

Singapore Disability Sports Council

Team Official's Agreement



- Team Manager
- Coach
- Training Partner
- Caregiver
- Chaperon

1 Overview

- 1.1 This Agreement is for all team officials included as members of the national and development teams supported by the Singapore Disability Sports Council (SDSC).
- 1.2 Nominees to the teams must complete and submit this Agreement to the SDSC by the informed due date, to confirm their acceptance of the terms before they are accepted as members of the teams, and to be eligible to receive support from the SDSC. Team Officials are required to be familiar with this agreement, observe and abide by its terms throughout the season.

2 Definitions

- 2.1 The following definitions shall be used in this Agreement:

Abbreviation	Definition
"SDSC" or "the Council"	Singapore Disability Sports Council
"Agreement"	Team Official's Agreement, together with the appended Media and Communications Policy
"Team Official"	Team Officials of the national and development teams supported by the SDSC
"Development team"	Committed in training plan set towards regional performance target and able to show potential in grooming toward High Performance pathway
"High Performance"	A long term training plan under a complete daily training environment to use best practice with systematic approach to podium at the highest level possible

3 Acceptance and Adherence to Terms

- 3.1 Your acceptance as a member of the development or high performance team supported by the SDSC is conditional on you entering into this agreement and observing its terms.
- 3.2 You should carefully read this document so as to understand it and the consequences flowing from any breach of its terms.
- 3.3 Retain one copy of the Agreement as a reference copy and returned a signed copy to the SDSC by the due date.

4 Period of Validity

- 4.1 This agreement will commence once upon the receipt of the signed agreement by the SDSC and will conclude on 31 March 2021, unless otherwise agreed by the SDSC in writing.

5 Requirements

5.1 Training and Competition

- a) Officials to have a clear direction and aim which they are working towards for the year. It is also important to ensure that Sport's plans are kept realistic.
- b) Commit, in a responsible and positive manner, to fulfil the requirements of your Sport's training plan and KPIs.
- c) Participate in regular assessments arranged by SDSC. Reflect and provide accurate inputs and information for the implementation and monitoring of your Sport's training plans.
- d) Participate in competitions, training camps, meetings and events, as directed by the SDSC, unless certified medically unfit. Notify, and if necessary, seek approval from the SDSC for non-attendance.
- e) Refrain from participating in any competition that is not permitted under the policies of the SDSC, unless approval has been granted by the SDSC.
- f) Consult and obtain prior consent from the SDSC on any deviation from the agreed training and competition programme or support service arrangements.

5.2 Apparel and Equipment

- a) Dress appropriately when carrying out your duty as team official. Wear designated team clothing and use designated team equipment as required by the SDSC.
- b) Do not alter or amend the team clothing or equipment, including the concealment or interference with any logos or advertising material that has been affixed to it.
- c) Take reasonable care of and do not cause damage, apart from normal wear and tear, to the team clothing and equipment.
- d) Do not use or permit the use of the designated team clothing for any commercial or publicity purpose without written consent from the SDSC.
- e) Do not wear, display, incorporate or promote any logo, device or promotional working of a third party which conflicts or competes with any products or services of the Council's commercial partners, or make use of any sponsored goods supplied by any third party which conflicts or competes with the products or services of a commercial partner without the written approval of the Council.

5.3 Standards of Conduct

- a) SDSC is fully committed to Safe Sport. This is defined as "an athletic environment that is respectful, equitable and free from all forms of harassment and abuse (non-accidental) violence". Our commitment serves to protect the interests of athletes, coaches, officials, volunteers and staff. Harassment refers to unwanted and inappropriate physical or verbal or non-verbal behaviour which is humiliating, offensive and / or intimidating to another party. Types of harassment include, but are not limited to, stalking, cyber-bullying and sexual harassment. Such behaviour can take place in person or via other mediums such as the Internet and telephone.
- b) Your behaviour as team official should genuinely stimulate trust and confidence among the members, athletes, media and the public at large.

