maintain body weight and fitness. As a result, the fitness industry in India is flourishing today with several national and international players growing in this segment.

The demand for trained professionals, particularly fitness trainers has increased tremendously. As professionalism and education increases, the role of a fitness trainer will get greater recognition and will encourage more people to opt for fitness training as a career option.

1.1.2 Specialty Areas in Sports-specific Fitness

The various speciality areas in sports-specific fitness and some of the roles in each area are shown in Figure 1.1.

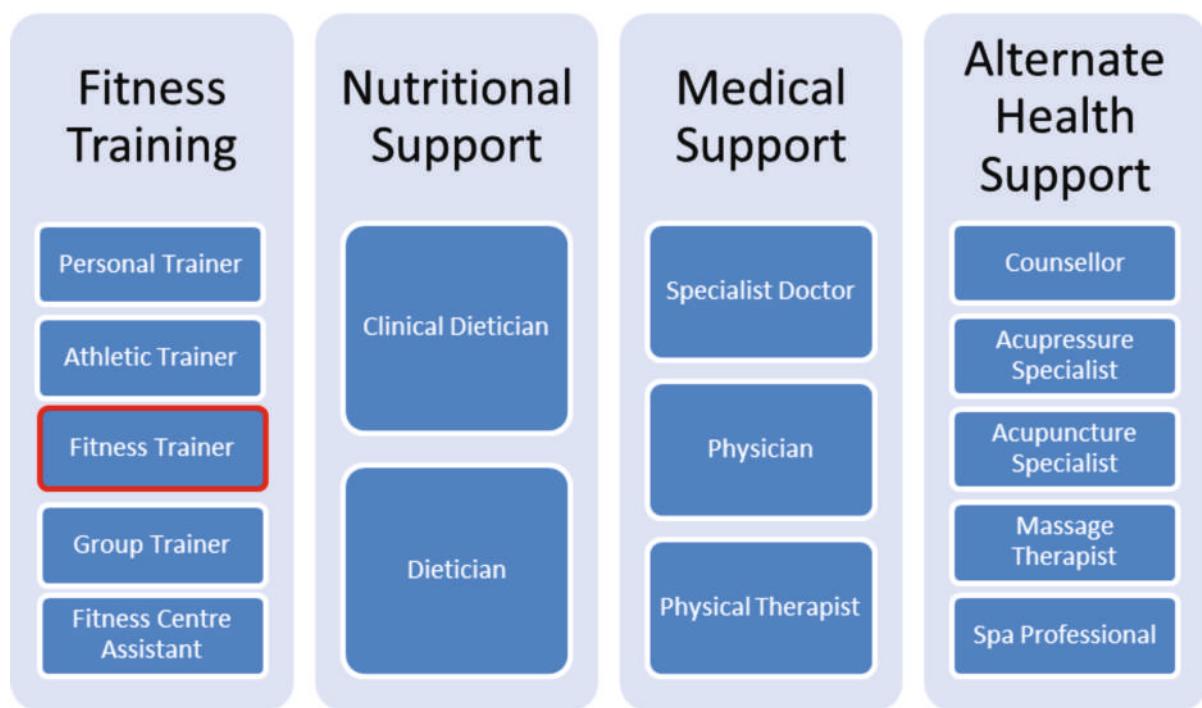


Fig. 1.1: Specialty Areas in Sports-specific Fitness

Responsibilities of Various Roles in Sports-specific Fitness

Some of the roles in sports-specific fitness are described in Figure 1.2:



