

Policy Document

Guidelines for the Application and Selection  
of the National Training Squads



Updated 6 March 2020

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## **1. Aims**

The aims of the National Training Squad system is to further the learning opportunities of Singapore's top sailors in the classes identified in the Olympic pathway, and to provide the necessary training framework for Singapore's sailors to achieve on the world stage.

The following squads currently exists in the system:

- National Single-handed Junior Dinghy Training Squad – Optimist 'A' & 'B'
- National Single-handed Junior Dinghy Training Squad – Laser 4.7
- National Single-handed Youth Dinghy Training Squad – Laser Radial
- National Double-handed Youth Skiff Training Squad – 29er
- National Double-handed Youth Multihull Training Squad – Nacra 15
- National Windsurfing Junior Training Squad – Techno 293
- National Windsurfing Youth Training Squad – Techno 293 Plus

### Olympic Class Training Squads

Specific Olympic class training squads targeted at the Olympic Games may be formed from time to time as required.

These may be separate and standalone training squads or subsets of an existing training squad. Appendix II details the guidelines for the selection of Olympic Training Squad members.

## **2. Programme Deliverables**

The National Training Squads will endeavour to deliver services through a Functional Sports Programme (FSP) in the areas of:

- Class specific coaching by National coaches
- Sport science support in conjunction with Singapore Sports Institute and National Youth Sports Institute services
- Athlete lifestyle support including integrating education, work and national service with sailing

National Training Squad members may be eligible for:

- SSI Spex Carding and SpexTAG (where eligible under the SSI rules governing these schemes);
- Overseas developmental regattas and training camps; or
- Part or full funding for overseas competitions and training.

### **3. Eligibility**

To be eligible for selection the sailor must:

- Be a citizen or PR of the Republic of Singapore;
- Be a member of a club/association affiliated to Singapore Sailing Federation; and
- Be in good financial standing with Singapore Sailing Federation.

### **4. Selection Process and Review**

#### General Conditions

Entry to the National Training Squads will be reviewed on a 6 monthly basis generally in January and July of each year.

Sailors who were members of a national training squad and due to age or physical characteristics choose to change class may at the sole discretion of the selection panel be either:

- a) Granted full National Training Squad member status for the new squad; or
- b) Be given sparring partner status in the new squad.

#### Ranking

Where a mature and stable national ranking list for a particular class exist, that ranking list will form the primary basis for selection into the relevant squad unless otherwise specified in this policy or its appendices.

Squads where a national ranking list does not exist or local racing in the particular class has been limited or dormant for a period of time, selection for these squads will be reviewed according to the conditions specified in Appendix I of this policy.

#### Application Based

Selection for Olympic Training Squads will be conducted on a yearly application-for-entry basis due to the high level of commitment and expenditure involved with these squads.

Sailors who are interested to be considered in an Olympic Training Squad shall write in to the Head of High Performance with campaign details including training and competition plans; competition targets; proposed campaign costs; integrated work and life commitment plans; proposed support staff (if any). The application form can be requested from the Head of High Performance and the deadline for the submission of application is on 30 September (to be considered for the period of April to March for the next financial year). The selections will be based on the guidelines stated in Appendix II.

Singapore Sailing Federation reserves the sole right to determine the level of support to be given to each Olympic Training Squad member and the key performing index (KPIs) to be met for the support to be continued.

## **5. Sparring Partners**

The Selection Panel, may at its sole discretion, deem it as beneficial to invite sparring partners for a particular national squad. Such invited person/s will be afforded the right to train with the national training squad but may occasionally be required to sit out for particular training sessions decided by the squad coach.

This would generally only apply where the national training squad is of limited size or where a strong recommendation for a particular person/s inclusion has come from the relevant squad coach.

The selection of a sparring partner will not remove, or take the place of, another duly qualified sailor from that squad.

## **6. Training Attendance**

Sailors will be required to attend regular scheduled training by the squad coach.

The minimum attendance requirement is 70% of scheduled training sessions including both on and off water sessions.

Failure to meet the attendance requirement will be addressed using the governing strategy detailed in the Sailor's Agreement for Olympic and National Training Squad Members.

