



FY23 *spex*Carding Guide For NSAs



An initiative by



Partner in Sport



***spex*Carding Guide for NSAs**

This page was intentionally left blank

1 Introduction

- 1 Introduction
- 1.1 The Singapore High Performance Sport (HPS) System 4
- 1.2 Purpose of *spexCarding* Guide 5
- 1.3 Purpose of *spexCarding* 5
- 1.4 Guiding Principles of *spexCarding* 6
- 1.5 Roles of NSAs in the HPS System 7
- 1.6 SportSync (Athletes Data Management System) 7
- 1.7 About Us..... 8

- 2 *spexCarding* Framework
- 2.1 *spexCarding* Framework 10
- 2.2 Athlete’s Eligibility for *spexCarding* 11
- 2.3 NSA Requirements..... 12
- 2.4 Carding Categories 13
- 2.5 Athletes Carding Replacement..... 15
- 2.6 Types of Support for Carded Athletes 17
- 2.7 What do NSAs need to do for *spexCarding* Application 28
- 2.8 Benchmarking Potential..... 31
- 2.9 Summary of Key Changes..... 31
- 2.10 Contacts for Assistance..... 31

- Annexes
- Annex A – *spexCarding* Framework..... 32
- Annex B – Sport-Specific Agreement between NSAs & Athletes 34
- Annex C – Benchmarking Potential..... 35
- Annex D – Summary of Key Changes..... 42
- Annex E – Sample of Auditor’s report 43

1 Introduction

1.1 The Singapore High Performance Sport (HPS) System

- 1.1.1 The Singapore High Performance Sport (HPS) System endeavours to be fully behind every Team SG athlete, who has desire and commitment, to support their journey of sporting excellence. The Singapore HPS system aims to develop an **athlete-centric** environment that allows each athlete to fulfil their sporting aspirations, inspiring the Singapore Spirit and uniting the Nation. Qualifications for the recent South East Asian, ASEAN Para Games 2022 and Commonwealth Games 2022 have highlighted what is possible by Carded Athletes who have dared to dream, set challenging goals and dedicated themselves, on a daily basis, to achieve these goals.
- 1.1.2 The revised *spexCarding* framework and Athletes Data Management System (SportSync) was also rolled out successfully for FY19 and we will continue to partner NSAs to calibrate our various support to Athletes through three key elements: planning and preparation, confidence and calmness, and regular communications.

1 Introduction

1.1.3 The HPS targets are as follows:



1.2 Purpose of *spexCarding* Guide

1.2.1 The purpose of this document is to guide NSAs on *spexCarding* intent, framework, requirements and application processes.

1.3 Purpose of *spexCarding*

1.3.1 The purpose of *spexCarding* is to:

- i. Support athletes that the National Sports Associations (NSAs) have selected to contribute to the NSA's high performance sporting goals as documented in their **Multi Year Sports Plan (MYSP)**.
- ii. **Optimising Potential**: Enable athletes to realise their potential to represent Singapore and win medals at the Major Games (Olympic, Asian, Commonwealth,

1 Introduction

South East Asian and Para equivalents) and Major Championships (Asian, World and Para equivalents).

Identify athletes and provide additional support to:

- Assist athletes in their preparation and qualification for major games.
 - Access sport science, medicine, performance analysis and athlete life through Singapore Sport Institute (SSI) and National Youth Sports Institute (NYSI).
 - Access National Service privileges to enable them to train and compete for Singapore.
 - Access other *spexGrant* programmes such as *spexGLOW* administered by SSI, which support increased levels of training and competition.
- iii. Facilitate a systematic approach to athlete development by ensuring that the athletes identified and supported through *spexCarding* have an annual plan i.e. **Yearly Planning Instrument (YPI)**, **Key Performance Indicators (KPIs)**, and a **coach** to help produce and implement the athlete's YPI and track progress.
- iv. **Targeting Resources**: To provide a framework that defines the level of support to athletes, in terms of *spexGrants*, Sport Science and Sport Medicine. NSAs, SSI and NYSI should be targeting resources to the same group of athletes in the priority sports.
- v. **Sustained Success**: To establish waves of athletes who can be groomed towards a particular focus, for example, Olympic Games/Paralympic Games 2024, 2028 or Asian Games/Asian Para Games 2023, 2026, 2030 or SEA Games/ASEAN Para Games 2023, 2025.

1.4 Guiding Principles of *spexCarding*

- 1.4.1 A revised *spexCarding* system that aims to support and allocate resources to athletes and teams that have achieved a standard of performance at Major Games (Olympic, Asian, Commonwealth, South East Asian and Para equivalents) and World and Asian Championships, as well as those that can demonstrate they have the potential to achieve these standards.
- 1.4.2 Allocation of a *spexCarding* level that is based on the performance profile of the athlete or team, with a minimum of three data points (including 2 separate competition data points) over the past 1-2 years, and a trajectory to achieve at future Major Games or World and Asian Championships within 1-4 years.
- 1.4.3 An overarching *spexCarding* framework implemented and resourced by SSI and NYSI with NSAs taking the lead in its management and administration. A *spexCarded* athlete cohort

1 Introduction

that takes responsibility to update their performance profile and other key data on Athletes Data Management System (SportSync), and work with their NSAs to upload their Yearly Planning Instrument (YPI) and Key Performance Indicators (KPIs).

- 1.4.4 A *spex*Carding framework that more clearly defines the support and resourcing for each carding level.

1.5 Roles of NSAs in the HPS System

- 1.5.1 SSI aims to establish a palpable spirit of partnership with NSAs and establish strategies for building capabilities and capacity for NSAs to realise the shared HPS vision. NSAs play a key role in the delivery of the HPS system as follows:
- i. To align with SSI/NYSI the strategic direction for their sport;
 - ii. To define, with key stakeholders, and articulate the athlete pathway for their sport;
 - iii. To agree with SSI/NYSI a long term (2-4yrs) high performance plan;
 - iv. To produce robust selection policies with Singapore National Olympic Council (SNOC), and recommend athletes and teams based on these policies;
 - v. To strengthen the partnership with SSI/NYSI to leverage HPS knowledge and expertise;
 - vi. To take the lead in the administration of the *spex*Carding programme and management of their athletes.

1.6 SportSync (Athletes Data Management System)

- 1.6.1 SportSync is a shared data platform that is introduced in phases (starting in 2018). It features a range of capabilities to serve our sporting fraternity (NSAs, Athletes, Coaches, Sports participants, etc) and enable the collection, organisation, sharing and analysis of data, as well as generation of insights to impact performance, efficiency and decision making. NSAs will be able to leverage on SportSync to maintain their organization profiles (i.e. Management Committees, Employees, Members, etc), manage athletes (i.e. athlete profiles, carding application, etc) and track key elements of their Multi-Year Sports Plan (i.e. number of NROC coaches, participants of their sports, etc).

1 Introduction

1.7 About Us

1.7.1 Singapore Sport Institute (SSI)

SSI supports sports in Singapore in the following ways:

For the elite national teams, SSI provides a broad suite of athlete, performance, medical and coach support services. Not only do they work towards seeing sustained international success for athletes, they also prepare athletes for 'retirement' from elite competition. SSI provides long-term athlete support and life planning, including advice on career planning and money management.

Looking forward, SSI will share knowledge and programmes with private sector SMSS clinics. By networking with other clinics, SSI will extend its impact to the benefit of all athletes—elite, competitive or recreational. SSI intends to extend its reach even further into the greater community through public tours, lectures, clinics, resources, attachments and networking sessions.