- c) Adopt high standards of conduct and sportsmanship at all times when training, competing or being involved in any activity as Team Official in a manner that does not bring SDSC into disrepute and tarnish the image of the Sport.
- d) This includes not engaging in any form of verbal or physical abuse, argument, abrasive or disorderly conduct against your volunteers and employees of the Council, team mates, referees, judges, officials, , in local and overseas contexts.
- e) Protests may only be lodged to an organising committee, if the Council has the right to do so, and you have been delegated that authority.
- f) Do not engage in activities or conduct that may violate the laws of Singapore or the laws of any other country where your training or competition is held.
- g) Refrain from acting in a manner that may cause or contribute to injury to yourself or any other person.
- h) Observe the prohibition of gambling, smoking or consumption of alcohol during training, competition and other activities while acting as a team official.
- i) Do not engage in any activities or conduct that may be deemed as inappropriate with the opposite gender or same gender.
- j) Report indicators of or witnessed harassment or abuse of any form, including inappropriate behaviour, to SDSC (officers-in-charge, sport managers, Executive Director) immediately. SDSC will follow up on your report, which may involve investigation, formal inquiry, discipline action and filing of reports to the Singapore Police Force. Failure to report is considered serious misconduct.
- k) Do not use the available channels for malicious intent. If found to be so, you may be investigated for abuse.

5.4 Sponsorship and Commercial Endorsements

- a) Declare existing sponsorship(s) received.
- b) Inform the SDSC of any personal or monetary endorsements you are pursuing or considering entering into. SDSC generally adopts a supportive stance towards your initiative to source for additional support, and will only advise against endorsements if they are not in the best interests of SDSC, Athletes or programmes, or are controversial in nature. Should you choose to enter such endorsements, SDSC maintains the right to adjust or withdraw its support for your programmes or remove you from the national or development team.
- c) Maintain confidentiality of commercial and endorsement terms that you may come across in communications with the Council.
- d) Do not use any representations of yourself as an Official, whether visual, audio, written or otherwise, for personal endorsements or fundraising activities, without prior consent from the SDSC.

5.5 Promotion of Sport

- a) Contribute uncompensated time and volunteer services to promote your Sport or disability sports in general. Among other things, this may include appearances, talks, sharing sessions, roadshows, fundraising events, use of photographic, visual media or electronic images. SDSC will bear consideration that such involvement or cooperation should not compromise or conflict with your training and competition, which shall be determined by your coach with the Council.

- b) SDSC may at times secure paid talks or appearances. In such instances, SDSC will generally adopt a policy to direct 80% of the fee accorded for your talk or appearance to you, and 20% to SDSC. This is a means for SDSC to help you gain additional income to cope with expenses such as trainings and competitions. You will be recommended for such engagements if you are agreeable to the fee arrangements.
- c) SDSC does not prohibit you from securing paid talks or appearances on your own, and will not request for any portion of the fees paid to you in these instances, if SDSC is not investing its own resources into such activities. You must ensure that such involvement or cooperation would not compromise or conflict with your training and competition plan, as determined by your coach.
- d) Allow the Council to use or record your name, image, likeness, performance and appearance in events / activities (including photographs, digital images, film and recordings) for the promotion of disability sports, besides archival and performance analysis purposes. This shall be permitted beyond the termination of this Agreement, provided that such use will not be detrimental to your reputation or otherwise derogatory or offensive, under fair judgement. You waive any right to compensation for such use, and such records shall remain the property of the Council.
- e) Observe the Media and Communications Policy as appended to this Agreement