Sailors who fail to meet the minimum training requirements may also have their SSI grants prorated according to their actual training attendance in accordance with SSI policies.

## **7. Fitness Testing**

Sailors shall attend all scheduled fitness tests each year.

Failure to meet the attendance requirement will be addressed using the governing strategy detailed in the Sailor's Agreement for Olympic and National Training Squad Members.

## **8. Sailor's Agreement**

Sailors who wish to accept invitation into the National Training Squads and Olympic Training Squads will be required to sign a sailors' agreement that outlines the responsibilities of the sailor and that of Singapore Sailing Federation. This document is detailed in Appendix III.

## **9. Disputes**

Where there is a conflict or dispute in respect of these guidelines, Singapore Sailing Federation reserves the right to interpret this document and to use its sole discretion in the resolving of the matter in conflict or dispute.

Singapore Sailing Federation's policies and procedures are subject to change from time to time, including variations to comply with Singapore Sports Institutes policies. At its absolute discretion, and for whatever reasons, Singapore Sailing Federation reserves the right to amend, supplement and/or discontinue part of or all its policies and procedures.

## **10. Appeals**

Sailors must state, in writing, their intention to appeal any decision within 48 hours of the notification by the Selection Panel. Written intentions to appeal must be forwarded to:

General Manager  
Singapore Sailing Federation  
1500 East Coast Parkway  
National Sailing Centre  
Singapore 468963

Appeals will incur a bond of \$500. If the appeal is deemed to be frivolous or unmeritorious by the appeals panel, the bond will be forfeited.

## Appendix II – Guidelines for Olympic Training Squad Intakes and Support

|                 | Squad                     | Intake Guidelines<br><i>* Results obtained no earlier than 2 years of the application (4 years if male sailors are enlisted for National Service)</i>   | Support Guidelines  | Conditions  | Squad Intake Window            |
|-----------------|---------------------------|---|---|---|--------------------------------|
| Olympic Classes | Olympic Squad             | <ul style="list-style-type: none"> <li>a. Top 30% at Olympic class World Championship; and</li> <li>b. Top 30% at Olympic class European Championship</li> </ul>  | <ul style="list-style-type: none"> <li>1. Full event funding (Maximum 4 events per FY);</li> <li>2. Maximum 4 training camps (14 days) per FY; and</li> <li>3. Partial equipment support.</li> </ul>                              | <ul style="list-style-type: none"> <li>1. Minimum training hours required based on e-log</li> <li>2. Long term commitment</li> <li>3. Meeting agreed KPIs</li> <li>4. Sailor's Agreement</li> </ul> | Apr - Mar<br>(according to FY) |
|                 | Olympic Development Squad | <ul style="list-style-type: none"> <li>a. Top 50% at Olympic class World Championship; or</li> <li>b. Top 50% at Olympic class European Championship.</li> <li>c. Qualified Singapore for the Olympics</li> </ul>   | <ul style="list-style-type: none"> <li>1. Minimum Category C support given per event (maximum 3 events per FY);</li> <li>2. Maximum 3 training camps (14 days) per FY; and</li> <li>3. Partial equipment support.</li> </ul>      |   |                                |
|                 | Olympic Youth Squad (U24) | <ul style="list-style-type: none"> <li>a. Top 5 at Youth World Championship (or top 20% of fleet size more than 25); or</li> <li>b. Top 10% at Youth Class World Championship; or</li> <li>c. Top 10 at Olympic class Junior World Championship; or</li> <li>d. Top 70% at Olympic class World Championship.</li> </ul> | <ul style="list-style-type: none"> <li>1. Minimum Category B support given per event (maximum 2 events per FY);</li> <li>2. Maximum 2 training camps (14 days each) per FY; and</li> <li>3. Partial equipment support.</li> </ul> |   |                                |
| Youth Classes   | National Training Squad   | National Training Squad Intake Policies   | Funding Matrix  | 1. Sailor's Agreement   | Jan - Jun                      |
| Junior Classes  |                           |   |   |   | Jul - Dec                      |