Increasingly, SSI will focus on expanding capabilities among sports medicine and sports science specialists at home, including sports psychology, physiology, nutrition & physiotherapy. These pathways will include opportunities for scholarships, internships and secondments to international agencies. SSI will continue to review its best practices against international benchmarks.

By establishing international alliances with regional sports institutes, SSI will promote the exchange of scientific information and talent, collaborating in research studies on training methodologies, conducting joint evaluation of technologies among other projects. The increased research focus and opportunities will also enable the SSI to engage business in high-performance sport-research collaborations and partnerships

1.7.2 National Youth Sport Institute (NYSI)

Launched in November 2015, the NYSI is a youth-centric sporting organisation that aims to value-add and positively impact the Singapore youth sports ecosystem. Initiated by the Ministry of Culture, Community and Youth, NYSI works closely with the Singapore Sports School and Singapore Sports Institute to drive youth sports development through the 4 functional areas of Talent Identification and Development, Youth Coaching, Sports Science and Athlete Life Management.

1 Introduction

NYSI is a centre of excellence with a mission to develop high performing student-athletes in Singapore and further enhance standards of youth athletes in the sport ecosystem. With bases at the Singapore Sports Hub and Singapore Sports School, NYSI's dynamic team of experts create a unique environment where each and every student-athlete can reach their full potential. Comprising coaches, sports scientists, athlete mentors and administrators, the team employs innovative and evidence based solutions to maximise student-athlete development. We also reach out to various sports community in Singapore to provide learning and development opportunities for anyone who shares our passion for youth sport.

We believe in building an environment for youths to realise their sporting dreams and potential.

NYSI builds on the Singapore Sports School's capabilities in developing student-athletes by extending specialised support to high-performing student-athletes across all Singapore schools. NYSI achieves this via four key functional areas of Youth Coaching, Sports Science, Athlete Life Management and Talent Identification.

1.7.3 Singapore Sports School (SSP)

Singapore Sports School is the only education institution in Singapore that offers a sport-focused education in a world-class environment for aspiring student-athletes who aim to be Singapore's sport champions. We deliver an integrated sport, academic and character development programme that maximises the sporting potential of student-athletes, while enabling them to achieve their academic aspirations and build character. Sports School's all-rounded education and athlete-friendly support gives student-athletes a solid foundation for a good future and nurtures them to become *Learned Champions With Character®*.

2 spexCarding Framework

2.1 spexCarding Framework

2.1.1 The spexCarding framework:

	Basic Carding	Enhanced Carding Level	spexScholarship	
Criteria	Sports/disciplines <u>not</u> in the Major Games (next 1-4 yrs), or that do not qualify.	Sports/disciplines in Major Games. Athletes/teams not in Major Games but qualify for E1, E1P and E2.	Additional Major Games criteria 2.4.4	
Carding Levels	B4/BT4	E1/ET1	S1	
		E1P/ET1P	S1P	
			S2	
		E2/ET2	S2P	
			E2P/ET2P	S3
		E3/ET3		E3P/ET3P
			Y+/YT+	

Please see details of the spexCarding framework in **Annex A**.

Note: In the table above, “T” denotes Team. Athletes are carded as either individuals or as a team. A team is defined for the purpose of carding as a group of players forming as one side in a competitive game or sport who cannot play as individuals. Team results achieved during the assessment window can only be attributed to the team for the purpose of carding if 75% of the team remains and is continuing in the next carding cycle. If less than 75% of the team is continuing, the team will be carded at the level below their current carding level until the next

2 *spex*Carding Framework

carding submission where they can demonstrate their ability to achieve results that align with a higher carding level.

The quota for team sports eligible for Enhanced/ Basic and Youth carding is the number of athletes in a team required to compete at an Asian or World level event + 50% in each carding category.

A team does not include “individuals who compete individually but also come together to form a team such as a foil team or relay”. Note: Athletes taking part in team event e.g. Athletics Relay Team, should be carded as individuals, and not team.

2.2 Athlete’s Eligibility for *spex*Carding

2.2.1 The athlete’s eligibility for *spex*Carding:

- i. Either “Singapore citizens”, or “Foreign Sports Talents (FSTs) who are Employment Pass (EP) holders or Permanent Residents (PR)”. (For Team sports that permit foreign athlete representation, non-Singapore citizens may also apply. A quota of 1.5 times the total number of foreign athletes eligible to compete under the relevant International Federation rules will apply).
- ii. Has an athlete profile in SportSync
- iii. Has an annual training and competition plan (YPI) including key performance indicators (KPIs) in SportSync and with an identified primary coach
- iv. Accepts and adheres to the “*spex*Carding Athlete Agreement”. (Tripartite Agreement between NSA/Athlete/SportSG. This Agreement can be found in SportSync).
- v. Accepts and adheres to the “Sport-Specific Agreement” between Athlete/NSA. (A sample agreement is appended under **Annex B**. This skeletal template is for the NSAs’ reference. The NSA may adapt the document to suit its own sport-specific requirements and should consult its own legal advisors accordingly).
- vi. Has an athlete’s performance profile i.e. at least 3 data points, to judge the level of carding rather than a single data point.

2 *spex*Carding Framework

2.3 NSA Requirements

- 2.3.1 A high performance plan for a minimum of two years, that documents the NSA's high performance vision and targets, and how these will be achieved. The plan must identify the athlete cohort, the Daily Training Environment (DTE), the coaching model and the competition schedule with targets. Sports science and medicine may also be included.
- 2.3.2 Ensure each carded athlete has agreed KPIs, an annual plan (YPI) and a coach to produce and implement the YPI.
- 2.3.3 Accepts and adheres to the "*spex*Carding Athlete Agreement". (Tripartite Agreement between NSA/Athlete/SportSG. This Agreement can be found in SportSync).
- 2.3.4 Provides a "Sport-Specific Agreement" for their Athletes between themselves and the athletes. (A sample agreement is appended under **Annex B**. This skeletal template is for the NSAs' reference. The NSA may adapt the document to suit its own sport-specific requirements and should consult its own legal advisors accordingly).
- 2.3.5 A selection policy for all Major Games that will occur within the timeframe of the high performance plan.
- 2.3.6 All *spex*Carding applications are to be submitted through the SportSync system and NSAs are required to set up a SportSync account with Sport Singapore using their Corporate Pass account.
- 2.3.7 The Athlete's participation in the *spex*Carding Programme is subject to him being certified medically fit to participate in the same. Unless otherwise approved by SportSG, the Athlete shall obtain the aforesaid certification prior to the commencement of this Agreement. For avoidance of doubt, any approval granted by SportSG for the Athlete's participation in the *spex*Carding Programme prior to the Athlete being certified medically fit shall be conditional and subject to the Athlete obtaining such certification. NSAs must arrange athletes to complete bi-annual Medical clearance with the Medical Centres (allocated by SSI) for Enhanced Carding / Y+ Carding / Y Carding. For Basic Carding, athletes must arrange for their own Medical Clearance. Cost for medical clearance for basic carded athletes will be borne by NSA/ athletes. (Note: the athlete's carding status will be suspended until the athlete has cleared the bi-annual Medical Clearance i.e. within 2 years from last Medical Clearance date).
- 2.3.8 A selection policy on how carded athletes are identified, assessed and replaced within the carding framework.
- 2.3.9 As the organisation nominating athletes for carding, the NSA is directly responsible for managing and monitoring the development of their carded athletes. NSAs are also required to monitor and track all carded athletes of their completion of the carding requirements, including Medical Clearance and adherence to the "*spex*Carding Athlete Agreement" and "Sport-Specific Agreement". SSI takes a serious view of athletes not

2 *spex*Carding Framework

adhering to carding requirements. Thus, SSI reserves the right to drop athletes who have not completed any of the requirements. Carding support will also cease.

