



Standard Operating Procedure Loan of Portable Water Polo Scoreboard and Shot Clocks

Overview

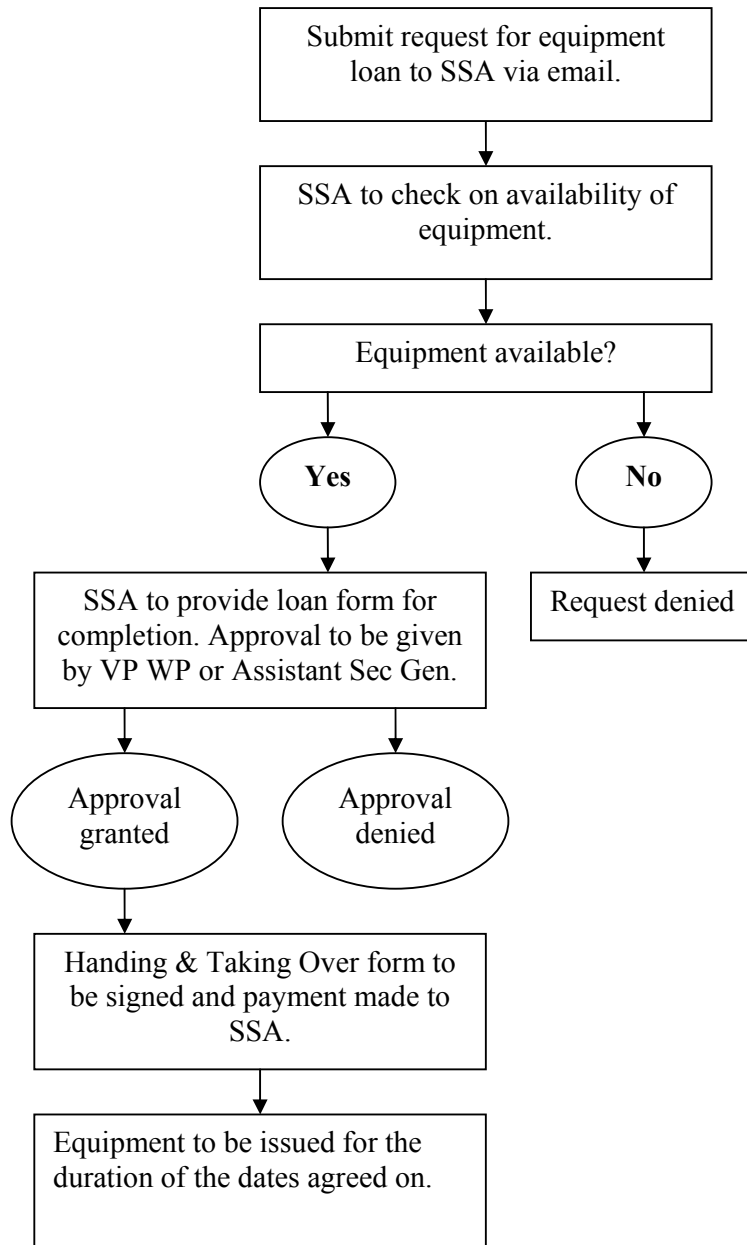
The following are procedures for the loan of Singapore Swimming Association (SSA) portable water polo scoreboard and shot clocks. (Refer to Annex A – Flowchart).

Procedure

1. Interested party is to submit request via email to Secretariat.
2. Secretariat is to check on availability of equipment. If the equipment is available, the Loan Form (Annex B) will be forwarded to the interested party. Completed Loan Form is to be returned to secretariat.
3. Secretariat to obtain approval from Vice President or Assistant Secretary General of Water Polo.
4. Once approval is granted, Handing and Taking Over Form shall be completed by secretariat (Annex C).
5. Interested party is to make payment (\$50 per day) to secretariat and sign Handing and Taking Over Form upon collection of equipment.
6. The regulations on usage of equipment are as such:
 - Upon receiving the equipment stated in Handing and Taking Form, the party shall be responsible on the ownership and condition at all times.
 - Any damage or loss of equipment must be made known to SSA within 24 hours. A written statement must be provided for any damages and appropriately a police report must be filed on loss of equipment, these must be submitted to SSA within 3 working days.
 - Equipment must be returned in good working condition on the agreed date of return.

Annex A

Flowchart for Rental Procedure



Annex B



Singapore Swimming Association, Toa Payoh Swimming Complex, Lorong 6 Toa Payoh, Singapore 319390
Tel: 65 6258 1011 Fax: 65 6258 4793 Email: contact@swimming.org.sg

Loan Form

Items	Qty	Date Of Use		No of Days	Rate	Office use
		From	To			Total Amount
Electronic Equipment						
Keyboard console	1				\$50/day	
Scoreboard control boards	2					
Shot clocks	4					
Speaker	2					
Data Cable	1					
Total :						

*** Please make cheque payable to "Singapore Swimming Association"**

Agreement

Organisation	
Person-In-Charge	
Contact Number	
Address	
Email Address	
<p>We agree to return the equipment, upon completion of use, in clean, good and original condition.</p> <p>Should there be any damage to the properties, we agree to bear all the costs involved to replace or restore (as decided by Singapore Swimming Association) the damaged properties</p> <p>Name:</p> <p>Signature and Company / Association Stamp:</p> <p>Date:</p>	

Office Use Only		Receipt Number:	
Prepared By:		Signature / Date	
Approved By:		Signature / Date	
Receiving Staff:		Signature / Date	

Annex C



Singapore Swimming Association, Toa Payoh Swimming Complex, Lorong 6 Toa Payoh, Singapore 319390

Tel: 65 6258 1011 Fax: 65 6258 4793 Email: contact@swimming.org.sg

Handing / Taking over Form

	Item	Quantity	Remarks
1	Keyboard console	1	
2	Scoreboards control boards	2	
3	Shot clocks	4	
4	Speaker	2	
5	Data Cable	1	

Note : Items are to be returned to SSA on :

Handing over

Taking over

.....
Signature & Company stamp
Name :
Date :

.....
Signature & Company stamp
Name :
Date :

Acknowledgement of return

Received by :
Date :