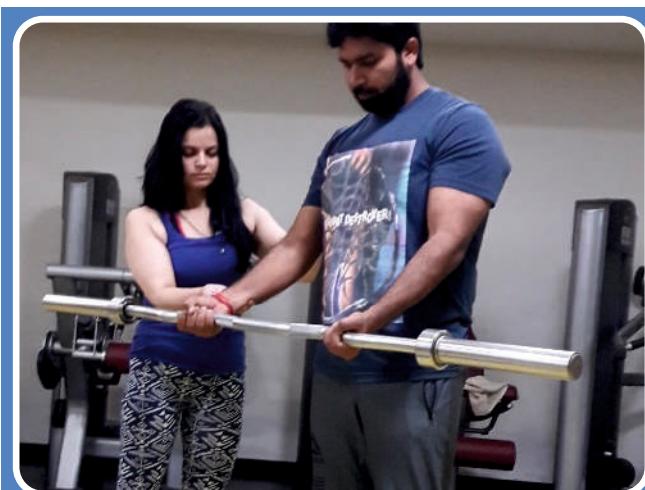
Personal Trainer

- Provides one-on-one personalised training to specific clients
- Works at fitness centres or on their own



Athletic Trainer

- Assesses and cares for athletic injuries
- Collaborates with physicians to develop rehabilitation programmes



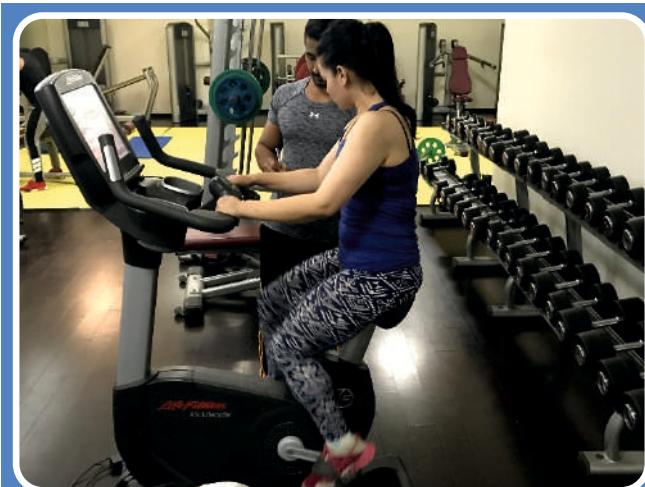
Fitness Trainer

- Creates and supervises exercise plans of trainees
- Helps trainees achieve their fitness goals

Fig. 1.2: Responsibilities of Various Roles in Sports-specific Fitness

**Group Trainer**

- Conducts pre-choreographed classes for groups
- Focuses on muscle conditioning, indoor cycling and athletic-style workouts

**Fitness Centre Assistant**

- Assists trainees with equipment and exercises
- Ensures cleanliness and enforcement of rules in a fitness centre

**Nutritionist/Dietician**

- Provides nutrition-counselling services to clients
- Creates specific diet plans for clients

Fig. 1.2: Responsibilities of Various Roles in Sports-specific Fitness

1.1.3 Role of a Sports-specific Fitness Trainer

A fitness trainer creates and supervises exercise plans of trainees, helping them achieve their fitness goals. A fitness trainer can work in various settings such as fitness centres in the neighbourhood, hotels, resorts, offices or trainees' homes. A fitness trainer may start their own facility as well.



Fig. 1.1.3 Male Fitness Trainer at Work

While a trainee may work with a fitness trainer to achieve their fitness goals, a fitness trainer has a clearly defined scope of work. A fitness trainer:

- Examines and assesses the physical condition of a trainee
- Understands the trainee's fitness goals and sub-goals
- Creates and implements a safe and effective exercise programme for the trainee
- Conducts the fitness assessment, measure the health status, take note of diet and eating habits of the client
- Assists the trainee in setting and achieving realistic fitness goals
- Enables the trainee to perform exercises correctly
- Helps the trainee adhere to their exercise programmes by providing guidance, motivation and support
- Acts professionally and follows ethical code of conduct with trainees and other professionals
- Is prepared for emergency situations
- Responds appropriately in emergency situations

1.2.2 Code of Conduct for Fitness Trainers



In addition to following the organisational policies and guidelines, as a fitness trainer, you should follow the code of conduct as a fitness professional. In all professional and business relationships, you should clearly demonstrate and support honesty, integrity and trustworthiness.

1.2.3 Rules and Guidelines for Trainees



Fig.1.2.3 Rules and Guidelines for Trainees

Every fitness centre has rules and guidelines for the usage of the facility that the members must follow. These rules are important to maintain a courteous and healthy environment in the fitness centre, and retain members. A fitness trainer should know and remember these rules and help the centre enforce them.