2.4 Carding Categories

2.4.1 There are four categories of carding under the *spex*Carding framework.

Basic Carding

2.4.2 The intent of Basic Carding is to provide recognition and support for athletes / teams selected by their NSA to prepare for and compete at an internationally sanctioned event at SEA, Asian or World levels in the next 1-2 years, and to support athletes selected for Major Games who require temporary carding. Basic carding is available in the following two categories:

- i. For sports and disciplines not included or do not qualify for at least one Major Games (SEA, ASEAN Para, Commonwealth, Asian, Asian Para, Olympics, and Paralympics) within the next 1-4 years who have athletes selected by the NSA representing Team Singapore at an internationally sanctioned event at SEA, Asian or World levels in the next 1-2 years.
- ii. Temporary carding for athletes / teams selected for Major Games. NSAs making a temporary carding application will need to ensure athletes have completed their profile in SportSync once selected by SNOC for a Major Games. Temporary carding will be provided from the time of selection by SNOC to the completion of the Major Games. These athletes will have to complete a bi-annual Medical Clearance to compete in the Major Games.

Enhanced Carding

2.4.3 The intent of Enhanced Carding is to provide long term support to athletes/teams who represent Team Singapore at Major Games. The sports and disciplines included should remain relatively consistent to allow for long term planning and resourcing that fosters successive waves of athletes over multiple Major Games cycles.

- i. For sports and disciplines included in at least one Major Games (SEA, ASEAN Para, Commonwealth, Asian, Asian Para, Olympics, and Paralympics) within the next 1-4 years.

2 **spexCarding Framework**

- ii. For athletes/teams whose sports and disciplines are not included in at least one Major Games within the next 1-4 years but who compete at Asian or World Championships and meet E1, E1P or E2 criteria.

- iii. Athlete Competition Partners (ACPs) who train and compete as partners with para athletes competing at Major Games and / or Asian and World level events. The ACPs must also participate in the same Carding Application as the Athlete. The pair will be considered and reviewed for carding together. Carding Criteria is also applicable and will be considered.

Youth Carding

- 2.4.4 The intent of Youth Carding is to provide stable and sustainable athlete development pipeline leading to Major Games success. The total number of Youth Carded athletes are based on the requirements outlined in the Pathway Development and High Performance segments of the NSA's Multi Year Sports Plan (MYSP).

- 2.4.5 Youth refers to those athletes who are competing in mainly youth / junior events. There are 2 categories of Youth Carded athletes:
 - i. The first category is Youth +. These are athletes identified as either having potential to be top 8 in the World Junior/Youth Championships within 2 years or potential to be top 6 in the Asian Junior/Youth Championships within 2 years.

 - ii. To be eligible for Y+ carding athletes must be competing in a sport which regularly features or is slated to feature in one of the four senior major games (*Olympic Games, Asian Games, Commonwealth Games or SEA Games or para equivalents.*)

 - iii. The second category is Youth. These are athletes identified and supported by their NSA who have Major Games potential in 4 years subject to an agreement between NSA/SSI/NYSI. These athletes can only come from sports that meet Enhanced Carding criteria. These athletes should be competing primarily in youth events.

- 2.4.6 The NSA's need to identify their youth athlete cohort that will transit into E3 (top 3 in SEA) in the next 4 years. The intent is to create waves of athletes who will transit into senior performance level (E1-E3P). Only NSAs with Enhanced Carding status are eligible for youth carding.

2 *spex*Carding Framework

*spex*Scholarship Carding

- 2.4.7 The intent is to ensure the level of carding awarded to a *spex*Scholar focuses on results at targeted events such as Major Games and World Championships, which align with the Singapore’s overarching High Performance targets.

*spex*Scholars nominated by their NSA for S1 and S2 carding in addition to meeting the *spex*Carding criteria outlined in the *spex*Carding matrix, must also have medalled in the Major Games at the level below their requested carding level to demonstrate they can perform at the targeted competition in the year following that Major Game.

For example a *spex*Scholar can only be awarded carding at S1 level if they have medalled (in any event) at the previous Asian/Asian Para/Olympic or Paralympic Games. *spex*Scholars can only be awarded carding at S2 level if they have medalled (in any event) at the previous SEA/Asean Para Games.

This additional criteria only applies in the carding process in the year following the Major Games. In successive years the performance profile will be considered to determine the athlete’s carding and can be determined based on Major Games results, World, Asian and SEA rankings and results at key competitions. Exceptions where sports are not represented or other significant circumstances will be managed by SSI during the annual assessment process.

If a *spex*Scholar meets the *spex*Scholarship Carding criteria but does not medal at the Major Games or World Championships as indicated above, they can be awarded S1P or S2P carding.

2.5 Athletes Carding Replacement

- 2.5.1 NSAs must document within their “Sport-Specific Agreement” the commitment expected from an athlete before making their carding application on their behalf. Athletes should only be carded if they have signed an Agreement with their NSA. This ensures athletes are committed to key competitions and Major Games which fall within the next carding cycle.

2 *spex*Carding Framework

- 2.5.2 If the NSA wishes to remove or replace an athlete, it is suggested that the circumstances should be documented in the “Sport-Specific Agreement”. Circumstances could include long term illness, changes in work situations or other unforeseen circumstances.
- 2.5.3 To ensure athlete’s commitment to selection, preparation and participation in the Major Games and key events within the carding cycle, it is recommended that the NSAs publish their Major Games Selection Policy where possible in advance of the commencement of the Carding cycle. It should be noted that NSAs should give special consideration regarding availability to athletes in National Service and this should be included within their “Sport-Specific Agreement” and Major Games Selection Policy.
- 2.5.4 The carding criteria, including the achievement assessment period of the Main Carding Exercise will still apply to the replacement athletes and their carding application must also be submitted through SportSync. NSAs are advised to contact their Sport Performance Managers before making the application.
- 2.5.5 NSAs can only replace up to 25% of their carded athlete cohort one-time per FY (or with prior approval from SSI). The application for replacement must be completed before September 30th (i.e. before the commencement of 2nd half of the FY). The application process for the replacement athletes will be similar to the Main Carding Exercise. Grants and other benefits allocated for the replacement athletes will be pro-rated according to the period the athletes are carded.

2 spexCarding Framework

2.6 Types of Support for Carded Athletes

2.6.1 The level of support for Carded athletes is illustrated in Table A:

Table A: Level of Support

Carding Level	spexTAG	spexGLOW	spexMedic	NS Privileges	Sport Science Support
E1 E1P	\$6,000 (individual) \$60,000 (team)	Up to \$3000 per month	Insurance with a capped amount (\$8,000) per injury and limited time period coverage.	Eligible for Full Pay Unrecorded Leave (FPUL), Training Leave (TL) and Training Leave (Extended) (TLE), subject to prevailing MINDEF policies.	Full support – SSI/NSA
E2 E2P	\$4,800 (individual) \$48,000 (team)	Up to \$3000 per month	Sport Medicine Consultation		
E3 E3P	\$2,400 (individual) \$24,000 (team)	Up to \$3000 per month	Physiotherapy support		Basic with limited overseas support when necessary – SSI/NSA
B4	-	-			Basic – SSI
Y+	\$1,200 (individual) \$12,000 (team)	-			Individual support – NYSI/NSA
Y	-	-			Programme based support – NYSI

2 *spex*Carding Framework

2.6.2 *spex*TAG (Training Assistance Grant)

*spex*TAG is a training grant to help athletes defray training costs, such as personal training equipment / apparel, expenses for public transport to and from training venue and meals. This grant supplements other financial assistance athletes may be receiving from Sport Singapore (SportSG), National Sports Associations (NSAs) or other sources. (However, *spex*TAG is strictly not for non-training related expenses such as topping up the athlete's CPF account)

Eligibility

- i. *spex*Carded individuals and teams will receive grants for the year consistent with their carding status.
- ii. *spex*Scholars are not eligible to receive *spex*TAG.

