

## Singapore Ice Skating Association

### Annual Report for Year Ended 31 March 2023

The Singapore Ice Skating Association was established on 11 Dec 1998 as a society and was registered under the Charities Act on 31 Dec 2010.

**Unique Entity Number (UEN):** S98SS0168E

**Registered Address:** #01-33, 3 Stadium Drive, Singapore 397630

#### SISA BOARD

The incumbent Board members will serve until 30 Sep 2026 when elections of office bearers for a fresh term will take place. From the AGM on 31 Oct 2022, each term of office will be four years. The composition of the SISA Board is as follows:

Name	Designation	Date First Appointed	Date Appointed (Current Term of Office)	Tenure	Occupation	Involvement with Other Charities or Volunteer Work
<b>ELECTED BOARD MEMBERS</b>						
Ms Alison Chan	President	16 November 2018	31 October 2022	Until 2025 AGM	Manager	
Ms Alicia Tan	Secretary General	18 September 2017	31 October 2022	Until 2024 AGM	Director	Dyslexia Association Singapore
Mr Zhang Wei	Vice President (Figure Skating)	31 October 2022	31 October 2022		Director	Edge Ice Skating Club
Mr Wang Runze	Vice President (Short Track Speed Skating)	31 October 2022	31 October 2022		Senior Operation Regulatory Affairs Specialists	
Ms Jenna Bang	Treasurer	7 November 2022	7 November 2022		Senior Finance Manager	
Mr Leonard Cheah	Assistant Treasurer	31 October 2022	31 October 2022		Assistant Director	

Name	Designation	Date First Appointed	Date Appointed (Current Term of Office)	Tenure	Occupation	Involvement with Other Charities or Volunteer Work
<b>APPOINTED BOARD MEMBERS (2 year term)</b>						
Mr Keith Han	Appointed Board Member	7 November 2022	7 November 2022		Partner (legal firm)	

**Note:**

No Board Member received remuneration for their Board services.

**Bankers:** United Overseas Bank Limited

**Auditor:** SB Tan Audit PAC  
UEN No.: 201709525H

**Other services:** The SISA utilises the services of E Business Accounting Services & Consultancy for book-keeping, payroll and accounting services.

**GOVERNING INSTRUMENT**

- SISA is governed by a Constitution which was presented and approved at the Extra Ordinary General Meeting (EGM) held on 19 May 2022 and approved by the Registry of Society on 21 September 2022.

Full Members - Affiliated Clubs

- Champions Ice Skating Club
- Edge Ice Skating Club
- Ice Angels (Friends of Ice Skating)
- Island Ice Figure Skating Club
- Snow Leopard Speed Skating Club
- Tropical Blades Ice Skating Club
- 111.12m Club

Associate Members – Affiliated Clubs

- Artistry of Movement
- Blue Cantabile Ice Skating Club

**NOTE**

As per SISA Constitution Article 12; All membership applications shall be submitted to the Secretary General as prescribed by SISA.

Application for membership may be rejected on any of the following grounds:

- a. The applicant does not satisfy all the relevant membership criteria set out in the relevant membership category in this Constitution.
- b. The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved
- c. Where accepting the applicant would in the Board's absolute discretion be deemed prejudicial to the interest of SISA as a whole.

#### Governance Evaluation Checklist

As an Institution of a Public Character (IPC), the SISA had duly submitted the Online Evaluation Checklist (for the period from 1 Apr 2022 to 31 Mar 2023) at the Charity Portal. The Period of Approved IPC status granted to SISA is from 1 January 2021 to 31 December 2023

#### **KEY OBJECTIVES, VISION, PURPOSE AND CORE VALUES:**

Since SISA's inception in 1998, incremental progress has been made in meeting our Constitutional and Mission objectives. This includes the provision of recreational and competitive programmes, the charting of athlete development pathways and the organization of local and international competitions. To complement these activities, SISA also organizes seminars and clinics for all levels of skaters, coaches and officials.

