

## Singapore Cycle Safe Programme – Trainer’s Course (Level 1 & 2)

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

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

Postal code: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport /NRIC Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (dd/mm/yy) Gender: M / F HP Contact: \_\_\_\_\_

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

- I confirm that the above information is True and Correct.
- I read and understand all assessments need to be completed before I am certified as a Singapore Cycle Safe Trainer.
- By registering in this course, I understand that the course organizer (SCF) has the right to use my image, audio visual recordings, name and other personal information for SCF’s marketing purpose.

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

**Course Fee:**  **S\$150.00 (non SCF member)**  **S\$120.00 (SCF Member)**

- I’m not eligible for SkillsFuture Credit and will make full payment to SCF.
- I do not wish to utilize my SkillsFuture Credit and will make full payment to SCF.
- I wish to utilize S\$\_\_\_\_\_ Skills Future Credit  
WDA will subsequently disburse this amount to SCF (Please ensure that you have sufficient credit)

For more details on the SkillsFuture Credit, please see <http://www.skillsfuture.sg/credit>

Payment to SCF should be by crossed cheque drawn in favour of “**Singapore Cycling Federation**” or by fund transfer with payment details to:

OCBC Bank Singapore  
OCBC North Branch  
Account No : 629-600974-001

Please make and complete the form and submit by email to: [sportdev@cycling.org.sg](mailto:sportdev@cycling.org.sg) together with payment **one (1) week prior to start of course**. (Registration will be on a first-come-first served basis for a maximum class size of 30 individuals (minimum of 20 individuals))

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Payment received by: \_\_\_\_\_

Receipt No: \_\_\_\_\_

## SCF ORGANISED COURSES TERMS AND CONDITIONS

1. **Registration procedure**
  - 1.1 Interested course participants should contact the Singapore Cycling Federation (SCF) to apply for the course before the stipulated closing date for registration or email the duly completed registration form to [admin@cyclingsg.org](mailto:admin@cyclingsg.org). The individual shall confirm that all information provided in the registration form is “True” and “Correct.” The individual also acknowledges and agree that being accepted for the course does not automatically qualify him/her to be a Commissaire/Coach/Mechanic/Team Manager/Cycle Safe Trainer.
  - 1.2 Course participants are to note that registration is only confirmed upon receipt of full payment.
  - 1.3 Places for courses are limited to ensure an optimal instructor/student ratio. Applicants who fail to secure a place in an upcoming course can consider applying for the next available course. Information on course details can be found on SCF’s website – <http://cyclingsg.org/upcoming-courses/>
  - 1.4 Course content details can be obtained from the following uniform resource locators (URL):
    - a. **Coaching** - <http://cyclingsg.org/certified-coaches/>
    - b. **Commissaires’** - <http://cyclingsg.org/wp-content/uploads/2012/05/SCF-Commissaires-Certification-and-Development-Pathway.pdf>
    - c. **Safe Cycling**- <http://cyclingsg.org/cycle-safe/>
2. **Eligibility / Course Pre-requisites**
  - 2.1 **SCF Level 1 Coaching Course**
    - a. 18 years of age and above
    - b. Demonstrate the basic competency of riding a bicycle safely through a 10 meter straight line course
  - 2.2 **SCF Level 2 Coaching Course**
    - a. Level 1 SG-Coach / UCI Cycling Coach Certification or equivalent
    - b. Basic Sport Science Certification or equivalent
  - 2.3 **SCF Level 3 Coaching Course**
    - a. Level 2 Cycling Coach Certification
    - b. Advance Sport Science certification by Sport Singapore OR the Equivalent (to be confirmed)
  - 2.4 **SCF Level 2 Commissaires’ Course (National Commissaire)**
    - a. satisfactorily served as a Basic National Commissaire (Level 1) in one full calendar year in an officiating role in 2 local events, and
    - b. had held between 3 and 5 different appointments in each event
  - 2.5 **SCF Level 3 Commissaires’ Course (Elite National Commissaire)**
    - a. satisfactorily served as a National Commissaire (Level 2) in two full calendar years in an officiating role in 3 local and /or regional events, and
    - b. had held between 3 and 5 different appointments in each event
  - 2.6 **Singapore Cycle Safe Trainers’ Course**
    - a. Any of the following: Bachelor of Education, Diploma or Degree in Sports Science/Sports Coaching, Level 1 Coaching certification of any Sport. Others with evidence of coaching/teaching/instructing in an existing sports setting maybe considered (i.e. Outward Bound Singapore Instructor, Fitness Instructor etc)
    - b. 18 years of age and above
    - c. Possess a valid standard first aid certification
    - d. Demonstrate the basic competency of riding a bicycle safely through a 10 meter straight line course
3. **Course Period**
  - 3.1 The SCF may change the course dates by giving all registered course participants at least three (3) calendar days prior to the original date of commencement of that course run. Information on course details can be found on SCF’s website – <http://cyclingsg.org/upcoming-courses/>
4. **Course Fee**
  - 4.1 All current SCF members will be eligible for a 20% discount on SCF organised courses.
  - 4.2 SCF reserves the right to determine the course fee, which may be subjected to change without prior notice. Information on course details can be found on SCF’s website – <http://cyclingsg.org/upcoming-courses/>
5. **Payment of Course Fee**
  - 5.1 You will have make full payment of the course fee to SCF at least one (1) week prior to the commencement of course should you decide not to apply to utilize Skills Future Credit.
  - 5.2 Alternatively, you may wish to utilize your Skills Future Credit for approved SCF organised courses. Here you have two (2) options, that is,
    - a. make an application to WDA, with supporting documents, within 30 days before the commencement of the course. In this way, you need not make any advance payment to SCF (see [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) and para 10 for more details).
    - b. pay directly to SCF first and then submit a claim for reimbursement from WDA, with supporting documents (see [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) and para 10 for more details).
6. **Cancellation Policy**
  - 6.1 SCF must be informed, with at least three (3) calendar days of prior notice, in writing, of all cancellation or replacement. There will be no refund of the course fee for cancellation on or after the closing date.
  - 6.2 Registration will be on a first-come-first served basis for a maximum class size of 30 individuals and must be made by one (1) week prior to start of course or whichever comes first. Should the minimum class size of at least 20 individuals not be fulfilled or for any

other unforeseen circumstances, the SCF shall exercise its authority to cancel the course, with at least three (3) calendar days of prior notice and make a full refund of the course fee paid, to course participants (or to the Singapore Workforce Development Agency in regards to claims for Skills Future Credit – see para 10).

7. **Incidental expenses**

7.1 All course participants shall bear all incidental charges which may be incurred. This includes expenses on for e.g. transport, parking fees and meals.

7.2 The SCF shall also not be liable to the course participant for any loss, damage, costs or expense of any nature whatsoever incurred or suffered by the course participant in relation to or arising from his/her participation in the SCF organised course.

8. **Certification**

8.1 To be considered to successfully complete a course, participants must:

- a. obtain satisfactory results in all assigned or assessment tasks
- b. fulfill an 80% overall attendance rate for the duration of a course
- c. fulfil post course obligations, where applicable

8.2 Failure to fulfill one or all of the above will require the course participant to re-take the course in its entirety. The SCF shall exercise its authority to decide on this on a case-by-case basis.

8.3 Upon successful completion of the course, all participants will either receive a certificate of competency/participation, a logbook or be informed that they will be required to fulfil post-course obligations before being presented their Certificates.

9. **Post Course Obligations**

9.1 **Singapore Cycle Safe Ambassadors' Course (Level 1 & 2)**

a. Upon certification, each Ambassador will be competent with cycle safe knowledge within the PCN and be able to promote cycle safe awareness.

b. From time to time you may be invited to provide safe cycling awareness talks and briefings at cycling events.