Terms and Conditions of the Scheme

- iii. Athletes receiving *spex*TAG shall abide by the conditions of the *spex*Carding programme. All support will cease immediately if the athlete is in breach of the terms and conditions of the "*spex*Carding Athlete Agreement".

Disbursement of Grants

- i. Grants for teams and individual *spex*Carded athletes will be disbursed to NSAs half-yearly and will be pro-rated accordingly if submissions are late and/or incomplete. Disbursement to NSAs will also be in accordance with the disbursement amount in the timeframe as advised by SportSG.
- ii. Notwithstanding the approved grant and grant allocations, SportSG reserves the absolute discretion to vary the actual quantum to be disbursed to the NSA or to withhold or refuse disbursement if the NSA fails to:

2 *spex*Carding Framework

- (a) Submit all required reports as advised by SportSG;
 - (b) Submit reports within the stipulated timeline;
 - (c) Comply with any of the SportSG's regulations, Charities/IPC's requirements and statutory requirements;
 - (d) Fulfil the agreed Key Deliverables; or
 - (e) Satisfactorily address audit issue(s) if any, including for other SportSG grants.
- iii. NSAs are responsible for disbursing grants to the athletes and show proof of disbursement by indicating the cheque / payment voucher / electronic payment reference numbers in the Statement of Accounts of the *spex*TAG Grant. NSAs must also indicate the training attendance of the athletes (%) in the SOA.
- iv. SportSG reserves the right to request from the NSA certified-true copies of cheque images, payment vouchers issued to the Athlete, the Athlete's training register and all other relevant supporting documentation in connection with this programme.
- v. NSA must have a disbursement policy of *spex*TAG for carded athletes and pro-rate according to their training attendance. The NSA must also ensure that there are in place appropriate tracking and monitoring systems on the Athletes' performance, targets, achievements and training attendance. NSA should state its disbursement policy and training attendance requirements to the athlete in the "Sport-Specific Agreement".
- vi. *spex*TAG allocation for each of the team members carded as a team, cannot be more than the *spex*TAG allocation for individuals. Thus, for team less than 10pax, the *spex*TAG allocation must be revised accordingly to the number of team members. E.g. Team A that is approved for ET3P in the Main Carding Exercise, only have 5 athletes. Thus, each team member can only be allocated $\$24,000/10 = \$2,400$. Thus, the team can only be allocated $\$2,400 * 5 = \underline{\$12,000}$, instead of $\$24,000$ that is ordinarily allocated for a ET3P team.

Submission by NSA

- i. NSA must submit the following documents for the half yearly disbursement:
 - a. Documents required for the 1st disbursement to NSA (1st Half, H1)
Submission by end Apr:
 - Unaudited Statement of Accounts (SOA) of the previous Financial Year if NSA receive any grant in the previous Financial Year.
 - b. Documents required for the 2nd disbursement to NSA (2nd Half, H2)

2 spexCarding Framework

Submission by end Oct:

- Unaudited SOA for the 1st Half of the current Financial Year.
 - Audited SOA of the previous Financial Year if NSA receive any grant in the previous Financial Year
-
- Refund for any unused spexTAG of the previous Financial Year.
 - All other relevant supporting documentation request made by SportSG from time to time

Replacement of Athletes

- Replacement athletes can receive spexTAG for the period they are carded. Their spexTAG allocation will be disbursed to the NSA in H2. For the replaced athletes who are no longer carded, they can only receive the pro-rated spexTAG amount for the period they are carded and NSA will need to return the remainder to SportSG after the FY i.e. in Oct of the following year.
- An example is given below to illustrate an athlete of a higher carding level replacing another athlete. On 31 May 2021, H1 spexTAG has been processed/dispursed to the NSA. On 1 Jun 2021, an E1 athlete is approved (in SportSync) to replace an E2 athlete.

The spexTAG allocation for the NSA will be:

	H1 spexTAG allocation	H2 spexTAG allocation	Total spexTAG allocation	Remarks
E2 athlete (Replaced and dropped from carding)	\$2,400	\$0	\$2,400	On 31 May, \$2,400 H1 spexTAG has been processed/dispursed to the NSA (prior to the replacement approval) NSA must prorate the H1 spexTAG allocation to this athlete as per your NSA Disbursement Policy. However, NSA can only disburse maximum $\$2,400/6*2=\800 for Apr and May to the athlete. NSA must refund any unused spexTAG to SportSG by end Oct in the next year.

2 spexCarding Framework

<p>E1 athlete (Replacement Athlete approved in SportSync on 1 Jun. Thus, he/she is carded from 1 Jun 2020 till 31 Mar 2021 for 304 days)</p>		<p>\$4,997.26</p>	<p>\$4,997.26</p>	<p>SportSG will disburse \$4997.26 (304 days / 365 x 6,000) to the NSA in H2 spexTAG Disbursement.</p> <p>The athlete will be eligible for carding support from the date the athlete is approved for Carding in the SportSync system until the expiry of the carding period.</p>
---	--	-------------------	-------------------	--

Audit Requirement and Procedures

- i. The full year grant Statement of Accounts must be audited by the NSA's appointed external auditor who must be a certified public accounting firm. The NSA's appointed external auditor shall be rotated at the end of every five years. Different audit partners within the firm are acceptable. NSAs are however strongly encouraged to use a different firm when rotating external auditors.
- ii. For NSAs with Institution of a Public Character (IPC) status, the appointment of the external auditors shall be approved by SportSG as Sector Administrator.
- iii. The NSA's appointed external auditors are to verify whether the NSA's usage of spexGrants are utilised for the intended purpose of the grant.
- iv. The scope of audit is on a sample basis and in accordance with the Singapore Standard on Related Services, SSRS 4400 - Engagements to perform Agreed-Upon Procedures Regarding Financial Information. In general, the external auditors performing the audit on the SOA for spexGrants should carry out the following:
 - a. Verify that NSA has a Disbursement Policy for the grant;
 - b. Verify that NSA tracks the training attendance of athletes who are receiving the grant;
 - c. Verify that the amount of grant reported in the Statement of Accounts equals to the amount of funding agreed between SportSG and NSAs, and disbursed to athletes;

2 *spex*Carding Framework

- d. Verify that the actual expenses reported in the Statement of Accounts are properly stated, and supported by adequate and appropriate supporting documents such as payment vouchers, bank statements etc;
- e. Verify the NSA's disbursement to the athletes is according to the NSA's Disbursement Policy
- v. The auditors' report must be submitted to SportSG together with the audited SOA. A sample of the auditor's report is provided in **Annex E**.

2.6.3 **spexGLOW (Grant for Loss of Wages)**

The intent of *spexGLOW* is to provide Enhanced Carded athletes who are employed full-time and are unable to secure Full-Pay Unrecorded Leave (FPUL) from their employers with the opportunity to receive financial support during periods of full time training and/or centralised training stints prior to the four Major Games (Olympics, Commonwealth, Asian and SEA Games), Asian and World Championships and their para equivalents. There is an expectation that if an athlete receives *spexGLOW*, they will have a full-time training load in a quality daily training environment i.e. led by a qualified coach, with a plan that has clear KPIs, delivering 20-30 hours per week through at least 10 sessions per week.