**Funding Matrix**

| Event Grade | Funding Category | SSF (%) | Sailor (%) | Performance         |
|-------------|------------------|---------|------------|---------------------|
| 1           | A                | 100     | 0          | Top 20% of fleet    |
|             | B                | 80      | 20         | Top 30% of fleet    |
|             | C                | 60      | 40         | Top 40% of fleet    |
|             | D                | 50      | 50         | Bottom 60% of fleet |
| 2           | A                | 100     | 0          | Top 10              |
|             | B                | 80      | 20         | Top 20              |
|             | C                | 60      | 40         | Top 30              |
|             | D                | 50      | 50         | 31 and after        |
| 3           | A                | 100     | 0          | Top 3               |
|             | B                | 80      | 20         | Top 5               |
|             | C                | 60      | 40         | Top 10              |
|             | D                | 50      | 50         | 11 and after        |

| Event Grade | Olympic Classes   |
|-------------|---|
| 1           | a. World Championships<br>b. European Championships<br>c. World Cup Events (with > 30 participants) |
| 2           | a. Princess Sofia Regatta<br>b. Medemblik Regatta<br>c. Kieler Woche                                |
| 3           | a. Regional events  |

**Notes on funding matrix:**

- 1) Events not included in this table will be assigned an event grading by the High Performance Manager based on the quality and quantity of participants at the event.
- 2) Grade 2 Events with fewer participation entries than Category D numbers will be reclassified as a Grade 3 Event.
- 3) The following items will be calculated towards the event costing and subject to the funding matrix:
  - a. Sailors' flights/travel costs;
  - b. Sailors' vehicle rental;
  - c. Sailor's accommodation;
  - d. Sailor's entry fee; and
  - e. Sailor's boat charter.



## Appendix III – Sailor’s Agreement



### Singapore Sailing Federation

#### Sailor’s Agreement

This document between:

- (.....) bearing NRIC No. ( ..... )

hereinafter referred to as the **Athlete**,

*For athlete below 18 years of age, Parental & Guardian consent must be sought:*

- (.....) bearing NRIC No. ( ..... )

hereinafter referred to as the **Parent/Guardian** and Singapore Sailing Federation hereinafter referred to as **SSF**,

represents a mutual statement of shared responsibilities between the athlete and SSF on the National Training Squad Programme/Major Games programmes. Essentially a formal acknowledgement of a working partnership, signatories indicate and affirm their commitment to common goals and objectives with full understanding of the mutual obligations placed upon them. The athlete will conscientiously participate in the National Training Squad Programme/Major Games programmes with effect from

Date: .....

If the athlete agrees to the **Terms and Conditions, Parents/Guardian Code of Conduct** and **SSF waiver & Release of Liability** stated in this Agreement, please confirm his/her acceptance by returning to the High Performance Executive at SSF, duly signed on Date: ..... If SSF does not receive his/her acknowledgement of the Agreement by the stipulated deadline, SSF reserves the right to act upon the vacancy created and will not entertain future appeals. Failure to abide by and violation of these terms and conditions will result in SSF’s review and disciplinary action against the athlete upon acceptance of this Agreement.

**FOR ATHLETE/SAILOR**

I HAVE CAREFULLY READ THIS ENTIRE DOCUMENT AND UNDERSTAND ITS CONTENTS, AND AGREE TO ABIDE BY THEM. I AM AWARE THAT I AM RELEASING LEGAL RIGHTS THAT OTHERWISE MAY EXIST. ANY INFORMATION GIVEN BY ME IS WRITTEN ACCURATELY AND TO THE BEST OF MY KNOWLEDGE.

|                           |                                |              |             |
|---------------------------|--------------------------------|--------------|-------------|
|                           |                                |              |             |
| <b>Participant's Name</b> | <b>Participant's Signature</b> | <b>D.O.B</b> | <b>Date</b> |

**FOR ATHLETE/SAILOR UNDER THE AGE OF 18**

Undersigned parent of legal guardian acknowledges that he/she is not only signing this Agreement on his/her behalf, but that he/she is also signing on behalf of the minor and that the minor shall be bound by all the terms of this agreement. Additionally, by signing this agreement as the parent or legal guardian of a minor, the parent or legal guardian that he/she is also waiving rights on behalf of the minor that the minor otherwise may have. The Undersigned parent or guardian of a minor Participation, signing adults represent that they are a legal parent or guardian of the minor Participant.

