



## REGISTRATION OF COACH / INSTRUCTOR

**APPLICATION FOR \* COACH / INSTRUCTOR: (\*please delete if not applicable)**

SWIMMING / TENNIS / OTHERS \_\_\_\_\_

### PARTICULARS OF COACH / INSTRUCTOR

Name : \_\_\_\_\_

NRIC : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Contact : (Hp) \_\_\_\_\_ (H) \_\_\_\_\_

Email : \_\_\_\_\_

License No : \_\_\_\_\_

Photo
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### SUBMISSION REQUIREMENT:

Checklist:	√
1. A Photocopy of NRIC/Passport of coach	
2. A Photocopy of instructor certificate	
3. List of Particulars of Students (Page 2)	
4. Security deposit of \$100.00, made payable to “MCST 2521”	

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 the facilities in Evergreen Park.

All coaches shall indemnify the Management of Evergreen Park against any damage/injury arising from the services they rendered in Evergreen Park.

Registration with the Management Office shall only facilitate your entry into Evergreen Park’s Common Property.

Solicitation of clients for coaching lessons by way of placing notices or flyers in the letter-boxes are strictly forbidden. The Management and the Security of Evergreen Park reserves the right to refuse entry to any party or direct any party to leave the property of Evergreen Park, without assigning any reason.



### PARTICULARS OF STUDENTS

FOR THE MONTH OF \_\_\_\_\_ YEAR \_\_\_\_\_

Name: \_\_\_\_\_

Lesson Type: \_\_\_\_\_

**\*\* THE STUDENTS MUST BE RESIDENTS.**

S/N	NAME OF STUDENT	BLK / UNIT	CONTACT NO.	DATE & TIME OF LESSON
1				
2				
3				

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Cash/ Cheque:

Receipt No:

Date:

Received by:

APPROVED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## RULES & REGULATIONS

1. Coaching is allowed from Mondays to Fridays 7.00 am to 5 pm and Saturdays from 7.00 am to 1.00 pm. **No swimming lesson is to be conducted on Saturday afternoon, Sundays and Public Holidays.**
2. The students must be the residents of Evergreen Park. 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. Subject to the observation and compliance of the estate house rules and by-laws at all times, registered coaches are allowed to conduct swimming lessons in the estate for a period of one year, commencing from the first swimming lesson conducted. Coaches who wish to continue giving lessons after the said one year's period are required to re-apply to the Management for approval.
5. **Only Three (3) trainees per session are allowed in the pool.**
6. Coaches are responsible for the safety of their trainees. The Management accepts no responsibility for any loss or damage to personal property and/or injury or death arising from any cause whatsoever. The coach/instructor is responsible for the behaviour and safety of their students during the lesson sessions.
7. Swimming lessons shall not be conducted in such a manner as to cause annoyance, disturbance or injury to other pool users.
8. A security deposit of \$100.00 is required to be pledged with the Management before commencement of any swimming lessons. Subject to clause 9, this deposit will be refunded in full after a period of one year as per clause 4 or upon receiving from the coaches a written request to the Management before the expiry of the one-year's period.
9. The Management reserves the rights to forfeit the deposit and / or bar any coaches from continuing the lesson at any time if he / she breaches any of the above conditions. In the event when the security deposit is forfeited, the coach has to pledge another deposit of \$100 before he/she is allowed to conduct swimming lessons in the estate.
10. Coaches and Trainees must be properly attired in swimming apparels during the course of swimming lessons. Pajamas 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.
11. The coach/instructor and students must register their attendance at the Guardhouse each time before lesson commence.
12. 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.
13. The Management must be notified when you cease lesson sessions in Evergreen Park.
14. 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.



15. 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.
16. The coach/instructor is not allowed to use any of the facilities and must leave the estate when session is over.
17. 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.
18. Coaches shall not assign their duties to another coach without the Management's prior approval.
19. Only coaches accredited/sanctioned by the Management are permitted to conduct lessons.
20. Only qualified swimming coaches are allowed to conduct coaching lessons and must be registered with the management before commencement of lesson.
21. The Management reserves the rights to amend any of the above rules.

### UNDERTAKING

1. I certify that the above information is true and correct.
2. I undertake to update the Management Corporation 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 the facilities in Evergreen Park.
4. I accept the right of the Management of Evergreen Park. to bar me from carrying out any business in Evergreen Park.
5. I understand that this registration shall not be construed as an acceptance of my services by the Management Corporation. I shall ensure all license/s, and any required approval by the relevant authorities shall be obtained prior to my provision of services in Evergreen Park.

### COACH / INSTRUCTOR DECLARATION

I hereby read and understand the above 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 is not obliged to accept my application and 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 Evergreen Park and the Management MCST 2521 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.

By signing this application form I expressly give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and the future communication on matters relating to this estate.

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Signature and Name:

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Date: