

## **FAQs FOR INSTRUCTORS ON LARGE OUTDOOR GROUP CLASSES**

### **Qn: I am an instructor. Can I conduct classes of more than 5 pax outdoors?**

Ans: Yes. From 1 September, registered instructors will be allowed to conduct large outdoor classes at newly opened spaces within SportSG facilities, parks and HDB common areas. The class capacity is capped at 50 persons, or lower depending on venue capacity and safe management measures.

Instructors will need to be registered under a framework which is jointly administered by Sport Singapore and agency partners such as NParks and People's Association, before the classes can take place, regardless of whether the classes are taking place in the newly opened spaces in Sport Singapore's facilities or other public facilities. Registration can be done online at <https://go.gov.sg/outdoor-classes-instructor-registration> and a response will be given within three working days. Only those who have successfully registered can book these spaces.

- Registered instructors can book the new spaces at SportSG facilities at <https://www.myactivesg.com/Facilities/Sport-Centres/Facilities-for-Outdoor-Classes> or via the ActiveSG app from 28 August, 3pm.
- Registered instructors can submit their application to NParks at <https://go.gov.sg/group-exercise-parks>, from 28 August 2020, 3pm, or approach the respective Town Councils for bookings at HDB common areas. For the use of venues such as parks and HDB common areas, instructors will have to seek approval from the respective venue owner (e.g. NParks and Town Councils) and abide by the regulations of the respective venue owner.

Group exercises of a social nature will continue to be capped at five persons, in addition to any conditions stipulated by the facility owner.

### **Qn: Who can coach in these new spaces?**

Ans: Instructors who have successfully registered with SportSG can utilise these new spaces for organised programmes and classes, up to 50 persons or lower depending on venue capacity and safe management measures. Registration can be done online at <https://go.gov.sg/outdoor-classes-instructor-registration> and a response will be given within three working days.

Upon successful registration, registered instructors can book new spaces that have been opened up within SportSG facilities at <https://www.myactivesg.com/Facilities/Sport-Centres/Facilities-for-Outdoor-Classes> or via the ActiveSG app from 28 August, 3pm, or seek approval from the respective venue owner (e.g. NParks and Town Councils) for the use of venues such as parks and HDB common area. They will also have to abide by the regulations of the respective venue owner. For the use of NParks' venues, registered instructors can submit their application at <https://go.gov.sg/group-exercise-parks>, from 28 August 2020, 3pm. For classes at HDB common areas, instructors should approach the respective Town Councils for bookings.

Group exercises of a social nature will continue to be capped at five persons, in addition to any conditions stipulated by the facility owner.

### **Qn: Do I need to register as an instructor if I am not instructing/coaching at ActiveSG facilities, parks or HDB common areas?**

Ans: Only instructors coaching in public spaces (regardless of the location of their classes) must register at <https://go.gov.sg/outdoor-classes-instructor-registration>. Upon successful registration, registered coaches can seek approval from the respective venue owner for the use of venues.

**Qn: Do I need to register as an instructor if I am instructing/coaching a group with less than 5 participants?**

Ans: Any instructor who wish to instruct/coach at any open or public space must register at <https://go.gov.sg/outdoor-classes-instructor-registration>, regardless of their class size.

**Qn: What exercises/sport can I conduct in these public outdoor spaces?**

Ans: The type of activity is dependent on the venue capacity and application of safe management measures. Some examples of activities that could be conducted in these spaces could include bootcamp, Taichi, and fitness dance classes.

**Qn: Can I use my company's email (i.e. one email address) to register all my instructors?**

Ans: No. Every instructor must register using a unique email address. Registrations using the same email address will not be processed.

**Qn: I have made an error on my application, who may I contact to correct the error?**

Ans: For any error made in your submission, please resubmit a new application and we will assist to process the latest registration entry submitted.

**Qn: I wish to update my email address, who may I contact to correct the error?**

Ans: For request to update any details on successful registrations, please write in to [SPORT\\_QSM@sport.gov.sg](mailto:SPORT_QSM@sport.gov.sg) with your name and reference ID, which is provided in your registration confirmation email. Your request will be addressed within five working days.

**Qn: Why did I not receive my confirmation email?**

Ans: All successful registration will receive a confirmation letter by SportSG within three working days. Please check your Junk, Spam or Promotion inbox to check if your confirmation letter had been sent there instead.

**Qn: Where can I check if my registration is successful?**

Ans: All successful registration will receive a confirmation letter by SportSG within three working days. You may also visit the [ActiveSG Circle registration page](#) for the list of instructors who have been successfully registered.

**Qn: My registration was not successful. How do I find out why?**

Ans: All registrations, even those unsuccessful, will receive an email confirmation regarding their application outcome. The confirmation email will outline the reason why the application was not successful. The applicant may then proceed to re-submit another application for registration.

**Qn: I have been successfully registered. How can I book these newly opened spaces in ActiveSG facilities?**

Ans: Successfully registered instructors can book the newly open outdoor spaces in our ActiveSG facilities at <https://www.myactivesg.com/Facilities/Sport-Centres/Facilities-for-Outdoor-Classes> or via the ActiveSG app from 28 August, 3pm. Bookings can be made 14 working days in advance. ActiveSG members whose accounts have been verified enjoy one day in advance of non-members (i.e. 15 days).

Registered instructors will be responsible for ensuring that all Safe Management Measures (SMMs) are put in place and adhered to during their classes. These measures include temperature and symptoms screening, safe distancing and maintaining a list of participants in venues using SafeEntry<sup>1</sup>. A [step-by-step guide](#) on how to apply for a SafeEntry account to record attendance can be found [here](#).

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<sup>1</sup> Recording of attendance shall only be done through SafeEntry wef 17 Dec 2020

Registered instructors and their participants must follow the stipulated SMMs and any other conditions stipulated by the facility owner.

More information on the booking process and a list of ActiveSG managed spaces is available at <https://www.myactivesg.com/Facilities/Sport-Centres/Facilities-for-Outdoor-Classes>.

If you need further assistance on booking, please write in to [SPORT\\_QSM@sport.gov.sg](mailto:SPORT_QSM@sport.gov.sg) with your name and reference ID. Your reference ID is provided in your registration confirmation email.

**Qn: Do I need to maintain an attendance record of my class participants?**

Ans. Yes. Instructors who have successfully registered with SportSG shall abide with all prevailing safe management measures such temperature and symptoms screening, safe distancing, and maintaining a list of participants in venues using SafeEntry<sup>2</sup>. Instructors may visit <https://www.safeentry.gov.sg> for a [step-by-step guide](#) on how to apply for a SafeEntry account to record attendance. Manual recording of attendance shall not be used. A failure to comply can result in the rescindment of your application.

**Qn: One of my participants is unwell. What do I do?**

Ans: If your participant has a temperature of above 37.5 degrees celsius and/or exhibit flu-like symptoms (e.g. cough, fever), please turn the individual away and advise him/her to see a doctor.

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<sup>2</sup> Recording of attendance shall only be done through SafeEntry wef 17 Dec 2020