|                                   |  |                     |                          |             |
|-----------------------------------|--|---------------------|--------------------------|-------------|
|                                   |  |                     |                          |             |
| <b>Parent/Legal Guardian Name</b> | <b>Parent / Legal Guardian Signature</b> | <b>Relationship</b> | <b>Emergency / Phone</b> | <b>Date</b> |

**FOR SINGAPORE SAILING FEDERATION**

|  |                  |             |
|--|------------------|-------------|
|  |                  |             |
| <b>High Performance Manager<br/>Singapore Sailing Federation</b> | <b>Signature</b> | <b>Date</b> |

## **Terms and Conditions**

### **Athlete's Obligations & Responsibilities**

#### **1. Standard Code of Conduct**

The Athlete shall:

- 1.1 Make a positive commitment and endeavour to achieve the aims and objectives as detailed in the High Performance programmes.
- 1.2 Abide by the sports policies and procedures currently adopted in relation to being emplaced on the National Training Squad Programme, inclusive of this agreement.
- 1.3 Extend all necessary cooperation as may be required when requested by SingaporeSailing (SSF), Singapore Sports Institute (SSI) and National Youth Sports Institute (NYSI) to get involved in and/or make appearances in SSF, SSI & NYSI organised events which include but are not limited to promotional campaigns, functions and seminars.
- 1.4 Conduct themselves at all times, in a manner that does not bring the sport, SSF, key partners or themselves into disrepute.
- 1.5 Refrain from engaging in activities or events unbecoming of a national training squad member including but not limited to the following:
  - 1.5.1 Making derisory or derogatory comments about another athlete's performance;
  - 1.5.2 Smoking and/or consuming alcohol when in training camps, major championships and international events; and
  - 1.5.3 Knowingly cheat by using performance enhancing substances.
- 1.6 Not engage in any activities or conduct contrary to the laws of Singapore or in any place where the training or competition is held and further, refrain from any activity or conduct that would put SSF, SSI, NYSI, the National Training Squad Programme or Major Games programmes in negative publicity, embarrassment or disrepute.
- 1.7 Endeavour to support and promote the sport, SSF, SSI & NYSI and other key sponsors/support agencies wherever possible.
- 1.8 Project a favourable and positive image of the sport through high standards of behaviour and appropriate dress codes when carrying out duties in relation to local and international representation.

- 1.9 Submit himself/herself to all medical examination as may be necessary and give consent that his/her medical-confidential information may be used as SSF, SSI & NYSI deems fit for involvement in the National Training Squad Programme/Major Games programmes.
- 1.10 To comply with the provisions of the World Anti-Doping Code, in particular, not be involved in the use of any banned substance or prohibited methods of doping or chemical or drug abuse.
- 1.11 It is expected that sailors will, from time-to-time, be called upon to assist the building of sport in Singapore, which may include assisting in the delivery of coaching clinics, lectures, administration or other duties directed by SingaporeSailing.

## **2. Training and Competition-Related Obligations**

The Athlete shall:

- 2.1 Plan and undertake training and competition programmes to the best of his/her abilities whilst maintaining close and regular consultation with relevant high performance personnel from SSF.
- 2.2 Work closely with relevant SSF high performance personnel to identify and agree on performance goals and support service requirements to design an adequately comprehensive training regime to be adhered to. Following which, monitoring processes and review should be conducted to ensure continued progress.
- 2.3 Maintain regular attendances at training based on agreed training regime satisfactory to the SSI, NYSI & SSF.
- 2.4 Diligently continue and not cease training unless with valid reasons acceptable to the SSI, NYSI & SSF.
- 2.5 Show utmost respect for other athletes, coaches and other colleagues when training or competition, whether local or overseas.
- 2.6 Promptly inform the relevant SSF high performance personnel regarding any change in circumstances that may affect training or the fulfilment of goals and objectives previously set out in the Athlete Agreement i.e. Any change in permanent, temporary or overseas residence when the athlete is outside Singapore training or competing.
- 2.7 Any injury should be brought to the attention of the SSF high performance personnel as soon as possible so a treatment and management programme can be put in place.
- 2.8 Sailors should minimise unnecessary risks to themselves that could lead to serious injury. Unsupervised on-water training are not allowed without the prior approval from the high performance manager. Sailors should also observe all safety rules and guidelines when training at respective yacht clubs/sailing centres.

