

## **1. UNIFORM REQUIREMENT**

All Trainers are required to wear the Trilogic Polo T-Shirt or Round Neck T-Shirt as their uniform while conducting Personal Training (PT) sessions at all times. Lower body sportswear is allowed in any colour.

## **2. FOOTWEAR POLICY**

Closed-toe sports shoes must be worn in the gym at all times by both Trainers and Clients. Sandals, slippers, and open-toe footwear are strictly not permitted in the gym.

## **3. PAYMENT TERM**

Full payment must be made before starting the first session of a new package.

## **4. PACKAGE VALIDITY**

Trainers will not be permitted to use the facility without a valid and active package.

## **5. SESSION SIGN IN**

Both Trainers and Clients must sign the PT Sign-In Form before each session, or at the latest, before leaving the premises.

## **6. MANAGEMENT RIGHTS**

The Management reserves the right to introduce, amend, or vary prices, rental fees, or terms of use at its own discretion. Significant changes will be communicated to Trainers in advance where reasonably possible. Trainers are required to abide by the latest Terms and Conditions as updated from time to time.

## **7. LANGUAGE & CONDUCT**

The use of vulgar, rude, or offensive language is strictly prohibited. Shouting, excessive grunting, and any form of rowdy or disruptive behaviour are also not permitted. All Trainers and Clients are expected to maintain professionalism and respect at all times.

## **8. FACILITY & CONDUCT**

Trainers are expected to maintain professionalism at all times and ensure their Clients adhere to all gym rules. This includes being considerate of others, practicing proper gym etiquette, and fostering a respectful training environment. Trainers and their Clients must avoid unnecessarily occupying equipment, and should share machines or stations when appropriate, especially during peak hours.

The Management reserves the right to suspend or revoke access for any Trainer who repeatedly violates these guidelines, displays inconsiderate behaviour, or disrupts the overall environment.

## **9. EQUIPMENT USAGE**

All equipment must be returned to its designated rack or original position after use.

Trainers and Clients should also be mindful of others waiting to use equipment and share machines, weights, or stations when appropriate, especially during peak hours

No usage of chalk/liquid chalk is allowed

## **10. SESSION**

One PT session is defined as 60 minutes on the gym floor with both Trainer and Client, with a grace period of 30 minutes for the Client to continue their workout independently.

Any gym usage exceeding this duration will require the Trainer to sign in one additional session.

If the session exceeds 90mins, Trainer is required to top up \$10 for extra time beyond 90 minutes

## **11. PT RENTAL PACKAGES**

All Trainers are required to purchase one of the PT Rental Packages offered by the Management, which include:

- PT 1-to-1 Package
- PT Buddy Package

The PT 1-to-1 Package is available in 1, 10, 20, 50, and 100 sessions.

The PT Buddy Package is available in 1, 10, and 20 sessions.

Each session is defined as 60 minutes on the gym floor with both Trainer and Client, and may be extended up to 90 minutes, where the additional 30 minutes may be used as part of the PT session or as Client solo time.

These packages have no expiry, but if a Trainer remains inactive for more than 6 months since their last session, the package will be archived. Reactivation will require at least 3 working days' advance notice to the Management before conducting a session.

No refunds will be given for any unused sessions, partially used packages, or archived packages.

All prices stated are inclusive of prevailing Goods and Services Tax (GST), unless otherwise stated.

## **12. APPROVED OFF-PEAK TRAINING HOURS (APPLICABLE TO SELECTED TRAINERS ONLY)**

By signing this form, trainers agree to conduct personal training sessions during Trilogic's designated off-peak hours as outlined below. They acknowledge that the hours listed are considered restricted peak hours and agree to schedule and conduct their sessions only outside of these time periods.

Trainers who fall under this category during the onboarding process are required to abide by this Terms and Conditions clause as part of their engagement with Trilogic Fitness.

By signing this form, trainers confirm that they have been informed of and shall strictly abide by the restricted peak hours for training. They agree that all training sessions will only be conducted outside of the restricted hours and further acknowledge and accept full responsibility to comply with this requirement.

### **Restricted Peak Hours:**

Weekdays (Monday – Friday)

- 12:00pm to 1:30pm
- 6:00pm to 7:30pm

Saturday

- 9:00am to 1:00pm

## **13. PROFESSIONAL CONDUCT & LICENSING**

Trainers are encouraged to maintain valid certifications (CPT & CPR-AED minimally), insurance, and professional credentials relevant to their training practice

## **14. TRAINERS' OWN WORKOUT**

Trainers who wish to use the gym for their own personal workouts (outside of PT sessions) must purchase a single entry/membership under the terms and rates offered by the Management.

## **15. TRAINER WORKING OUT WITH CLIENT**

If a Trainer wishes to train together with their Client during a session, the Trainer must have an active gym membership or purchase a single-entry gym pass. Client is required to sign in as one session if they are to train together with their Trainer.