2. The objects of the Association are:
  - a. Promote, develop and increase participation for the sport of Ice Skating in Singapore.
  - b. Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through the sport of Ice Skating.
  - c. To engage communities and provide Ice Skating access to vulnerable segments of the community such as youth at risk and the less privileged.
  - d. Unify, co-ordinate, sanction and organise Ice Skating activities in Singapore, including national and international Ice Skating tournaments and events.
  - e. Raise the competitive standards of Ice Skating athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
  - f. Provide sport pathways and opportunities for the progression and advancement of Ice Skating athletes, coaches and technical officials in

Singapore.

- g. Raise the technical capability of Ice Skating coaches and technical officials in Singapore.

### **Selection and Recruitment of Board Members**

3. As extracted from the SISA Constitution:

#### Key Office Bearers

- a. The Board's key office bearers will minimally be the President, Secretary General and Treasurer.
- b. The key office bearers shall be Elected Board Members who are Singapore citizens.
- c. The Treasurer should preferably have a recognized accounting qualification and / or appropriate practical experience.
- d. The President should have served and made positive contributions to the sport of Ice Skating and/or SISA as an ex-athlete, official or elected Board member, or should be a prominent individual of good standing within the sport and / or business community.

#### Board Members

- e. Board members shall at least be twenty-one (21) years of age and shall be Singapore citizens or Permanent Residents.
- f. Board members shall not be undischarged bankrupts or have criminal convictions.
- g. Board members shall not be serving a suspension or ban from ISU or other regulatory authority
- h. Board members shall be persons of exemplary character with the relevant experience and credentials.
- i. Board members shall neither be a paid employee of SISA nor have a family member (i.e. child, sibling, parent, spouse, spouse's parent, spouse's sibling, grandparent, or grandchildren) who is a paid employee of SISA.
- j. No Board members shall be family members during the same term of office.
- k. Any change of Board members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change

## POLICIES

### Membership

4. As at 31 March 2023, there were 280 current SISA individual members, 7 Full Members (affiliated clubs with voting rights) and 2 Associate Members (affiliated clubs with no voting rights).
5. Affiliation Fees (annual)

Full Member	Associate Member	Individual Member
\$80	\$30	\$45

### Review and Changes in Policies

6. During the course of the year, SISA developed and introduced or upgraded the following policies:
  - a. Introduced – Safe Sport Policy
  - b. Published
    - i. 2022/2023 Squad Selection Policy (Short Track)
    - ii. 2023/2024 Squad Selection Policy (Figure)
    - iii. Athletes’ Competition Selection Policy 2022/2023
    - iv. Athletes’ Funding Policy 2022/2023
  - c. Ice Time Policies
    - i. Monitor’s Roles & Responsibilities
    - ii. Technical Safety Guidelines on Ice
  - d. Winter Youth Olympic Games 2024 (Short Track) – selection policy

### Funding Sources

7. The Singapore Ice Skating Association’s operating expenses is funded by:
  - a. sponsorships
  - b. donations
  - c. membership
  - d. entry fees from events
  - e. government grants; specifically from Sport Singapore and International Skating Union