9.2 **Singapore Cycle Safe Ambassadors' Course (Level 3 & 4)**

a. Upon certification, each Ambassador will be competent with cycle safe road knowledge, cycling at events or in a competitive setting and be able to promote cycle safe awareness.

b. From time to time, you may be invited to provide safe cycling awareness talks and briefings at cycling events.

9.3 **Singapore Cycle Safe Trainers' Course (Level 1 & 2)**

a. On your successful completion of the course, you can be appointed to deliver and certify the Singapore Cycle Safe Level 1 & 2 programme either through SCF or SCF's accredited training partner.

b. From time to time, you will also be invited to contribute to teach skills or build safe cycling awareness at cycling events.

9.4 **Singapore Cycle Safe Trainers' Course (Level 3 & 4)**

a. On your successful completion of the course, you can be appointed to deliver and certify the Singapore Cycle Safe Level 3 & 4 programme either through SCF or SCF's accredited training provider.

b. From time to time, you will be invited to contribute to teach skills or build safe cycling awareness at cycling events.

10. **List of Courses and Skill Future Credit Scheme** (effective from Aug 2016 for SCF organised courses)

10.1 The following are a list of SCF organised courses. Do note that you will not be eligible to make a claim under the Skills Future Credit Scheme for some of these courses:

**Courses which you can make a claim under the Skills Future Credit Scheme**

- (a) SCF Coaching Courses
- (b) SCF Commissaires' Course
- (c) SCF Mechanics' Course (not available in 2016)
- (d) SCF Team Managers' Course (not available in 2016)
- (e) SCF Cycle Safe Trainers' Course
- (f) SCF Cycle Safe Level 3 and 4 Courses
- (g) SCF Cycle Safe Ambassadors' Course (Level 1 to 4)

Confirmation of a place in the course is subject to advance payment of the course fee to SCF, as a training provider (at least 1 week prior to the commencement of the course).

**Courses which you cannot make a claim under the Skills Future Credit Scheme**

(a) SCF Cycle Safe Level 1 and 2 Courses

*Reason: This course is less than 7 hours and, as such, does not fulfill the course duration criteria as spelt out by the Singapore Workforce Development Agency.*

In general, the Skill Future Credit Scheme is meant for all Singaporeans who are 25 years and above in 2016 (including subsequent cohorts of Singaporeans who turn 25 in future years).

10.2 Under the Skills Future Credit Scheme, a course participant may either:

- a. submit a claim to [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit). Thereafter, the Singapore Workforce Development Agency (WDA) will arrange to utilize the participants' available Skills Future Credit and "pay" SCF OR
- b. decide to pay SCF first (see para 11 below) and to then submit a claim to WDA ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to pay the amount to himself/herself within 90 days from the course start date.

11. **Payment Modes**

- a. By cheque: please forward crossed cheque, payable to SINGAPORE CYCLING FEDERATION and mail to OR hand-deliver your cash payment at:  
#01-33, 3 Stadium Drive  
Singapore 397630

- b. By bank transfer :  
OCBC Bank Singapore  
OCBC North Branch  
Account No. : 629-600974-001

**About the Singapore Cycling Federation**

The Singapore Cycling Federation (SCF) was established in 1958 and is registered with the Registry of Societies. It is recognized by Sport Singapore (Singapore Sports Council) as the national governing body for the promotion and development of the sport of cycling (BikeTrial, BMX, MTB, Road and Track) in Singapore, and is affiliated to the Singapore National Olympic Council (SNOC), the Asean Cycling Association (ACA), the Asian Cycling Confederation (ACC) and Union Cycliste Internationale (UCI). The SCF is also a Charity and an Institution of Public Character (IPC).

**Contact Information**

The Singapore Cycling Federation is located at #01-33, 3 Stadium Drive, Singapore 397630.

For clarification on technical matters, please contact:

Mr Samuel Yang  
Sport & Technical Manager  
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Tel. 67846621

For administrative assistance, please contact:

Mr Christopher Chng  
Admin Executive  
[admin@cyclimg.org.sg](mailto:admin@cyclimg.org.sg)  
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