1.2.3.1 Administering Rules for Members

The success of rules depends largely on how they are presented and enforced. You may be directly or indirectly responsible for administering and enforcing rules and regulations for members in a fitness centre.

Given below are some guidelines on how you can do this:

- **Post signs**
 - Post signs throughout the fitness centre, clearly stating the rules and policies
 - Signs should be easily read by all, easy to understand and follow



Fig. 1.2.3.1 Administering Rules for Members



2. The Human Body and Exercising

Unit 2.1 – Understanding the Human Body

Unit 2.2 – Understanding Exercising



SPF/N1105

2.1.1 Importance of Diet and Nutrition

A balanced diet and exercise are the two most important components for fitness. So, while recommending a diet plan to trainees is not a part of your job responsibilities, the knowledge of diet and nutrition and its importance in fitness is essential for you as a fitness trainer. Figure 2.1.1 shows the food pyramid and what comprises a balanced diet:

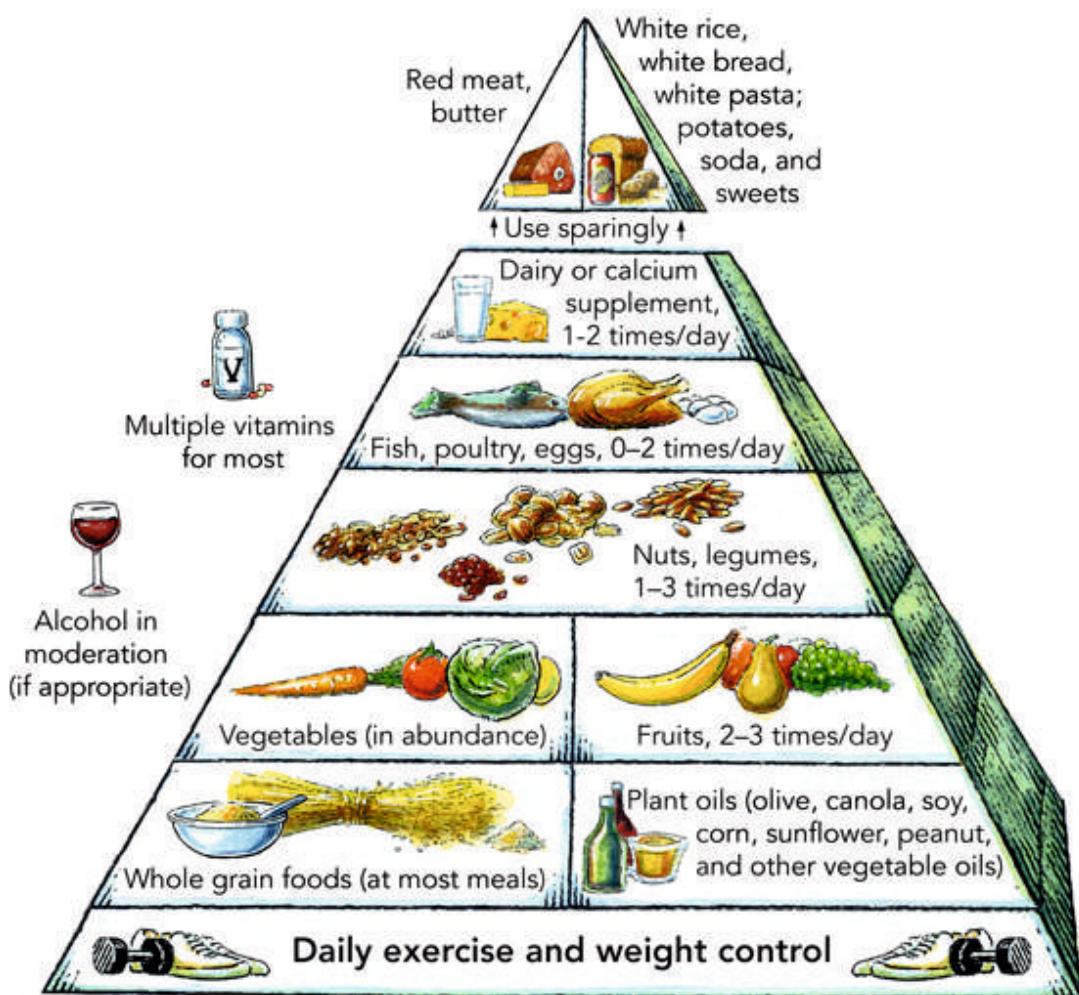


Fig.2.1.1: Food Pyramid and Balanced Diet

A balanced diet is essential for the fitness of any person, whether the person performs simple work or engages in highly competitive sports. A balanced diet refers to the intake of edibles which can provide all the essential nutrients and other constituents necessary for growth and maintenance of the body in definite amount in which they are required by the body.

