

DATE: _____ TIME: _____

GST No: 201407662W

Particulars of Coach / Instructor

Name* : _____
 NRIC /
 Passport. : _____
 Contact Nos. : _____ (Residence) _____ (Handphone)
 Address : _____
 _____ Singapore _____
 Email
 Address : _____

Type of Application

**please delete if not applicable*

Type : *Swimming / Tennis / Others
 Frequency of Lesson : _____
 Commencement
 Date : _____

Acknowledgement

The purpose of this registration exercise is to ensure that all coaches are informed of and undertake to abide by the house rules governing the use of facilities. All coaches shall indemnify the Management against any damage/injury arising from the services they rendered in the estate. Registration with the Management Office shall only facilitate your entry into the Common Property. Solicitation of clients for coaching lessons by way of placing notices or flyers in the letter boxes is strictly forbidden. The Management and the Security reserves the right to refuse entry to any party or direct any party to leave the estate, without assigning any reason.

Submission Requirement

1. A photocopy of NRIC of coach
2. A photocopy of Swimming / Tennis instructor certificate
3. Particulars of Students indicating their unit number, parent's name, contact no. and date and time of lesson
4. One colour passport-size photograph

RULES & REGULATIONS

1. Coaching is allowed from **Mondays to Fridays 7am to 10pm** and **Saturdays to Sunday from 7am to 12pm**.
2. The students must be the residents of Symphony Suites. Non-residents (including friends or relatives of residents) are strictly prohibited from joining any swimming lessons conducted in the swimming pool.
3. An updated list of your students must be submitted to Management Office.
4. Only one (1) coaching session is allowed in the pool at any one time.
5. Coaches and Trainees must be properly attired in swimming apparels during the course of Swimming Lessons. Pyjamas can be used only for conducting swimming lessons i.e. Survival Classes, with the supervision of the swimming instructor. No board shorts are to be worn as part of swimming attire.
6. The coach/instructor and students must register their attendance at the Guardhouse each time before lesson commence.
7. The schedule of all coaching sessions and the list of the trainees' particulars must be provided to the Management for approval. The coach/instructor must inform the Management of their lesson hours and days, and to check on the availability of such time and days before commencing lessons.
8. The coach/instructor is responsible for the behaviour and safety of their students during the lesson sessions.
9. The Management must be notified when you cease lesson sessions.
10. The coach/instructor must register at Guard House and surrender their Identity Cards in exchange for a Visitor Pass each time they enter the estate. Coaches who drive to the Estate must park their vehicles in the Visitors' car park lots.
11. The Management is not liable for any action, claim and liability for any injury, loss of life or damage to property however caused relating to or arising from your lesson sessions.
12. The Management reserves the right to revoke permission granted without assigning any reason whatsoever and such decision will be final and not subject to challenge.
13. The coach/instructor is not allowed to use any of the facilities and must leave the estate when session is over.
14. Swimming lessons shall not be conducted in a manner that causes annoyance, disturbance or injury to other pool users.
15. The Management reserves the right to amend any Rules & Regulations as it deems necessary without giving prior notice.
16. Any coach who is in breach of the Rules and Regulation will be asked to leave the Pool at once and will be barred from Coaching in the Estate.
17. Coaches shall not assign their duties to another coach without the Management's prior approval.
18. By providing your personal data (e.g. name, contact, identification etc) to us, you agree that EL Development (Yishun) Pte Ltd and its appointed agents ("Organisation") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.

DATE: _____ TIME: _____

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Particulars of Students

Year : _____ Month _____

Lesson Type : _____

**** THE STUDENTS MUST BE RESIDENTS ****

S/N	Name of Student	Blk & Unit	Contact No.	Date & Time
1				
2				
3				
4				
5				

* for children under the age of 7 years old required parents contact information.

UNDERTAKING

1. I certify that the above information is true and correct.
2. I undertake to update the Management of any changes to the above information as and when it occurs
3. I undertake to comply by the house rules governing the use of facilities. I accept the right of the Management to bar me from carrying out any business in the estate.
4. I understand that this registration shall not be construed as an acceptance of my services by the Management. I shall ensure all license/s, and any required approval by the relevant authorities shall be obtained prior to my provision of services.
5. I hereby read and understand the Rules and Regulations and I agree to observe these Rules and Regulations if the application is accepted by the Management. I do also understand that the Management can withdraw the permission granted to me to conduct lessons in the estate if I do not comply with the Rules and Regulations or misconduct myself in anyway.

This is also to indemnify Symphony Suites and the Management that I will be liable for any action, claim and liability for any injury, loss of life to myself and my students during the course of teaching/coaching in the premises.

Name of Coach / Instructor

Signature

Date

For Official Use

Name of approving Officer: _____

Date of Approval: _____ **Approved/Not Approved***