5.6 Expenses and Claims

- a) Meal allowances for overseas training and competitions shall be provided based on SDSC's meal rate table, if meals are not covered by the organizer. This table may be reviewed from time to time based on a reasonable and average cost of living in that region. These funds if given, are disbursed directly to each team member selected for the competition. Management of this allowance will be up to the individual and receipts are not needed. Any expenses that exceeds the amount given will be borne by the individual, however you shall be allowed to keep any unutilized amount.
- b) An allowance for water and recovery food may be provided for overseas training and competitions based on SDSC's rate table to support your hydration and recovery needs. This table is derived in consultation with sports medicine professionals from Singapore Sports Institute, and may be reviewed from time to time to meet changing needs of athletes or sports. Receipts will need to be provided and any excess left over will need to be returned. Irrelevant purchases used from these funds will not be supported
- c) Contingency funds disbursed are solely for emergency purposes only. Utilized funds are required to be supported with receipts. Examples of such purposes include but are not limited to the following:
 - i. If anyone in the team is sick and require to see a doctor or need supplies from the pharmacy
 - ii. Protest fees
 - iii. Completely unforeseen circumstances
- d) Provide satisfactory receipts or invoices for the reimbursement of reasonable travel and other expenses incurred in fulfilling the obligations for media and public appearances, upon prior approval by the SDSC for the reimbursement.
- e) Upon returning to Singapore, an expense report, left over cash, team manager/coach report would need to be submitted within 1 week of return. Should you not have the required templates, please approach your NDSA or sport officer for it.

5.7 Others

- a) Participate in technical or research activities that may be carried out from time to time, for the purpose of benefiting your Sport or disability sports in general.

- b) Promptly inform and update the SDSC of any changes or updates to your personal and medical information. If changes affect your ability to train or compete at the required standards, written notification (including copies of medical report/s) should be submitted to the SDSC.
- c) Take the initiative to keep abreast of team official policies or contact the SDSC when you are in doubt, have queries or concerns or wish to seek advice on competition plan. All communications with SDSC should begin with your Team Manager, and in the absence of a Team Manager, with your Sport Officer, unless otherwise directed by SDSC.

5.8 Caregiver Requirements

- a) To be a qualified caregiver appointed by SDSC, the official must fulfil one of the below requirements **and** possess a valid Standard First Aid with CPR & AED certification:
 - A family member of the athlete OR current hired stay in helper trained to provide care
 - Volunteer who is trained to provide care
 - Appointed by Sport Medicine Sport Science

5.8.1 Caregiver code of conduct

- a) Your role as a caregiver would involve close physical contact with the athlete. The following contact outlined below are acceptable:
 - Transfers: From wheelchair to bed or similar
 - Attire changes
 - Daily living needs. For eg, showering, feeding

5.9 Chaperons

- a) A chaperon can be requested if the athlete is the only gender on the team **and** is intellectually impaired or under the age of 21.
- b) All chaperons must be same gender as the requesting athlete **and** above the age of 21.

6 Grievance Process

- a) Should you, at any time, encounter a training related issue that would need to be highlighted, the proper grievance process outlined below should be strictly adhered to. An example of training related issues can be but are not limited to issues with venue not being suitable or equipment is not suitable for the class of the athlete. Please note that SDSC does not entertain any form of personal issues or differences.
 - i. If your sport has an NDSA, the following procedure should be followed:
 - a. Report to your respective NDSA on the issue.
 - b. Should your NDSA need to consult with SDSC, they will contact the relevant party in SDSC.
 - c. Following that, your NDSA will then liaise with you on the decision and outcome.
 - d. If deemed necessary, subsequent meetings between all parties may be arranged for resolution.
 - ii. If your sport does not have an NDSA, the following procedure should be followed:
 - a. Contact the sport officer in charge of your sport to report on the issue.
 - b. Your sport officer will then work with you to resolve the issue at hand.

7 Disclosure of Information

- a) The Data Protection relates to the information (Data) supplied by you to Singapore Disability Sports Council (“SDSC”) voluntarily as provided in this agreement.
- b) The Personal Data that is collected from you is used and/or disclosed for the following purposes, which include but are not limited to:
- c) Gathering of personal information for registration of competition/services
 - i. Carrying out market research and customer satisfaction surveys;
 - ii. Marketing and communicating with you in relation to activities and services offered by SDSC;
- d) SDSC will make every effort to ensure that its employees who are involved in the collection, use and disclosure of Personal Data will observe and adhere to the terms of this Privacy Policy in accordance to the Personal Data Protection Act 2012. Please be assured that SDSC has put in place preventative measures to safeguard the personal data stored with us.
- e) SDSC will retain your Personal Data for as long as it is necessary to fulfil the business purposes for which it is collected, or as required by the relevant law.
- f) You may request to make corrections to your personal data held by us, by writing to: sdsc@sdsc.org.sg . You can also write to this email for any questions or feedback relating to our Privacy Policy.
- g) We may amend this policy from time to time to ensure that this policy is consistent with any developments to the way SDSC uses your personal data or any changes to the laws and regulations applicable to SDSC. We will publish the updated policy on our website.

