



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3882

Management Office, 1 Devonshire Rd #01-01 Singapore 239896

Tel: 6636 0445/46 Fax: 6636 0477

Email: devonshire.ma@gmail.com

REGISTRATION PROCEDURE OF COACHES/ INSTRUCTORS AT ONE DEVONSHIRE

1 PURPOSE

The condominium facilities and common properties are for the use and enjoyment by One Devonshire residents. However, to promote healthy lifestyle and social interaction in the estate, residents may engage coaches or instructors to run recreational or sport activities at One Devonshire. An application must be made to the Management to seek approval before any such activity is allowed to commence at One Devonshire.

The purpose of this document is to define the policy on the application to register a coach/ instructor and the participants for a particular activity to be held at One Devonshire. This document will also include the rules that govern the application and the responsibilities of the coach/ instructor and the participants.

We are proposing to set a limit of:

- 3 swimming instructors

(Proposed number of instructors is for reference only, limits may be subjected to changes.)

2 SCOPE

All instructors are to register themselves at the management office before commencement of classes. The coach/ instructor may or may not be a resident.

3 SELECTION CRITERIAS ON PANEL OF COACHES/ INSTRUCTORS

The following are the proposed guidelines and criteria have to be considered in the selection of a panel of coaches/ instructors in One Devonshire.

- a. Valid Recognized Standard First Aid Certification
- b. National Coaching Accreditation Programmed (Both Theory and Technical with at least Level 1)
- c. Registered Coaches/ Instructors under relevant bodies
- d. Swimming Teachers' Association Certificate (Apply to swimming coach)
- e. Life Saving Certificate (Apply to swimming coach)

4 RULES & REGULATIONS



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- a. Participation in a recreational or sport activity is a privilege extended and restricted only to residents and their family members residing in One Devonshire. Residents' relatives and friends not residing in One Devonshire are not allowed to participate in any such activity.
- b. Approval must be sought from the Management before any coaching or training can be carried out. An application must be submitted to the Management at least 7 days before the commencement of the coaching activity. An application can be made by completing the forms in Appendix 1 and Appendix 2 and submitting the forms to the Management Office.
- c. Registration of coach/ instructor is done only once using the Coach/ Instructor Registration form with a refundable deposit payment (Appendix 1). However, it is the Coach's responsibility to ensure that every different class or group of participants must be registered using separate Participant Registration Form (Appendix 2).
- d. It is the coach/instructor responsibility to update the management on the list of participants whenever there is a change.
- e. It is the responsibility of the resident to ensure that the coach/ instructor seek approval from the Management before the commencement of the coaching activity. It is also the responsibility of the resident to ensure that the engagement of the coach/ instructor is within the Panel of Registered Coaches / Instructors.
- f. It is the responsibility of the resident to verify the qualification and credential of the registered coach/ instructor before enlisting his/ her service.
 1. All schedules of the coaching sessions are to be approved by the Management.
 2. All participants must also be registered before they are allowed to participate in any coaching activities.
 3. The Management reserves the right to restrict the days/ hours for coaching activities and to limit the number of coaching classes to each coach/ instructor. The Management reserves the right to forfeit the deposit if the coach/ instructor flout any existing rules and regulations.
 4. An approved application does not constitute the automatic booking or the availability of the required facility. It is the responsibility of the resident to ensure that the facility is booked or available for every coaching lesson.
- g. The coach/ instructor must abide with all the estate rules and regulations. He/ She are also responsible to ensure that participants abide with all estate rules and regulations during the coaching session.
- h. The coach/ instructor and all participants must be properly attired during the coaching lesson.
- i. The coach/ instructor is required to sign-in before the commencement of the coaching session and sign-out after the coaching session. This can be done at the guardhouse.



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- j. The coach/ instructor must exercise sufficient duty of care to ensure a safe and healthy environment for all participants during the coaching lesson. Caution must be taken to ensure every coaching lesson is conducted in a safe manner and it will not cause injury to the participants or other users.
- k. As a safety precaution, no outdoor lesson should be conducted during heavy rain and/or thunderstorm. The Management reserves the right to cancel or stop any coaching lesson when it deems safety is compromised.
- l. The coach/ instructor and all participants must observe care and caution to ensure that no estate property is damaged during the coaching lesson.
- m. No foul language or mischievous behaviors that will cause offence or embarrassment to participants or other users is allowed during any coaching lesson.
- n. All swimming coaches are to ensure that the participants are coaching at the designated sections of the pool; without causing any nuisance to the other swimmers.
- o. The maximum number of Registered Coaches / Instructors under the Panel should be adhered to:

| Activity | Maximum no. of registered coaches/ instructors |
|----------|--|
| Swimming | 3 |