2.9 For major competitions, all media queries should be directed through the team manager. At other times, media contact is acceptable although athletes are reminded to be responsible to the information they provide to the media. When in doubt, please refer the media personnel to the high performance manager.

### **3. Anti-Doping Policy**

The Athlete shall:

- 3.1 Demonstrate commitment towards fair play and comply with the rules and regulations as stated by International Sports Federation or Anti-Doping Singapore.
- 3.2 In addition to clause 1.9 and 1.10 stated above, ensure that any medication or substance consumed in any form is not prohibited for use by any applicable anti-doping code. When in doubt, the athlete should declare to SSF medication(s) used.
- 3.3 Not possess, supply nor use illegal or prohibited drugs or techniques.
- 3.4 Support and promote drug-free and ethical practices as well as educational programmes in relation to doping control and related matters.

### **4. Governing Strategy**

The Athlete shall observe his/her obligations and responsibilities for the full duration of his/her emplacement on the National Training Squad Programme/Major Games programmes. In view of his/her best interests, the athlete can expect to receive support from SSF in return for his/her expected cooperation and conduct required.

The SingaporeSailing selection panel adopts a policy of '**no-surprises**'. That is, it is the National sailor's responsibility to promptly notify the coach of any issue that may affect the sailor's ability to deliver on the set targets or to adhere to the stated athlete's obligations and responsibilities.

In general, the panel will endeavour to resolve any 'reasonable' issue through consultation with the sailor. A 'reasonable' issue that renders the sailor unable to meet his/her obligations and responsibilities would not typically put the sailor in breach of these terms. However, if the sailor fails to promptly notify the coach of the issue, then the sailor would be considered to be in breach.

### **BREACHES OF AGREEMENT**

SingaporeSailing selection panel will adopt a 3-strikes policy for significant breaches of the athlete's obligations and responsibilities. Breaches will be discussed between the selection panel and the athlete.

First breach would result in a verbal and written explanation from the selection panel on the nature of the breach and methodologies to prevent it happening again.

Second breach would be a written warning from the selection panel stating the nature of the breach and methodologies to prevent reoccurrence and notification that if it should reoccur, then the selection panel will recommend terminating the sailor's position in the National Training Squad programme.

Third breach would be written notification that the selection panel intends to terminate the sailor's position in the National Training Squad programme and with options to impose a period of which the sailor will not be allowed to re-join the programme.

## **5. NSA's Obligations & Responsibilities**

SSF's Obligations and Responsibilities include:

Providing necessary support and benefits to the athlete, as listed below subject to conditions of squad intake policies, (inclusive of services offered by the SSI & NYSI, depending on eligibility) until the expiration of the agreement.

- 5.1 Coaching and training support;
- 5.2 Medical services & sports science support;
- 5.3 Fair international and national training & competition opportunities (as regulated by transparent selection policies);
- 5.4 Athlete Services Department's (ASD) Athlete Life Management (ALM) support programmes. These include ASD grants, non-financial schemes and education/career/life skill support programmes;
- 5.5 Funding support for overseas competitions (As indicated in the respective selection policy documents).
- 5.6 Regularly consulting the athlete in the process of identifying and agreeing upon personal performance goals and support service requirements. Details of which may be attached to the said Athlete Agreement for verification and monitoring purposes.
- 5.7 Working closely with the athlete in the long-term planning, regular monitoring and review of individual training programmes to ensure that personal targets and progress are achieved.
- 5.8 Managing and governing High Performance-related issues in a manner that constitutes good governance and best practice. The conduct of regular reviews of sports policies and procedures will ensure that SSF comply with or work towards the current best practice in the High Performance area.