Eligibility

*spex*Carded athletes (E1/ET1, E1P/ET1P, E2/ET2, E2P/ET2P, E3/ET3, E3P/ET3P), holding full-time employment, who are unable to get Full-Pay Unrecorded Leave from their employers may apply if they meet all the following criteria:

- i. Selected by SNOC to prepare for any of the four Major Games and their para equivalents;
or
Selected by their NSA to be nominated for selection to SNOC for any of the four Major Games and their para equivalents with reasonable certainty as to the outcome of selection;
or
Selected by the NSA to prepare for a major competition at Asian level and above that is part of the qualification, selection or preparation for the key internally sanctioned event identified in the athlete's YPI.
- iv. Supported by their NSA to undertake full-time training with facility access and coach support to supervise training.

2 *spex*Carding Framework

- v. Uploaded in SportSync a detailed training and competition plan that justify the need for full-time intensive training.
- vi. Agree to complete and submit training logs to their NSA on monthly basis that are coach/NSA verified with updates on progress.
- vii. *spex*Scholars are not eligible to receive *spex*GLOW.

Terms and Conditions of the Scheme

- i. Athletes receiving *spex*GLOW shall abide by the conditions of the *spex*Carding programme. The NSA is encouraged to make the application a minimum of 4 weeks prior to the commencement of the requested competition or training period.
- ii. The NSA must inform SSI (Singapore Sport Institute) immediately if the athletes are not selected for the targeted Major Game(s) or Asian/World Championship or are not fulfilling their obligations under the agreement, including the completion of a full-time training load on a weekly basis.

Termination of the Scheme

All support will cease immediately if:

- i. The athlete is in breach of the terms and conditions of the “*spex*Carding Athlete Agreement” or the *spex*GLOW programme.
- ii. The athlete is not selected to compete in the targeted Major Games or Asian/World level event for which they are training.

Quantum of Grants

- i. The maximum amount of *spex*GLOW each eligible athlete can receive is **\$3,000 per month** up to a total of **12 months** in a Financial Year. Hence, an athlete would receive \$100 per day (\$3,000/30 days) for a month with 30 days and \$96.77 per day (\$3,000/31 days) for a month of 31 days.
- ii. Athletes can only receive a quantum up to \$3,000 per month equivalent to their current level of monthly salary as documented in their salary payslips provided to SportSG.

2 *spex*Carding Framework

Procedure for Application

NSA must submit on behalf of the athlete:

- i. *spex*GLOW application form
- ii. Latest salary advice (last three months' payslip, IR8A form, CPF statement)
- iii. Letter of support from the employer agreeing to no-pay leave
- iv. Annual Training Plan

Sport Singapore reserves the right to reject any applications submitted if the terms and conditions are not met or if applications are incomplete. Applications received in retrospect will not be considered.

Disbursement of Grants

- i. Grants for approved *spex*GLOW applications will be disbursed to NSAs. Disbursement to NSAs will also be in accordance with the disbursement amount and timeframe as advised by SportSG.
- ii. Notwithstanding the approved grant and grant allocations, SportSG reserves the absolute discretion to vary the actual quantum to be disbursed to the NSA or to withhold or refuse disbursement if the NSA fails to:
 - a. Submit any of the reports in order;
 - b. Submit reports within the stipulated timeline;
 - c. Comply with any of the SportSG's regulations, Charities/IPC's requirements and statutory requirements;
 - d. Fulfil the agreed Key Deliverables; or
 - e. Satisfactorily address audit issue(s).

Submission by NSA

- i. NSA must submit the documents as stipulated in the application of *spex*GLOW: Application form signed by the carded athlete and NSA, Athlete's latest salary advice, his/her letter of support agreeing to no-pay leave and training plan.

2 *spex*Carding Framework

- ii. Refund of any unused *spex*GLOW in the case of changes of training plan/ termination of scheme to previous approved applications.
- iii. SportSG reserves the right to request from the NSA certified-true copies of cheque images, payment vouchers issued to the Athlete, the Athlete's training register and all other relevant supporting documentation in connection with this programme.

Audit Requirement and Procedures

- i. The full year grant Statement of Accounts must be audited by the NSA's appointed external auditor who must be a certified public accounting firm. The NSA's appointed external auditor shall be rotated at the end of every five years. Different audit partners within the firm are acceptable. NSAs are however strongly encouraged to use a different firm when rotating external auditors.
- ii. For NSAs with Institution of a Public Character (IPC) status, the appointment of the external auditors shall be approved by SportSG as Sector Administrator.
- iii. The NSA's appointed external auditors are to verify whether the NSA's usage of *spex*Grants are utilised for the intended purpose of the grant.
- iv. The scope of audit is on a sample basis and in accordance with the Singapore Standard on Related Services, SSRS 4400 - Engagements to perform Agreed-Upon Procedures Regarding Financial Information. In general, the external auditors performing the audit on the SOA for *spex*Grants should carry out the following:
 - a. Verify that NSA has a Disbursement Policy for the grant;
 - b. Verify that NSA tracks the training attendance of athletes who are receiving the grant;
 - c. Verify that the amount of grant reported in the Statement of Accounts equals to the amount of funding agreed between SportSG and NSAs, and disbursed to athletes;
 - d. Verify that the actual expenses reported in the Statement of Accounts are properly stated, and supported by adequate and appropriate supporting documents such as payment vouchers, bank statements etc;
 - e. Verify the NSA's disbursement to the athletes is according to the NSA's Disbursement Policy
- v. The auditors' report must be submitted to SportSG together with the audited SOA. A sample of the auditor's report is provided in **Annex E**.

2 **spexCarding Framework**

2.6.4 **spexMedic (Medical Insurance Coverage)**

spexMEDIC is a medical scheme that covers accidental injuries sustained during national training and competitions both locally and overseas. There is a capped amount per injury and a limited time period coverage. Chronic / Pre-existing / Overuse injuries and medical conditions are NOT covered.

To facilitate spexMEDIC claims processing, athletes have to :

- Report injury and seek medical consultation at SSMC@SSI within 3 days of injury or within 3 days upon returning to Singapore for overseas injury
 - Emergency cases to seek treatment at emergency department of any nearby hospital (A&E reimbursement is capped at **S\$500** per injury per year)
 - Non urgent cases to call SSMC@SSI (tel: 6500 5450) to arrange appointment.
- Submit original receipts and other supporting documents within 30 days from the invoice date.
- Note that specialist referral must be made by SSMC@SSI sport physicians. Self referral to specialist will NOT be claimable.
- Note that approved claims will take approx. 2 months to be reimbursed through NSAs.

Please contact SSMC@SSI at 65005450 for any further enquiry on spexMEDIC.

2.6.5 **NS (National Services) Privileges**

MINDEF's National Service (NS) sporting privileges allow Full Time National Servicemen (NSF) athletes to train for and participate in more competitions aside from the Major Games, subject to exigencies of service. Such competitions will be determined by MINDEF, in consultation with MCCY. These sporting privileges include the following:

- i. An NSF athletes may be granted Training Leave (Extended) (TLE) in stretches of at least seven days each, to train for and participate in major competitions. They can be granted multiple blocks of TLE according to their training and competition needs, if the cumulative number of days does not exceed 180 across Full-Time NS (FTNS). This will provide NSF athletes with more flexibility than today, where such provision is restricted to a single contiguous disruption of at least six weeks. TLE will not count towards an NSF's FTNS – his ORD date will be extended by the total number of days of TLE taken. TLE can be used for both local and overseas training and competitions.
- ii. Each NSF athlete will be eligible for up to 20 days of Full Pay Unrecorded Leave (FPUL) per year, to train for and participate in major competitions. This over and above the 14

2 *spex*Carding Framework

days of personal leave that each NSF is entitled to. NSF athletes can apply for half-day or full-day FPUL which can be used for both local and overseas training and competitions.