## REVIEW OF ACTIVITIES (1 April 2022 to 31 March 2023)

### General

#### Board Meetings

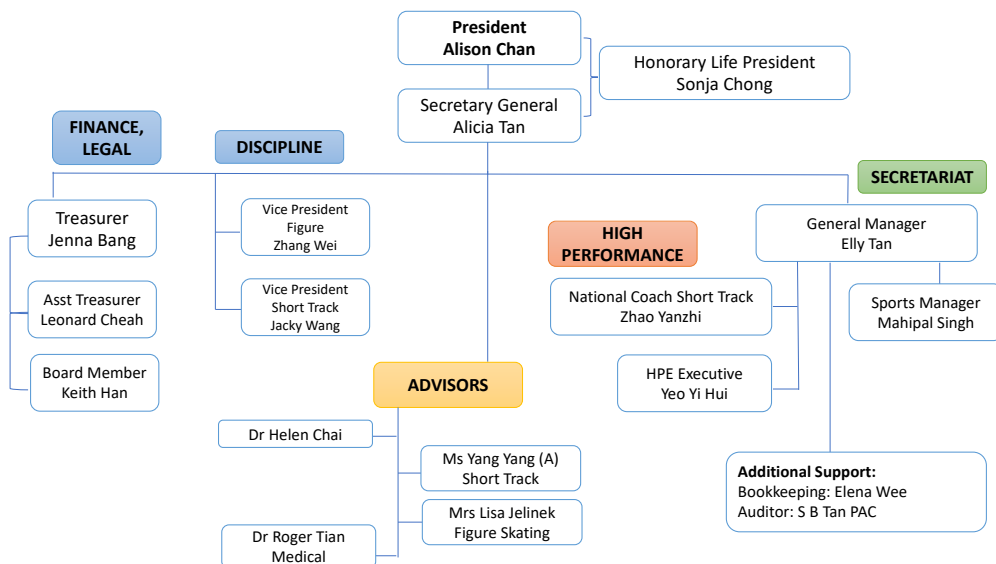
8. A Board meeting shall be held at least once every two (2) months between 1 Apr 2022 and 31 Mar 2023.
9. It is expected that a Board Member shall not be absent for three (3) consecutive Board meetings without any reasonable excuse accepted by the Board as well as relevantly lend his/her expertise to specific tasks or actively participate in specific task group or sub-committee meetings when called upon to do so. A letter of appreciation would be extended to a Board member who is no longer able to commit his/her time and expertise actively and, a replacement would be appointed.
10. The date of the meetings and the attendance of members were as follows:

Date of Board Meeting		7 Apr 2022	5 May 2022	2 June 2022	13 Aug 2022	19 Sep 2022	7 Nov 2022	6 Mar 2023
Name	Designation							
Ms Alison Chan	President	Y	Y	Y	Y	Y	Y	Y
Ms Alicia Tan	Secretary General	Y	Y	Y	Y	Y	Y	Y
Ms Jenna Bang	Treasurer	Not appointed yet – 7 Nov 2022						Y
Mr Leonard Cheah	Asst Treasurer	Not nominated yet – 31 Oct 2022					Y	Y
Mr Zhang Wei	Vice President (Figure Skating)	Not nominated yet – 31 Oct 2022					Y	Y
Mr Jacky Wang	Vice President (Short Track)	Not nominated yet – 31 Oct 2022					Y	Y
Mr Keith Han	Appointed Board Member	Not appointed yet – 7 Nov 2022						X

## Staffing and Organisational Structure

11. The Secretariat of SISA is headed by Ms Elly Tan, the General Manager, who was appointed on 1 May 2018.
12. Elly Tan graduated from the Republic Polytechnic, Diploma of Sports and Leisure Management in the Year 2011 and has been with SISA for the past 12 years. She specialises in event organisation and management, from National, Regional to International events.
13. As at 31 March 2023, there are four full time staff
  - a. General Manager – Elly Tan
  - b. Sports Manager – Mahipal Singh
  - c. National Coach (Short Track) – Zhao Yanzhi
  - d. High Performance Executive – Yeo Yihui

## SISA Organisational Structure







21. **Conflict of Interest Declaration**

22. SISA's Conflict of Interest Policy can be found on SISA's website [www.sisa.org.sg](http://www.sisa.org.sg). On an annual basis, all Board members and staff would be required to make a conflict of interest declaration. A staff or Board member who declares that he/she has existing/potential conflict of interest is required to state the conflict of interest (including persons, companies with whom/which he/she has official dealings and/or private interest) and for this to be escalated to the President, SISA. He/She will then be required to recuse himself/herself from all transactions, recommendations or decision making on matters pertaining to the subject matter in which he/she is in a conflicted position.

