



MEMORANDUM OF UNDERSTANDING

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BETWEEN
THE ALBERTA FITNESS LEADERSHIP CERTIFICATION ASSOCIATION
(HEREAFTER KNOWN AS THE AFLCA)
AND

{Partner Organization Name}

SUBJECT: Facilitation and/or approval of AFLCA Group Exercise Leader Designation Courses

Mission of AFLCA

AFLCA advances fitness leadership excellence through accreditation and education.

Together, the Parties enter into this Memorandum of Understanding to mutually promote health and fitness education, thus facilitating the certification of AFLCA Group Exercise Leaders. Accordingly, the AFLCA and _____ (the organization or person), operating under this Memorandum of Understanding (MOU) agree as follows:

Purpose

In 2008, the AFLCA introduced a new delivery model for their Group Exercise Leader (hereafter known as GEL) certification. Under this new model, leader candidates, after completing the Exercise Theory and Group Exercise Fundamentals courses, can take a course under the following designations: Choreography, Cycling, Mind/Body, Portable Equipment and Step. The AFLCA desires to partner with AFLCA Trainers, AFLCA Assistant Trainers, as well as external training organizations to offer the GEL designation courses through various venues. The AFLCA also desires to recognize and approve any external courses that meet the AFLCA GEL designation course learning objectives and performance standards. In doing so, GEL candidates have more options to complete their training and thus their AFLCA GEL certification.

Responsibilities

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The appointees of each organization are:

AFLCA: Katherine MacKeigan, Executive Director
AFLCA
Provincial Fitness Unit
Faculty of Physical Education & Recreation
University of Alberta

Edmonton, Alberta
T6G 2H9
780-492-4435
1-866-FIT-UNIT (outside Edmonton area)
www.provincialfitnessunit.ca

{Partner/organization name and contact information}:

The organizations agree to the following tasks for this MOU:

The AFLCA will:

- Provide the training organization with the GEL designation course performance standards and learning objectives
- Provide the training organization with the required AFLCA forms and information
- Advertise, based on internal promotion deadlines, the partner organization's approved courses on the Provincial Fitness Unit website, in the Fitness Informer, and through any office phone inquiries

The partnering organization will:

- Promote the AFLCA and its certification in its designation course content
- Endorse the AFLCA's Group Exercise Leader certification as *the* group exercise certification of choice
- Utilize course materials for which they have received AFLCA written approval
- Use only materials and resources that do not violate copyright laws
- Not copy, distribute, pass off as their own, or in any way alter any written paperwork or forms from the AFLCA without AFLCA written permission
- Prepare course application packages and approval forms, and submit, with appropriate fees, to the AFLCA office six weeks prior to course commencement
- Run AFLCA-sanctioned courses only if they have been approved by the AFLCA
- Complete and submit the appropriate AFLCA forms during and after the course date
- Create and deliver a course plan/agenda based on the AFLCA GEL designation's learning objectives and performance standards
- Deliver the AFLCA approved course based on the course plan/agenda that was submitted and approved



Terms of Understanding

The term of this MOU is for a period of one year from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed as least annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities. If any of the terms of the MOU are not being fulfilled, the AFLCA reserves the right to immediately terminate any MOU without penalties or liabilities. The AFLCA also reserves the right to audit any courses with no prior notice.

Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU.

Effective date: _____

Katherine MacKeigan
Executive Director
AFLCA

CONTACT NAME

(Date)

(Date)