- iii. Training Leave (TL) will be granted for NSF athletes to prepare for and participate in major competitions. Each NSF athlete will be eligible for 30 days of TL per major competition. TL can be used for both local and overseas training and can be consumed in half-day or full-day blocks. TL will not count towards the NSF's FTNS – his Operationally Ready Date (ORD) will be extended by the total number of days of TL taken. If an NSF athlete intends to be away for more than seven full consecutive days, he should apply for TLE instead.

NSF athletes must satisfy the following pre-requisites to apply for sporting provisions:

- i. FPUL and TL – The NSF athlete must not be undergoing essential military training or operations, must be medically fit to discharge his NS duties, in line with his permanent medical status and must display satisfactory NS performance and conduct, as assessed by his NS commander. He also must be selected, or assessed to be very likely to be selected, to represent Singapore in a major regional/ international competition.
- ii. Training Leave (Extended) (TLE) - The NSF athlete must not be undergoing essential military training or operations, and must display satisfactory NS performance and conduct, as assessed by his NS commander. He also has to be selected, or assessed to be very likely to be selected, to represent Singapore in a major regional/ international competition.
- iii. All applications are subjected to the SAF and Home Team's operational need.

NSF athletes are reminded that they must maintain satisfactory conduct, even while on FPUL, TL or TLE. Otherwise, they may have their privileges rescinded or face disciplinary action.

NSF athletes must submit all sporting provision applications for SportSG and MCCY's endorsement at least six weeks in advance of the event to ensure the applications can be submitted for MINDEF/MHA's consideration at least one month before. Less than one month's notice is insufficient for a unit to release the NSF.

2.6.6 SSSM (Sport Science and Sport Medicine)

Sport Science commits to help athletes optimise their performance through direct application of leading-edge science (across various disciplines such as physiology, biomechanics, nutrition, psychology and strength & conditioning), performance testing and monitoring, applied research and education.

2 *spex*Carding Framework

Sport Medicine focuses on the diagnosis and treatment of injuries associated with athletic training and participation. The goal is to provide quality care and to return the athletes to their desired activities as soon as possible. Sport Medicine also desires to work with athletes on a long-term basis to achieve injury prevention and enhance performance through improved movement pattern and neuro-/kinetic-chain control.

2.7 What do NSAs need to do for *spex*Carding Application

- 2.7.1 Have a high performance plan for a minimum of 2 years, with NSA's high performance vision and targets, and how these will be achieved. The plan must identify the athlete cohort, Daily Training Environment (DTE), the coaching model and the competition schedule with targets. SSSM needs can be included.
- 2.7.2 Ensure each carded athlete has agreed KPIs, an annual plan (YPI) and a coach to produce and implement the YPI. Carded athlete must also meet the NSA's training attendance requirements which the NSA must track and report on.
- 2.7.3 Prepare the "Sport-Specific Agreement" between Athlete/NSA. (A sample agreement is appended under **Annex B**. This skeletal template is for the NSAs' reference. The NSA may adapt the document to suit its own sport-specific requirements and should consult its own legal advisors accordingly).
- 2.7.4 Have a selection policy on how carded athletes are identified, assessed and replaced within the carding framework completed.
- 2.7.5 Have a selection policy for all Major Games that will occur within the timeframe of the high performance plan.
- 2.7.6 For example, NSAs can:
 - i. Identify key athletes and preparation competitions for the next Major Games.
 - ii. Generate Major Games Selection Policy.
 - iii. Generate "Sport-Specific Agreement" and ensure the Agreement aligns with Major Games Selection Policy.
 - iv. Generate competition/training schedule to assist with athlete's YPI.
 - v. Ensure the Overseas Training & Competition (OTC) / Coach requirements in the NSA's Multi Year Sports Plan is aligned with *spex*Carding requirements.
 - vi. Gather data for athletes whom NSAs wish to present as having potential.

2 *spex*Carding Framework

2.7.7 Applications for *spex*Carding will be through SportSync. Please prepare the following before the Carding Exercise opens:

- i. Check whether your NSA has a Corporate Pass Account. If not, apply for one. (<https://www.CorpPass.gov.sg>)
- ii. Nominate to Sport Singapore a SportSync Master Administrator and up to two Assistant Administrators (preferably someone familiar with *spex*Carding processes).
- iii. Contact Sport Singapore to set up a SportSync account.
- iv. Log in to SportSync, Verify and Complete your NSA profile in SportSync.
- v. Ensure all Athletes to be recommended for carding has an ActiveSG account in order to log in to SportSync. They can go to <https://members.myactivesg.com> to register if they do not have an ActiveSG account yet. The Athletes can then log in to SportSync <https://www.sportsync.sg> to verify and complete their profiles.
- vi. Prepare YPIs and KPIs for the athletes in SportSync.
- vii. Prepare “Sport-Specific Agreement” and upload into SportSync.
- viii. Ensure all Coaches are registered with the National Registry Of Coaches (NROC).

2.7.8 When Carding Exercise opens, please complete the following in SportSync:

Step 1: NSA invites athlete for carding in SportSync (<https://www.sportsync.sg>).

Note: The carding invite will expire after 90 days if athlete did not complete Step 2 or if NSA did not complete Step 3. In the event the carding invite expired, NSA can resend another invite to the athlete.

Step 2: In order for athletes to log in to SportSync, they must do the following:

- Athletes must have an ActiveSG account in order to log in to SportSync. They can go to <https://members.myactivesg.com> to register if they do not have an account yet.
- Athletes log in to SportSync (<https://www.sportsync.sg>) to:

2 *spex*Carding Framework

- Accept the NSA's carding invite
- Accept "*spex*Carding Athlete Agreement"
- Accept "Sport-Specific Agreement"
- Complete / update the carding profile (If the athlete has already completed the profile before, he / she must have updated the profile within the last 90 days before NSA can apply for carding).
- Identifying their NROC coaches.

Step 3: NSA can apply carding for athletes who have completed Step 2 in SportSync by:

- Updating the athlete's achievement (if required)
- Selecting the YPI for the athlete (if not done yet)
- Selecting the main coach for the athlete
- Recommending the Carding Level and provide justification. NSA can upload Supporting Documents to provide further justification.
- Accepting "*spex*Carding Athlete Agreement" and accepting "Sport-Specific Agreement" (can select multiple athletes)

For further enquiries of the SportSync system, NSAs and Athletes can go to:
<https://www.sportsync.sg/app/Login/Contact>

2 *spex*Carding Framework

2.8 Benchmarking Potential

2.8.1 The recommended framework to start assessing athlete potential can be based on the following parameters:

- i. Results and performance
- ii. Psychology
- iii. Relevant Strength & Conditioning Attributes and Testing to the Sport

The guidelines for the respective parameters are appended under **Annex C**.

2.9 Summary of Key Changes

2.9.1 A summary of the key changes in the *spex*Carding Framework / Support Programme and requirements is appended under **Annex D**.