Nutrition is a continuous and dynamic process in which food is ingested, digested, absorbed and metabolic wastes are excreted out of the body effectively. Nutrients are divided into macro and micro nutrients. Nutrients are substances which facilitate in body growth, recovery from injury, optimal functioning of organs and making person performs activity of daily living effectively.

2. Minerals

Minerals are important for good health and general development of the body and specific purposes such as proper functioning of muscles, formation of teeth, blood clotting and maintenance of the acid and base balance in the body.

DIETARY SOURCES OF MINERALS



calcium



magnesium



potassium



iron



zinc

Fig. 2.1.1.1 a Minerals

2.1.3 The Anatomy and Physiology of the Human Body

The other component of fitness, apart from diet is exercising. Before we learn more about exercising, let us understand the anatomy or the body structure, and physiology or the functioning of the human body.

The Anatomy

As you learn more about fitness training, you will find that exercises are named according to the body part worked. Therefore, learning basic anatomy for fitness training is important for your results because you should know which the body part an exercise is impacting. Figure 2.4 provides the technical names of some of the most important muscles and their common names generally used in the fitness industry

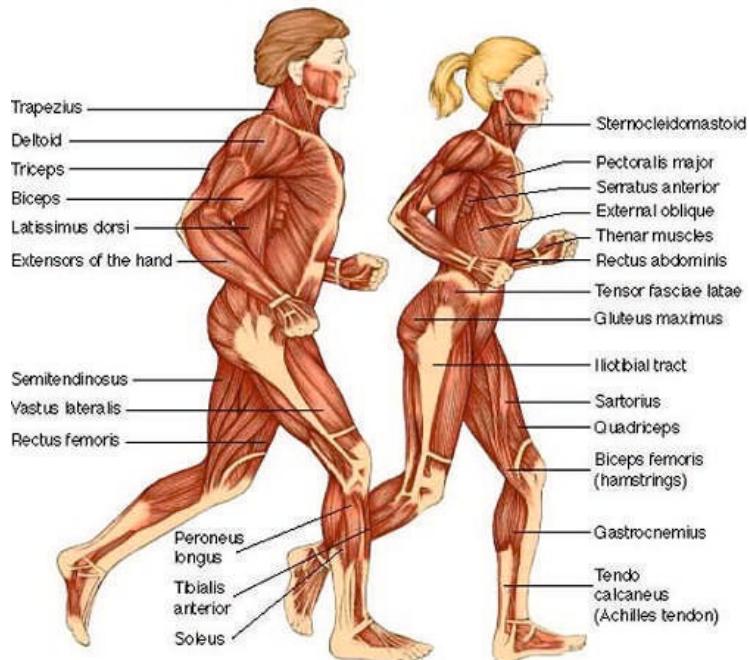


Fig. 3.1.3 Difference between muscles's anatomy of male and female

Muscles can be grouped by the location of the muscle, and its function. Tables 2.9, 2.10 and 2.11 list the important core muscles, muscles in the upper body and muscles in the lower body.