- 5.9 Actively consulting athlete regarding his/her individual programme development and informing of policy reviews in a timely fashion whilst ensuring clear communication of any revisions to all concerned.
- 5.10 Officially notifying the athlete on his/her eligible ASD grants, SSF's terms and conditions to qualify for the grants (e.g. at least 70 % training attendance, etc).
- 5.11 Disbursing the ASD grants to the athlete within the one month time frame set by ASD upon disbursement from ASD.

## **6. Alternative Dispute Resolution (ADR) for Sports**

The athlete unconditionally consents and agrees to abide by the implementation of the ADR for sports process.

- 6.1 The ADR Sports is an initiative spearheaded by the SSI (previously known as SSC) and developed in collaboration with the Singapore National Olympic Council (SNOC), the Singapore Mediation Centre (SMC), the Singapore International Arbitration Centre (SIAC) and the Singapore Institute of Arbitrators (SI Arb) to resolve problems faced by NSAs in areas such as athlete selections, discipline and contractual disputes.
- 6.2 To do so, the ADR Sports will leverage on existing arbitral and mediation institutes rules, systems, expertise and reputation providing all parties a fair, independent and impartial forum to resolve disputes.
- 6.3 The initial resolution would always be the internal processes of SSF, if no resolution is found, mediation and finally arbitration will be exercised in the ADR process.
- 6.4 Mediation benefits:
  - a) The process is confidential, private and less formal than litigation and arbitration.
  - b) Parties participate in the selection of a mediator.
  - c) Parties have direct participation in the process and control over the outcome.
  - d) Mediators may help parties explore alternatives they might not have considered.
  - e) Mediation can be scheduled at an early stage in the dispute.
  - f) A settlement can be reached much more quickly than in litigation and arbitration.
  - g) A more affordable option due to reduced legal costs and less staff time.
  - h) Parties enhance the likelihood of continuing their relationship due to confidentiality.
- 6.5 Arbitration benefits:
  - a) The process is confidential, private, and less formal than litigation.
  - b) Parties have the opportunity to participate in the selection of an arbitrator or arbitrators.
  - c) Parties have the opportunity to select arbitrators with experience and familiarity with the nature of the dispute.

- d) Arbitration decisions are generally final and binding upon the parties to the case.
- e) Parties enhance the likelihood of continuing their relationship due to confidentiality.

For more information on ADR for sports, please refer to the website-  
<https://www.sportsingapore.gov.sg/newsroom/media-releases/2008/1/alternative-dispute-resolution-framework-for-sports-formed-to-resolve-disputes>

## **7. Personal Data Protection Act 2012**

### **7.1 We respect and keep your data safe**

Singapore Sailing Federation (SSF) respects your privacy. In Singapore, your personal data is protected by the Personal Data Protection Act 2012 (PDPA) which came into force on 2 July 2014. The PDPA establishes various rules governing the collection, use, disclosure and care of personal data.

The Personal Data Protection Act (PDPA) protects your personal data while enabling organizations to use your data reasonably to serve you. In accordance with the PDPA, we have a legal duty to protect all your personal data which you have provided. Any information that you give us is used and kept with utmost care and security.

- 7.1.1 Limiting access to only personnel who are involved in your sporting development and to the supporting internal processes;
- 7.1.2 Conducting regular checks to ensure that your personal data is only accessed by authorized persons. Personal data means information about your child/children or you, whether true or not, set out in your child/children applications and documents and any other personal information voluntarily provided by you and processed by us. Some examples are, but not limited to, name, age, citizenship, identification number, sport achievements, medical and disability information, residential address, mobile and residential telephone number, personal email address, etc.