2.10 Contacts for Assistance

2.10.1 For any other queries/clarifications, NSAs can contact their respective Sport Performance Manager (SSI), Performance Pathways Manager (NYSI) or the following personnel:

Name	Contact Number	Email
Ms Lydia Chong (SSI)	6500 5016	lydia_chong@sport.gov.sg
Mr Xu Yuanzhen (NYSI)	9062 0805	xu_yuanzhen@nysi.org.sg

ANNEXES

Annex A – spexCarding Framework

Criteria		Basic Carding	Enhanced Carding	spexScholarship
		Sports/disciplines <u>not</u> in the Major Games (next 1-4 yrs), or that do not qualify.	Sports/disciplines in Major Games. Athletes/teams not in Major Games but qualify for E1, E1P and E2.	spexScholarship carding applies to athletes selected for the spexScholarship program. Additional Major Games criteria applies.
Carding Level	Senior	B4/BT4 Athletes/teams selected by the NSA to represent TS at an internationally sanctioned event in the next 1-2 years.	E1/ET1 (Top 8 placing at World level) (Top 8 WR at end season/year).	S1 (Top 8 in World) (Top 25% where <32).
			E1P/ET1P (Potential Top 8 World within 4 yrs) (Top 25% where <32)	S1P (Potential Top 8 in World, ≤4 yrs) (Top 25% where <32)
E2/ET2 (Top 6 placing at Asian level) (Top 6 AR at end season/year).	S2 (Top 3 in Asia) (Top 10% where <30).			
E2P/ET2P (Potential Top 6 Asia within 4 yrs) (Top 25% where <24)	S2P (Potential Top 3 Asia ≤4 yrs) (Top 10% where <30)			
			E3/ET3 (Top 3 placing at SEA level) (Top 3 SEAR at end of season/year)	S3 (Potential Top 3 Asia in >4 yrs)
			E3P/ET3P (Potential Top 3 SEA within 2 yrs) (Top 50% where <6)	-
	Youth	Athletes who are competing mainly in youth / junior events.	Y+/YT+ (Potential to be top 8 in the World Junior/Youth Championships within 2 years Or potential to be top 6 in the Asian Junior/Youth Championships within 2 years. Athletes must be competing in a sport which regularly features in one of the four senior major games	-

ANNEXES

			<i>(Olympic Games, Asian Games, Commonwealth Games or SEA Games or para equivalents)</i>	
			Y/YT (Supporting Enhanced Carding Major Games potential within 4 yrs)	

ANNEXES

Annex B – Sport-Specific Agreement between NSAs & Athletes

NSA's Sport-Specific Agreement

This skeletal template is for the NSAs' reference only. The NSAs should adapt the document to suit its own sport-specific requirements and should consult its own legal advisors accordingly.

The template should cover the following areas:

- 1. General Terms and Definitions*
- 2. Athlete Obligations in Performance Objectives / Training Requirements
(including Sponsors Obligations, if applicable)*
- 3. NSA Obligations in Planning Management / Provision of Athlete Support / Selection Policy*
- 4. Appeals*
- 5. Disputes Resolution*
- 6. Disciplinary Processes and Procedures*
- 7. Legalities*

Please refer to the template in the SportSync Carding Module for more details.

ANNEXES

Annex C – Benchmarking Potential

Assessing Athlete Potential - Guidelines for NSA to benchmark Athletes

This set of guidelines serves to provide a framework to start assessing athlete potential based on results and performance.

1) Results (Time-based or Score-based Sports)

A performance funnel plots the trajectory of a targeted result (e.g. timing) or improvement across a pre-determined time period.

In essence, the performance funnel looks to answer the following questions:

- What is the ideal progression, in terms of performance, for an athlete?
- Are our athletes progressing within the ideal rate?

Where to start?

- Determine the pool of athletes that would provide the relevant benchmark
 - Choose a minimum of 8 to 12 athletes
 - Identify the parameters for the pool of athletes
 - Performance (e.g. Athletes with the top 12 fastest times in the event)
 - Special Circumstances (e.g. non spacesuit timings after 2008)
- Determine the age to start tracking and the age range
 - What is the typical peaking age for the sport?
 - How long should the performance cycle be?
 - 4 year cycle
 - 8 year cycle
- Determine which results to track
 - Season bests for each year
 - Weightage of competition for each year
- Collate the relevant results and information
- Plot the timings and rate of improvement across the pre-determined age range
- Input the timings and rate of improvement of Team Singapore athletes into the graph to ascertain whether they are within the “ideal” range

Refer to **Chart A and Chart B (below)** for an example. The example plots the season bests timing of top athletes with the fastest timings in the 100m butterfly event since 2008 from 16 years old to 24 years old.

ANNEXES

2) Results (Key Competitions)

The idea is to identify key competitions to be used to benchmark the athlete's potential. The competitions should be well represented, with typical powerhouses in the sport participating in them. The competitions should also possess the appropriate level of competition.

Chart A shows the progress of some of the top swimmers in the world:

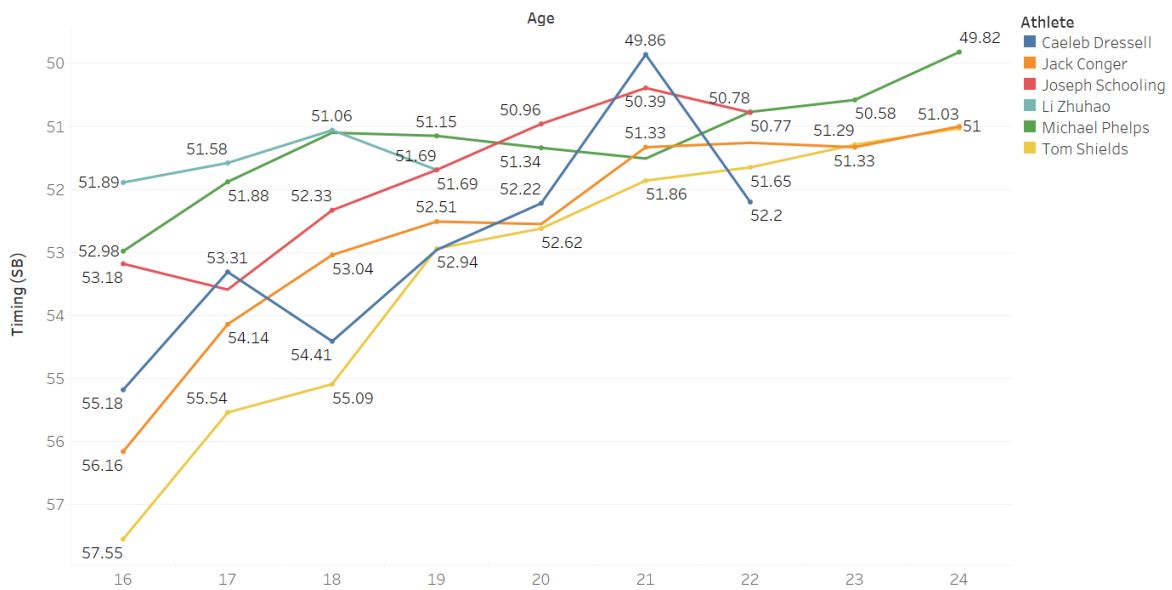
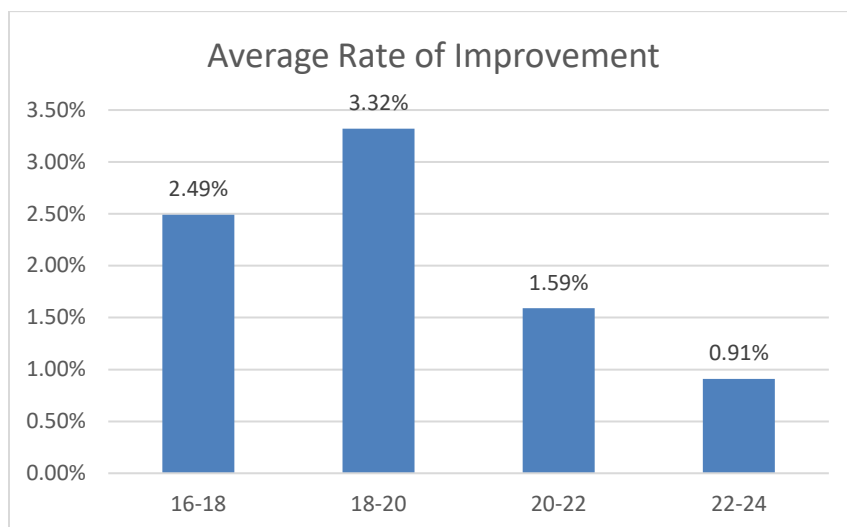