1. Core Muscles

Muscle	Location in the Body	Function
Rectus Abdominis or Abs	Originates on the front side of the body at the lower end of the breastbone and attaches into the lower pelvis	Flexes the trunk forward
Oblique	External and internal obliques originate about the ribcage and insert into pubic bone and connective tissue along the middle of the abdominals called linea alba	<ul style="list-style-type: none"> • Flexes and rotates the trunk • The external obliques rotate the body to the opposite side, while the internal obliques rotate to the same side
Transverse Abdominis	Has multiple origins from both the front and back muscles	Compresses the abdomen, from the navel to the spine

Table 2.9: Core Muscles and Their Functions

Let us begin with learning about the various types of exercises.

2.2.1 Types of Exercises

There are four basic types of exercise categories designed to help trainees achieve their fitness goals. The four main categories are cardiovascular (cardio)/aerobic exercises, strength exercises, flexibility exercises and balance exercises.

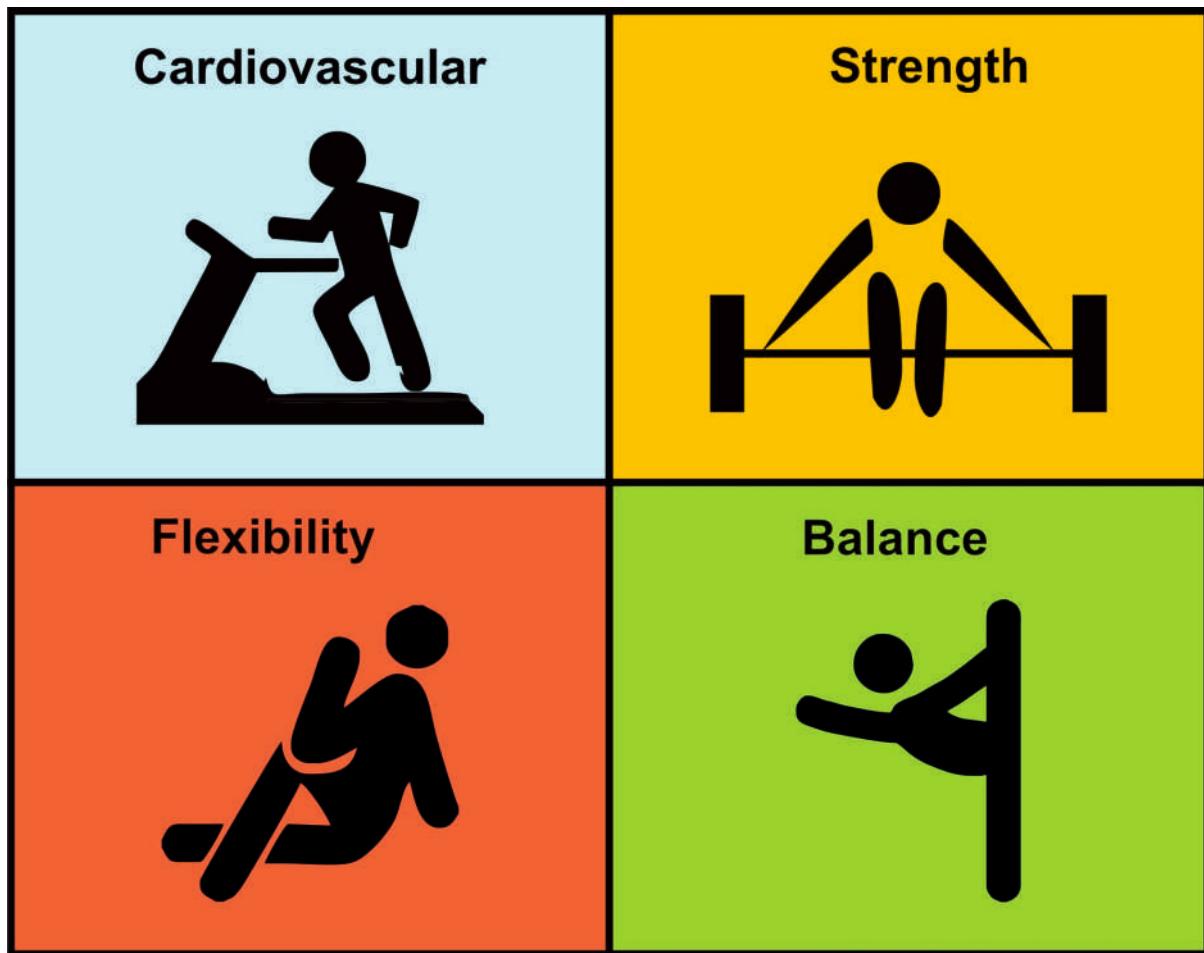
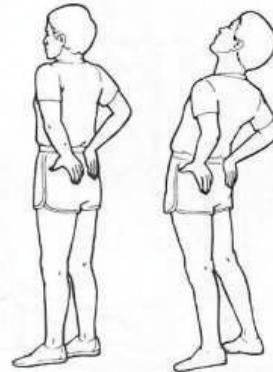