8 Media and Communications Policy

- a) In addition to traditional media (print, radio and television), social media (e.g. Facebook, Twitter, blogs, websites) is an increasingly popular way to engage with supporters, communicate with the general public and promote disability sports, athletes, partners and sponsors. It is important that Athletes, and all personnel associated with the SDSC are able to communicate to each other, media and the public at large effectively, positively and productively to promote and grow disability sports. No one should attempt to tarnish the Council’s reputation, or the profile of disability sports or athletes with disability, in the communication of any content.
- b) This policy covers all forms of communication and media, including, but are not limited to, activities such as social media postings, blogging, updating of statuses, online voting or polling, tagging, tweeting, posting of photographs, video and audio material onto social media and made accessible to the public.
- c) All athletes training under the support of SDSC as well as volunteers, officials, and employees of the Council are bound by this Policy.

8.1 Rules for Communication and Media Activities

- a) Do not make any public statement or comment, or respond in any way that may be construed to be negative, offensive or derogatory towards others, disability sports, the SDSC, its personnel, sponsors or stakeholders, or bodies working to promote disability sports in Singapore. This includes using subtle references such as tagging, or liking or retweeting negative comments or posts, which indicates your approval for the content.
- b) Inform and obtain approval from the Council before engaging in or undertaking any media or press activity that communicates you as team official, volunteer, or employee of the Council. Only provide insight, expertise and relevant and accurate comment.

- c) Approach all communications in a positive manner. Be respectful, professional and courteous. Any “personal attack”, name-calling, abuse or defamation will not be tolerated.
- d) Bear in mind that the President, Executive Director of SDSC or their nominated delegate is the official spokesperson for the Council and therefore the only person permitted to speak on behalf of, or about SDSC without prior written approval from SDSC.
- e) Be responsible to attend media conferences or interviews coordinated and / or approved by SDSC
- f) When posting on social media or giving any interview that includes a visual element as a team official, volunteer or employee of the Council, wear items of uniform as directed by SDSC.
- g) Obtain prior consent from the SDSC before entering into any agreements which would involve you working in any media capacity whatsoever in any period leading up to, during or after a major competition, whether as a print journalist, on the radio or television or by providing exclusive interviews or diaries or columns or blogs.
- h) Not disclose any confidential information associated with SDSC, its sponsors or stakeholders.
- i) Check intellectual property rights and other additional terms you may be subjected to, especially if you are also participating in other teams and games outside the Council, such as the terms of the team official Agreement of the Singapore National Paralympic Council (SNPC) and team official Agreement of Singapore Sports Institute (SSI).
- j) Do not reproduce or use in any way any name(s) and/or logo(s) owned by the SDSC, Team Singapore, without prior written consent from the Council or SportSG. Such names and logos include, without limitation, the Singapore Disability Sports Council, SDSC, the SDSC logo, Team Singapore, TeamSG, the TeamSG logo, and any derivations thereof. This includes any tagging on social media.
- k) Do not use any profane, obscene or inappropriate language

8.2 Monitoring

- a) The SDSC will regularly monitor online activity in relation to the Council, disability sports, athletes with disability and other relevant topics. Detected breaches of this policy should be reported to the SDSC.

8.3 Liability

- a) When you choose to go public with any comments or material in any way, including on social media, you are solely responsible for such comments and materials. You should be aware that you can be held personally liable for any comments and material that may be deemed to be defamatory, obscene or proprietary.
- b) In any situation, you should not post information which you have been asked not to, or not been provided consent for, especially those governed by intellectual property rights or the Personal Data Protection Act (PDPA).