## **16. DAMAGES & LIABILITY**

Any equipment or property damage within the clubhouse caused by the Trainer's or Client's negligence, misuse, or intentional action will be the responsibility of the respective party. The responsible party shall bear the full cost of repair, replacement, or restoration of the damaged property.

## **17. VIDEOGRAPHY**

To maintain a safe and respectful environment for all members, trainers are permitted to record videos strictly for training purposes only. All videography must adhere to the following guidelines

1. Record only your own client(s).
  - o Filming of any other member or staff—intentionally or incidentally—is not allowed.
2. Respect personal space and privacy.
  - o Ensure your filming does not invade the space, comfort, or privacy of others in the gym.
3. Use designated or low-traffic areas when possible.
  - o Avoid filming in crowded zones or obstructing pathways, equipment, or other members' workouts.
4. Keep equipment and tripods clear of common areas.
  - o Any setup must not pose hazards or inconvenience to others.
5. Obtain management approval for any filming beyond regular training use.
  - o This includes content for marketing, social media, or collaborations.

Failure to comply with repeated offences in particular—may result in restricted videography privileges and, where necessary, termination.

### 18. USE OF THERAPY ROOM

Freelance Personal Trainers who wish to utilise the Therapy Room may do so under the following terms:

- Trainers may opt to utilise one (1) session from their existing training package for Therapy Room usage, strictly for sessions not exceeding 1.5 hours.
- For sessions exceeding 1.5 hours, trainers are required to pay the applicable ad hoc rates.
- Alternatively, trainers may choose to pay the ad hoc usage rates as follows:
  - 1 hour: \$25
  - 1.5 hours: \$30
  - 2 hours: \$35
  - 2.5 hours: \$40
  - 3 hours: \$45
- All bookings must be made either via WhatsApp or in person at the front desk.
- Bookings are on a first-come, first-served basis. While preferred Therapy Rooms may be requested, allocation is subject to availability. In the event the preferred room is unavailable, an alternative available room will be assigned.

### 19. USE OF LEVEL 6 STUDIO

Freelance Personal Trainers who wish to utilise the Level 6 Studio must adhere to the following terms:

- Usage of the studio is subject to a fee of \$75 during off-peak hours, unless otherwise agreed upon through a separate verbal or written arrangement with management.
- The restricted usage hours for the Level 6 Studio are as follows:
  - **Weekdays:** 12:00pm – 1:30pm, 6:00pm – 7:30pm (excluding Fridays)
  - **Saturdays:** 9:00am – 1:00pm
- Trainers are required to inform management of their intended booking at least one (1) day in advance.

- Usage of the studio is strictly subject to availability, and trainers may only utilise the space if there are available time slots outside the restricted hours.
- All bookings are confirmed on a first-come, first-served basis, and usage is not guaranteed even within the permitted time windows if the studio is already allocated.

### 20. SAFETY AND COMPLIANCE

Trainers are responsible for ensuring their Clients exercise safely and appropriately under supervision. The Management will not be liable for any injuries resulting from negligence, improper guidance, or failure to follow gym safety protocols. Any injuries resulting from Trainer negligence may result in termination of agreement

### 21. TERMINATION OF PT ACCESS

The Management reserves the right to terminate a Trainer's access to the facility and PT privileges under the following circumstances:

#### i) Immediate Termination for Misconduct

The Management may terminate a Trainer's access without prior notice and with immediate effect if, in the reasonable opinion of the Management, the Trainer's conduct whether or not a complaint has been made by another Trainer, Client, Member or Staff is considered injurious to the safety, character, or interests of the facility, Trainers, or Clients.

#### ii) Breach of Terms and Conditions

Immediate termination may occur if the Trainer commits any breach of these Terms and Conditions, including but not limited to:

- Repeated violations of session durations (60min + 30min grace period)
- Allowing Clients to mishandle or drop equipment repeatedly
- Repeated failure to return equipment
- Repeated late payment of PT Rental Packages
- Disruptive or unprofessional behavior affecting other Trainers, Clients, Members or Staff

#### iii) Management Discretion

The Management may terminate a Trainer's access upon notice in writing or verbally if the Management is of the opinion that the Members is not a suitable individual to continue operating at the facility. All of the Management's decisions are final and binding effectively immediately

iv) Privacy and Safety Violations

Immediate termination without notice will apply if a Trainer is found to have violated the privacy or safety of Clients, other Trainers, or Staff, including but not limited to:

- o Inappropriate or lewd behavior within the gym or changing/shower areas
- o Actions compromising the safety or security of others

**22. CONSEQUENCES OF TERMINATION**

1. A Trainer whose access is terminated by the Management shall forfeit all privileges to conduct PT sessions at the facility immediately.
2. Refunds will be provided for unused or partially used PT Rental Packages if the Trainer is terminated by the Management
3. The Trainer must return all property provided by the facility, including keys, access cards, or any other items, immediately upon termination.
4. The Trainer is required to settle any outstanding fees or payments due at the time of termination.