Fig. 2.2.1 Types of Exercises

Trunk Bends

1. Keep hands on sides with fingers behind back and thumbs forward
2. Knees slightly bent
3. Lean backwards
4. Return
5. Repeat

**Fig 2.2.3.1c Stretching Exercises****Knee Bends**

1. Keep feet shoulder width apart
2. Lock back in
3. Bend knees slightly
4. Repeat

**Fig 2.2.3.1d Stretching Exercises****Single Leg Lunges**

1. Take a step forward
2. Let the knee bend
3. Keep body upright
4. Step back
5. Repeat

**Fig 2.2.3.1e Stretching Exercises**



3. Creating a Training Plan

- Unit 3.1 - General Principles of Exercising
- Unit 3.2 - Assessing Fitness Levels and Setting Fitness Goals
- Unit 3.3 - Preparing a Training Plan
- Unit 3.4 - Sample Training Plans



3.1.5 Circuit Training

Circuit Training is designed to perform specific muscles/body area in a specific order, as shown in Figure 3.2.

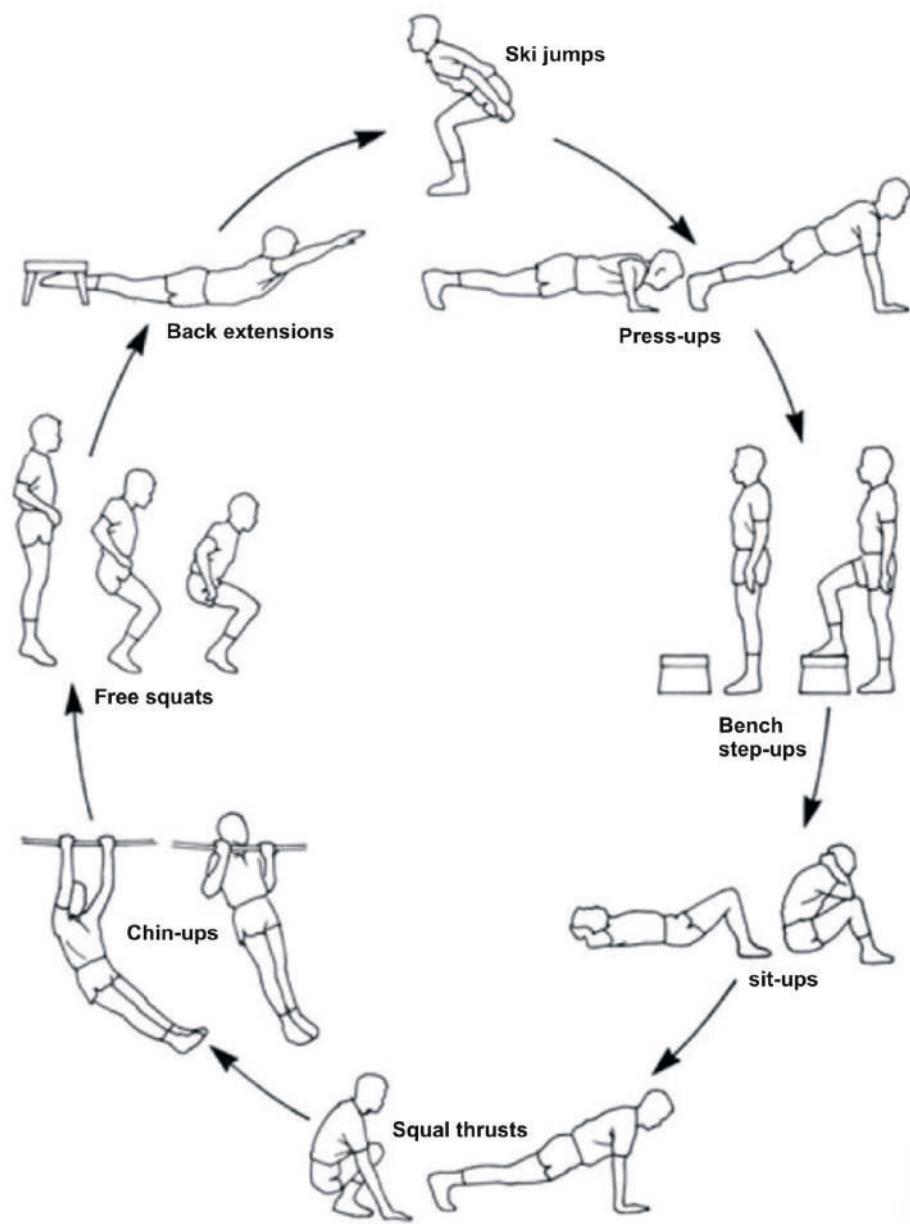


Fig 3.2: Circuit Training

Generally, the exercises are performed quickly with minimal rest in between sets. Different exercises are performed at very low interval, keeping the muscle loaded, challenging the cardio-vascular system and muscles at the same time.

3.2.1 Initial Physical Assessment

When you start working with a trainee, you should first conduct initial physical assessments. Table 3.7 shows a sample initial physical assessment checklist:

Parameter	Details
General	
Name	
Age	
Sex	
Body	
Height	
Weight	
BMI	
Appearance	
Neck	
Chest	
Waist	
Body Type	
Health	
Current Condition or Disease: diabetes, heart disease, cancer, emotional issues, unexplained tiredness, unexplained weight gain/loss, birth defects or congenital conditions	
Current Medications	
Dizziness or Fainting Spells	
Cardiovascular Condition	
Respiratory Condition	
Musculoskeletal Condition	
Blood Pressure	
Allergies	
Other Conditions	

Table 3.7: Initial Physical Assessment Checklist

You should document these assessments, as physical or soft copy.

Tips