Chart B then shows the average rate of improvement from 16 years old to 24 years old:

ANNEXES



Athlete Potential - Sport Psychology Guidelines

The following are the key criteria in sport psychology to assess athletes' potential. Below are some guidelines to help you in the evaluation process.

- 1) Establish a baseline (starting point) assessment for each and every one of your potential/proposed carded athletes and track them using the template below for a minimum period of 6 months to provide a more holistic behavioural trend over a period of time.
- 2) The 4th column in the table helps you to give a rating to the criteria and the 5th (last column) allows you to provide information which justifies the ratings given.
- 3) Please note too that this is **not** a one-time off evaluation.

S/N	Criteria	Description	Ratings	Supporting Information for the Ratings
			(1) = Never (2) = Rarely (3) = Sometimes (4) = Frequently (5) = Always	(Cite examples or situations where the athletes demonstrated the qualities listed in the 3 key criteria.)

ANNEXES

1.	Teamwork	<p>Demonstrate ability:</p> <ol style="list-style-type: none"> To place the team ahead of self To support teammates during training and competitions To communicate with both teammates and coaches 	<p><u>Example:</u></p> <p>{ 4 }</p> <p>{ 5 }</p> <p>{ 3 }</p>	<p><u>Example</u></p> <p><i>He often ensures that teammates are well taken care of. For example, he would arrive early before training to set up the necessary water point before training begins.</i></p> <p><i>He always encourages and cheers for teammates even when faced with challenges and difficulties. In addition, he would take time to talk to teammates individually to motivate them.</i></p> <p><i>On certain occasions, he makes efforts to discuss matters with coaches and teammates whenever possible. For example, he would share his observations about certain opponents with coaches and teammates.</i></p>
2.	Handling Pressure	<p>Demonstrate:</p> <ol style="list-style-type: none"> Ability to remain focused and composed in stressful situations Ability to adapt to unforeseen circumstances 	<p>{ }</p>	

ANNEXES

		3. Perseverance and fighting spirit	()	
			()	
3.	Discipline	Display: 1. Professionalism at all times during training and competitions 2. Grit and motivation at all times during training and competitions	() ()	

Athletic Assessments (Strength and Conditioning)

While genetic characteristics cannot be manipulated, physical attributes can be enhanced with appropriate and regular training. Physical attributes can be measured using various athletic assessment protocols. When conducted appropriately, such athletic assessments allow for the identification and monitoring of strengths and weaknesses of an athlete. It will be beneficial if respective NSAs can formulate athletic assessments that are specific to their given sport to help track athletes' physical abilities. NSAs will need to understand the demands and physical attributes required to perform within the given sport to design suitable assessment protocols to assess athletes' abilities.

The following table suggests some of these attributes and common tests that can be used to assess them.

ANNEXES

Attributes	Definition	Common Tests
1. Maximum Strength	Maximal force that can be produced during a specific movement.	Repetition maximum tests (e.g., 1RM, 3RM), Isometric Mid-Thigh Pull
2. Strength Endurance	The ability to repeatedly produce force to overcome a resistance.	Absolute load for maximum repetition (e.g., 1-minute push up, plank for time)
3. Power	The ability to apply force rapidly.	Jump tests (e.g., countermovement jump, squat jump)
4. Reactive Strength	The ability to develop maximal force in minimal time.	Depth Jump
5. Rate of Force Development	Measure of how fast one can produce force.	Isometric Mid-Thigh Pull

It is important to select assessments that are reflective of the given sporting movements to better gauge athletes' abilities. In the event that technology or equipment (e.g., force platform, timing gates) are unavailable, it is possible to still assess qualities using protocols that require little equipment (i.e., repetition maximum tests, absolute load for maximum repetition, jump for height or distance, etc.).

The following are some examples of possible assessment protocols that can be used for the sports based on the physical characteristics required:

Sport	Physical Attributes Required	Possible Assessments
Archery	Maximum Strength, Strength Endurance	1RM Bench Pull, 1RM Squat Front plank for time
Badminton	Maximum Strength, Strength Endurance, Power, Reactive Strength, Rate of Force Development	1RM Bench Press, 1RM Squat Isometric Mid-Thigh Pull Depth Drop

ANNEXES

Football	Maximum Strength, Strength Endurance, Power, Reactive Strength, Rate of Force Development	1RM Squat Isometric Mid-Thigh Pull Countermovement Jump
Water Polo	Maximum Strength, Strength Endurance, Power, Rate of Force Development	1RM Bench Press, 1RM Squat Isometric Mid-Thigh Pull Countermovement Jump
Wushu	Maximum Strength, Power, Reactive Strength, Rate of Force Development	1RM Squat, 1 RM Power Clean Depth Drop

Moving forward, SSI Strength & Conditioning Team can serve as a resource guide to assist NSAs in formulating strength assessment protocols which will allow NSAs to track and monitor athletes' progress.

The Strength & Conditioning Team will be able to help educate High Performance Managers in the appropriate conduct of chosen strength assessments.

ANNEXES

Annex D – Summary of Key Changes

S/N	Revised Framework from FY21 and onwards
1	Requirement for <i>spexTAG</i> / <i>spexGLOW</i> to undergo External Audit
2	Changes to Youth Plus (Y+ and YT+) Carding Criteria
3	Revised National Service (NS) Sporting Privileges

ANNEXES

Annex E – Sample of Auditor’s report

To: (Name of NSA)

We have performed the procedures agreed with you with respect to the Statement of Accounts of (Name of NSA) for the financial year ended 31 March XXXX, set forth in the accompanying schedule. Our engagement was undertaken in accordance with the Singapore Standard on Related Services 4400 – Engagements to Perform Agreed-upon Procedures Regarding Financial Information. The procedures were performed solely to assist you in evaluating the validity of your use of spexGrants as stipulated in “spexCarding Guide for NSAs”.

We have found no exceptions from performing these procedures / We have found the following exceptions from performing these procedures*

Because the above procedures do not constitute either an audit or a review made in accordance with Singapore Standards on Auditing or Singapore Standards on Review Engagements, we do not express any assurance on the use of spexGrants by (Name of NSA) as at 31 March XXXX.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with the Singapore Standards on Auditing or Singapore Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Our report is solely for the purpose set forth in the first paragraph of this report and for your and SportSG information, and is not to be used for any other parties. This report relates only to the Statement of Accounts and items specified above and does not extend to any financial statements of (Name of NSA), taken as a whole.

_____(Firm)
Certified Public Accounts
Singapore
_____(Date)

* To delete accordingly

This page was intentionally left blank

Sport Singapore

3 Stadium Drive
Singapore 397630
T: 65 6345 7111
F: 65 6440 9205

 sportsingapore.gov.sg