### **7.2 Serving You**

SSF will/may collect, use, disclose and/or process your child/children and/or your personal data for one or more of the following purposes:

- 7.2.1 Processing your child/children course/competition registration with us.
- 7.2.2 Administering, processing and/or managing your child/children application(s) for awards, scholarship and/or financial assistance, grants or bursaries, and if successful, administering and/or managing your child/children awards, scholarships and/or financial assistance, grants or bursaries;



- 7.2.3 Supporting and/or dealing with your child/children trainings, competitions, health, medical needs, safety and welfare requirements such as but not limited to student support services, counseling, careers advices and health services;
- 7.2.4 Administering and/or managing activities organized and/or held by SSF. Please do note that photographs(s) or video images of your child/children and/or you may be taken during such activities and used, disclosed, processed and published in materials such as publications or any materials/books and you agree to the same;
- 7.2.5 Administering and/or managing the use of facilities including but not limited to your child/children accommodation needs, provision of Information Technology services and recreation facilities;
- 7.2.6 Contacting your child/children and/or you via different modes such as phone/voice call, short text message, email and/or postal mail for sports related matters such as but not limited to events, training and competition arrangement, fees and communicating with your child/children and/or you in the event of emergencies.
- 7.2.7 Carrying out background checks, investigation and screen activities in accordance with legal or regulatory obligations that may be required by the Singapore law or that may have been put in place by us;
- 7.2.8 Dealing with complaints related matters;
  - a. Conducting disciplinary and security matters and/or arrangements. Please be informed there are surveillance cameras installed at the National Sailing Centre for security reasons;
  - b. Producing statistics and research for internal and/or statutory reporting and/or record keeping requirements and performing SSF policy/process reviews.
- 7.2.9 Carrying out research, analysis and development activities, including but not limited to data analytics, surveys and/or profiling to improve any of SSF programs in sport, support services and etc.;
- 7.2.10 Responding to requests for information from local hospitals, embassies, public agencies, ministries, statutory boards or similar authorities;
- 7.2.11 Complying with any government or regulatory requirements of any relevant jurisdiction to make disclosure.

### 7.3 Disclosure to 3<sup>rd</sup> Parties

SSF may be required to disclose your child/children and/or your personal data to third parties which would be processing your child/children and/or your personal data for one or more above purposes. These third parties include but not limited to the following:

- 7.3.1 Organizations such as but not limiting to National Sport Bodies with which we are collaborating for one or more of the above mentioned purposes;
- 7.3.2 Individuals, Organizations and/or any government authority who have provided your child/children with scholarships, financial assistance, awards, medals; or
- 7.3.3 Any service providers engaged by SSF who supplies administrative services to SSF such as manufactures of award medals, plaques, trophies, information technology companies and printers of publications; and
- 7.3.4 We may/would not be able to process your child/children with us for place and/or financial assistance, grants and/or bursaries whether they are from us or external organizations should you fail to supply us certain personal data. Likewise, SSF may/would not be able to effectively administer our relationship with your child/children and/or you.

Please be assured that if your personal data is collected, used or disclosed for these purposes, we will protect it as required under the PDPA.

For more information on PDPA, please refer to [www.pdpc.gov.sg](http://www.pdpc.gov.sg).

## **Parents/Guardians Code of Conduct**

We (coaches, sailors, parents and guardians) are all here because we want to be successful. In order to achieve success we must define what the concept of what success is. True success in sport is not based on individual statistics or by a win loss record. True success is getting each athlete to reach their true potential in their relationships, academics and athletics. Sure, out-sailing our opponents is important, and we will work tirelessly toward that goal. However that is not the main reason we are here.

Teaching these sailors how to become professional athletes, and striving for excellence through mastery and unity is our primary goal.

Winning an Olympic Medal will follow our success.

We will do this by adapting and teaching the

**E-M-U** philosophy:

**Excellence** – In all that we do, we ask the best of ourselves.

**Mastery** – Taking ownership and getting better by honing the craft. Not being satisfied by the status quo.

**Unity** – Working together to ensure the village succeeds.

- I understand and endorse the purpose of our program: to help young sailors become athletes that will be responsible and change the world for good.
- I support the coaches by applauding behaviors in my child and teammates that demonstrate characteristics of excellence, mastery, and unity.
- I acknowledge and appreciate every sailor's growth toward maturity and efforts toward establishing stronger relationships with teammates, coaches, and themselves.
- I will affirm my child and their teammates when good character, healthy sportsmanship, and other E-M-U centered behaviors are displayed. I will not only affirm athletic performance or a victory.
- I serve as role models for our athletes talking politely and acting courteously towards coaches, officials, other parents, visiting team parents, and spectators at practices, games and meetings.
- I model good sportsmanship. Acknowledge and applaud the efforts of team members and opponents. Accept defeat graciously by congratulating the members of the opposing team on a race well sailed. Support the team regardless of how much or how little my child is selected to sail or what the win-loss record is.