All trainees may not want a complete fitness assessment at the beginning. In fact, initial assessments may de-motivate some individuals. Therefore, it is recommended that you assess a trainee's needs and goals when evaluating the relevance and timing of assessments. However, you must remember that a health-risk appraisal is an important step even when other physical assessments are not conducted.

An effective health and safety programme for a fitness centre organisation should assess all potential risks and hazards with respect to various areas such as fitness training, equipment use, injuries and emergencies. Effective control measures and response plans should be created and implemented to cover these risks. This requires training of staff, hazard and risk assessment and control planning, equipment safety, injury management and emergency preparedness and response.



Fig. 6.1: Health and Safety in a Fitness Centre

Let us look at these areas and understand how you, as a fitness trainer, can help ensure that the health and safety programme in your organisation is implemented effectively.

Training

According to their role and responsibilities, the staff should be trained in the relevant health and safety-related procedures.

Every staff member, including you, should be aware of the organisational procedure for accidents, emergency response teams aligned to the organisation and the emergency evacuation procedure that should be followed.

Hazard Identification, Risk Assessment and Control

All potential health and safety hazards and risks should be assessed and preventive measures should be developed.



7. Employability and Entrepreneurship Skills

- Unit 7.1 – Personal Strengths and Value Systems
- Unit 7.2 – Digital Literacy: A Recap
- Unit 7.3 – Money Matters
- Unit 7.4 – Preparing for Employment and Self Employment
- Unit 7.5 – Understanding Entrepreneurship
- Unit 7.6 – Preparing to be an Entrepreneur





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