**Whistle Blowing Policy**

23. Whistle-blowing is defined as a deliberate, voluntary disclosure of individual or organisational malpractice by a person who has or has had privileged access to data, events, or information about an actual, suspected, or anticipated wrongdoing within or by SISA, that is within SISA's control. Reportable Incidents must have been, or are expected to be, committed at SISA premises and/or during the conduct of the SISA Board members'/staff's/ duties, employment or conduct of business with SISA.
24. The SISA's Whistle Blowing Policy can be found on the SISA website: [<https://sisa.org.sg/about-sisa/policies>].
25. The SISA is committed to a high standard of compliance with accounting, financial reporting, internal controls, auditing requirements, and any legislation relating thereto. In line with this commitment, SISA's Whistle Blowing policy aims to provide an avenue for employees and external parties to raise concerns and offer them reassurance that they will be protected from reprisals or victimisation for whistle-blowing in good faith. Reportable incidents can be made to SISA's Executive Ombudsman and, addressed to:

**Private & Confidential**

Singapore Ice Skating Association Executive Ombudsman  
300 Beach Road  
The Concourse #32-07  
Singapore 199555  
Attn: Winston Wong (Flint & Battery LLC)

### **Annual General Meeting (AGM)**

26. The SISA held the AGM on 31 October 2022. The following individuals had earlier been elected on a four-year term of office (unless stated otherwise):

President	:	Ms Alison Chan
Secretary General	:	Ms Alicia Tan
Treasurer (2-year term)	:	Ms Jenna Bang
Asst Treasurer	:	Mr Leonard Cheah
Vice President (Figure Skating)	:	Mr Zhang Wei
Vice President (Short Track)	:	Mr Jacky Wang
Appointed Board Member (2-year term)	:	Mr Keith Han

27. SISA's strategic focus for 2023 to 2024 would be on the following, where there would be equal emphasis on each:
- Identification and development of alternative (permanent) rink, following the expected closure of The Rink @ JCube in August 2023. As well as to secure ice training opportunities locally and/or overseas (neighbouring countries, pre/post competition location).
  - To collaborate with the Southeast Asian countries and lobby for Ice Skating to be featured in the SEA Games 2025/2027/2029.

### **National Championships**

28. Short Track National Championships – 30 July 2022  
29. Figure Skating National Championships – 11 & 12 March 2023

### **International Squad / Development Squad**

30. Figure - <https://sisa.org.sg/figure-skating/team>  
31. Short Track - <https://sisa.org.sg/short-track/team>

### **SISA Donation Drive 2023**

32. 2022 SEA Open Figure Skating Trophy  
33. 2023 Singapore National Figure Skating Championships

## Community Outreach and Collaborations

The SISA also organised, sanctioned or supported the following events and activities:

### International Competitions Representation and Results

34. Representation (Figure Skating) – <https://sisa.org.sg/figure-skating/international-assignments>
35. Representation (Short Track) – <https://sisa.org.sg/short-track/international-assignments>
36. Organisation – SEA Open Figure Skating Trophy 2022, International event

### Certification, Technical Courses and Continuing Education (CCE)

#### Coaching Courses

37. Effective Coach (Micro Coaching) – 9 & 10 February 2023

#### Technical Official Courses

38. Trial Competitor Steward (Short Track) – 30 July 2022
39. Trial Judges (Figure Skating) – 11 & 12 March 2023

### Awards

40. The SISA would like to congratulate the following skaters for receiving the following awards:
  - a. Singapore Olympic Foundation – Peter Lim Scholarship:

S/n	Name	Category	School in Year 2022
1	Lavelle Zhang	HPU18	Woodlands Ring Secondary School
2	Lin Jiayuxin	HPU18	Nan Chiau Primary School
3	Pagiel Sng	HPU18	Singapore Sports School
4	Alyssa Pok	HPU18	Singapore Sports School
5	Brandon Pok	HPU18	Hwa Chong Institution
6	Kayla Chua	Secondary	Methodist Girls' School (Secondary)
7	Xu Jing Feng	Tertiary	Singapore Sports School

- b. ISU Junior Scholarship

S/n	Name	Discipline
1	Alyssa Pok	Short Track

## REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSACTIONS

41. Sport Singapore approved a total of \$292,600 for FY22 and, a further \$7200 in the form of direct athlete funds (spexTag).