- I encourage my child and their teammates with positive statements, even when they make mistakes. At every practice they are growing physically and emotionally. At every practice they are learning moral and ethical lessons. At every practice they are developing character.
- When problems or questions arise, I have my child present the problem to the coach. This develops self-advocacy. After meeting with their coach, if the issue requires more clarity, I will contact the head coach.
- Because I am a parent/guardian with the power, position, and platform to make a positive difference in the lives of all players, I commit to this code of conduct. When failing to live up to these standards, I will allow for accountability and take responsibility for my actions.

**NOTE:**

Sailors who are 18 years old and above will enter into this agreement, on behalf of their parents and support persons, that their parents and support persons are bound by the code of conduct.

## **Singapore Sailing Federation Waiver & Release of Liability**

Singapore Sailing Federation, and its affiliated Chapters (“Released Parties”) are non-commercial, not for profit activity providers. The purpose of this agreement is to exempt, waive and relieve Released Parties from any and all liability for wrongful death, personal injury, and property damage, including, but not limited to, liability arising from the negligence of Released Parties. “Released Parties” include administrators, directors, agents, coaches, team managers, employees, and volunteers; other participants, sponsoring agencies, sponsors, and advertisers; and, if applicable, the owners, operators, and lessors of premises on which the activities or events take place.

**In consideration of the undersigned Athlete/Sailor being allowed to participate in any way in Singapore Sailing Federation related events and activities, the Undersigned (“Undersigned” means only the Athlete/Sailor when the Athlete/Sailor is age 18 or old or it means both the Athlete/Sailor and the Athlete/Sailor’s parent or legal guardian when the Athlete/Sailor is under the age of 18) agrees and acknowledges as follows:**

- 1. Risk of Activity.** Athlete/Sailor will be taking part in activities that can be hazardous and involve the risk of physical injury and/or death. The activities are inherently dangerous and Undersigned fully realises the dangers of participating in the activities. The dangers and risks of the activities include, but are not limited to the condition of the premises and equipment, and the acts, omissions, representations, carelessness, and negligence of the Released Parties. Recognising the risks and dangers, the Undersigned voluntarily chooses for Participant to participate in the activities and expressly assumes all risks and dangers of the participation in the activity, whether or not described above, known or unknown, inherent, or otherwise.
- 2. Release and Indemnification.** Undersigned (a) unconditionally releases, forever discharges, and agrees not to sue the Released Parties for any claims or causes of action for any liability or loss of any nature, including personal injury, death, and property damage, arising out of or relating to Athlete/Sailor’s participation in the activities, including, but not limited to claims of negligence, breach of warranty, and/or breach of contract the Undersigned may or will have against the Released Parties; and (b) agrees to indemnify, defend, and hold harmless the Released Parties from and against any liability or damage of any kind and from any suits, claims or demands, including legal fees and expenses whether or not in litigation, arising out of, or related to, Athlete/Sailor’s participation in the activities.

***For Sailors with Special Needs, Disabilities or specific medical conditions***

List of special needs, disabilities or specific medical conditions:

Please explain in detail your child's special needs, disabilities or medical condition:

Please provide any other details regarding your child that we should know about, particularly regarding sailing, activities related to sailing and/or when travelling abroad with the squad.

**Sailor's/Parents/Guardian Authorisation / Release of Liability**

I know of no reason why my participation in these or any activities provided should be exceptionally or unusually hazardous. I have fully considered the risk that I may be physically injured as I prepare and participate in these events and I assume such risk. I intend this to be a complete release and discharge of all persons as well as any corporate entities having anything to do with this event and I intend hereby to release and forever discharge said persons from all liability whatsoever. I have read all of the statements contained herein and I fully realise that I am signing complete release and bar to any further claims which I may have resulting from participation in these activities.