8.4 Infringements

- a) It is important for you to understand the need to exercise care in setting boundaries between your personal and public communications, and to understand that what may seem private, especially that in the digital world, can often become public, even without knowledge or consent. In no circumstance would a privacy setting be foolproof nor can it be used as an excuse for ignorance or non-conformance to this Policy.

- b) SDSC reserves its right to take any appropriate measure with respect to infringements of this Policy, including disciplinary or legal actions. It also reserves the right to act on information provided by third parties, to investigate possible infringements of this Policy, and take appropriate actions.

8.5 Responsible and Positive Communications

- a) You can promote support for disability sports using the following means:

- Follow SDSC on Facebook
(<https://www.facebook.com/SingaporeDisabilitySportsCouncil/>)
- Tag SDSC when posting (content, photos, videos, updates) that promote a positive image of disability sports and athletes with disability (#SDSC). Acknowledge SDSC's sponsors and partners where possible, to show gratitude for their contributions, e.g.

Significant Sponsors of SDSC

- Haw Par Corporation Limited - #HawPar
- JCCI - #JCCI
- Micron Foundation - #Micron
- Mitsubishi Corporation - #Mitsubishi
- Toyota - #Toyota

Sports Partners of SDSC

- Bowling Association for the Disabled (Singapore) - #BADS
- Deaf Sports Association (Singapore) - #DSAS
- Goalball (Singapore) - #GoalballSG
- Lawn Bowls Association of Singapore - #LBAD
- Para Cycling Federation Singapore - #PCFS
- Para Athletics Singapore - #PAS
- Riding for the Disabled Association of Singapore - #RDA
- Table Tennis Association for the Disabled (Singapore) - #TTADS
- Wheelchair Basketball Association of Singapore - #WBAS
- Wheelchair Racing Association (Singapore) - #WRAS
- Wheelchair Tennis Association of Singapore – #WTAS

8.6 Contact Information

To seek approval for interviews, outreach requests or clarity on the suitability of content, please contact:

Ms Stefanie Pitchian
Communications Executive
stefanie.pitchian@sdsc.org.sg
+65 8157 4165

Mr Lim Wei Hao
Communications Executive
lim.wei.hao@sdsc.org.sg
+65 9189 2553

9 Declaration

9.1 Medical fitness and criminal history

a) Have you been or are suffering from any major medical condition / mental illness or physical impairment that would impede your ability to carry out your official duties? If yes, please give details:	Yes / No
b) Have you ever been convicted in a Court of law in any country? If yes, please give details:	Yes / No
c) Have you ever been declared a bankrupt? If yes, please give details:	Yes / No

I hereby declare that all information given herein are true and correct and I have not wilfully suppressed any material fact.

10 Breach of Agreement

10.1 You agree that, should you, or your representative, breach any part of this agreement, SDSC may, at its discretion, carry out disciplinary or legal actions, where applicable. This includes, but is not limited to, your suspension or exclusion on a temporary or permanent basis as a Team Official, as well as withdrawal of support or endorsement for any competitions, events or programmes that you may have been entered or nominated for.

Team Official Undertaking

This Agreement covers the conditions by which I have been selected as a member of SDSC's national or development team.

This agreement is not an employment agreement and does not make me an employee of SDSC.

- I agree that my membership of the designated team is conditional upon me entering into this agreement and observing its terms and conditions.

This agreement will commence once I have signed the agreement and upon receipt of the agreement by the SDSC and will conclude on 31 March 2021, unless otherwise agreed by the SDSC in writing.

- I confirm that I have read, understood and accept the above terms and conditions.

By the submission of this agreement, I agree that the Singapore Disability Sports Council ("SDSC") may collect, use and disclose my personal data, as provided in this agreement, for the purposes in accordance with the Personal Data Protection Act 2012. I understand that I may withdraw this consent at any time in writing to sdsc@sdsc.org.sg

Team Official

Signed

Date

Print Name

SDSC

Signed

Date

Print Name