- p. The maximum number of participants per class varies for each activity. As a guideline, these numbers should be adhered to:

| Activity | Maximum no. of participants per class |
|----------|---------------------------------------|
| Swimming | 2 |

- q. The number of trainees for each swimming coach shall be restricted to a maximum of five (5) per session, and up to a total of fifteen (15) trainees on weekdays and ten (10) trainees on weekends combined at any one session. The Management reserves the right to change this rule, as it deems appropriate.
- r. Approved swimming coaching hours should be adhered to:

Monday – Friday: 9.00am to 7.00pm
~ Saturday - 9.00am to 3.00pm ~
(Sunday & Public Holiday - No coaching allowed)



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5.0 PROCEDURE

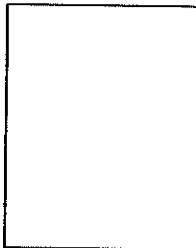
The following are the proposed measures to be considered for proper management and control on the coaches/ instructors in One Devonshire

- a. All coaches to **register with all documentations** as per attached forms in Appendix 1 and Appendix 2.
- b. An approved Panel of registered coaches/ instructors to be obtained from the Management Office and/or Security Guard House.
- c. Identity Pass to be issued to the Panel of registered coaches/ instructors for identification purposes.
- d. All coach/ instructor is required to sign-in before the commencement of the coaching session and sign-out after the coaching session.
- e. Lessons to be conducted only within approved coaching hours.
- f. All coaches/ instructors are required to submit a refundable deposit of S\$100.00. This deposit shall be deemed as forfeited should they received more than 3 warning letters from the management for not abiding to the rules and regulations of One Devonshire.

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Appendix 1

Coach/ Instructor Registration Form

| Section A – Coach/ Instructor Details | |
|---|---|
| Name: _____ | DOB : _____ (dd-mm-yyyy) |
| Address: _____ _____ _____ |  |
| Sex : _____ | Telephone : _____ (HP) _____ (O) _____ (H) |
| Nationality: _____ | NRIC/ Passport No : _____ |
| Organization Affiliated: _____ | Coaching Reg. No. _____ |
| Coaching Experience : _____ _____ _____ | |
| Section B – Coaching Details | |
| Name of Activity: _____ | Facility Required : _____ |
| Expected Start Date : _____ | Expected End Date : _____ |
| Duration Per Session : _____ | Recurrence Interval : _____ (daily/ weekly/ monthly/ etc) |
| <p>a. This form must be properly completed and handed to the Management office. Any false information or withhold of information by the application will render this application invalid. Application by fax or email will not be accepted.</p> <p>b. Cheque shall be made payable to “Management Corporation Strata Title Plan No 3882”. A refundable deposit of S\$100.00 shall be made by the coach upon submission, of</p> | |

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- c. this application. The deposit shall be deemed as forfeited should coaches fail to abide to all rules and regulation as stipulated by the management.
- d. Applicant must be familiar with the estate rules and regulations and abide by the rules. Ignorance of any rule will not be accepted as a reason or justification for violation of any rules.
- e. No coaching is allowed to commence before the approval of the application by the Management. Participants must also be registered before they are allowed to participate in the activity.
- f. The Management reserves the right to cancel any application or termination any previously approved application, as it deems appropriate.
- g. All coaches/ instructors are required to submit a refundable deposit of S\$100.00. This deposit shall be deemed as forfeited should they received more than 3 warning letters from the management for not abiding to the rules and regulations of The Parc.

Personal Data Protection Act (PDPA)

We refer to the above act that will take effect from 1 July 2014. By providing your personal data, contact, identification and vehicle number to us, you agree that MCST 3882 may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the MCST 3882 related corporations and third parties who provide services to MCST 3882.

Section C – Declaration By Applicant

I hereby declare that I have read and understood the rules. I also declare that all information provided by me on this application is true and correct.

Signature of Applicant

Date (dd-mm-yyyy)

Section D – For Official Use Only

Verified by : _____ Date _____

Approved by : _____ Date _____

Cash Receipt/Cheque No: _____ (For \$100 refundable deposit)



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Appendix 2

Participant Registration Form

| S/N | Name | | Unit Number | Contact Number | Verify by Guardian (Resident) |
|-----|-------------|--|-------------|----------------|-------------------------------|
| 1 | Participant | | | | |
| | Guardian | | | | |
| 2 | Participant | | | | |
| | Guardian | | | | |
| 3 | Participant | | | | |
| | Guardian | | | | |
| 4 | Participant | | | | |
| | Guardian | | | | |
| 5 | Participant | | | | |
| | Guardian | | | | |

*Coaches are required to update the management on list of participants without fail.