Additionally, OTSF matching grant of \$4,615 was received in FY22 (relating to FY2022, H1).

42. The Secretariat ensured that funds were utilised for its intended purposes and provided half-yearly reports to Sport Singapore.
43. S B Tan PAC was responsible for auditing SISA's accounts for FY22. For FY22, SISA has a surplus of \$6,424 (vs a deficit of \$33,511 in prior year FY21). This was mainly from higher entry fee from events/race & ice time practice income post covid-19.
44. Apart from funding received from Sport Singapore, the SISA managed to generate additional income through event registration fees and membership fees. Details as follows:
- a. Registration fees (from local competitions) - \$103,860
  - b. Individual membership fees - \$12,816
45. In the area of sponsorships, the SISA Board is grateful to the following sponsors-in-kinds:
- a. Matrixstar
  - b. The Green Party
  - c. Chow Skates
  - d. Riedell
  - e. Singapore Pools
  - f. Zeste
46. For more information on the charity's financial transactions please refer to the charity's Financial Statement.

## MANAGEMENT AND AVOIDANCE OF CONFLICTS OF INTEREST

47. Board members are expected to avoid actual and perceived conflicts of interest. Where Board members have personal interest in business transactions or contracts that SISA may enter into, or have vested interest in other organisations that SISA have dealings with or is considering to enter into joint ventures with, they are expected to declare such interests to the Board as soon as possible and abstain from discussion and decision-making on the matter. Where such conflicts exist, the Board will evaluate whether any potential conflicts of interest will affect the continuing independence of Board members and whether it is appropriate for the Board member to continue to remain on the Board.

## RESERVES POSITION

48. SISA has a reserve policy for stability of the operations and it ensures that there are sufficient resources to support planned activities and its day-to-day operations in the event of unforeseen circumstances. As a general rule of thumb, SISA strives to maintain 3 months of operational expenditure kept as reserves. The reserve level is reviewed half-yearly by the Board to ensure that the reserves are adequate to fulfil SISA's continuing obligations.

	Current Year	Previous Year	% Increase / (Decrease)
<b>Unrestricted Funds (Reserves)</b>	\$62,014	\$55,590	11.6%
Restricted / Designated Funds:			
- Building Fund	Nil	Nil	
- Education Fund	Nil	Nil	
- Others: ISU World Development Trophy Fund	\$10,065	\$17,751	(43.3%)
Others: One Team Singapore (OTSF)			
- Short Track Donation	9,543	9,385	1.7%
- Figure Donation	19,765	2,973	564.8%
- OTSF Matching Grant	\$6,935	\$2,320	198.9%
Endowment Funds	Nil	Nil	
Total Funds <sup>1</sup>	\$108,322	\$88,019	23%
<b>Ratio of Reserves<sup>2</sup> to Annual Operating Expenditure<sup>3</sup></b>	0.07	0.06	16.7%

<sup>1</sup> Total funds include unrestricted, restricted, designated and endowment funds.

<sup>2</sup> Unrestricted Funds.

<sup>3</sup> Charitable Activities and Other Operating and Administration Expenses.

## FUTURE PLANS

49. Identification and development of alternative (permanent) rink, following the expected closure of The Rink @ JCube in August 2023.
50. To collaborate with the Southeast Asian countries and lobby for Ice Skating to be featured in the SEA Games 2025/2027/2029.

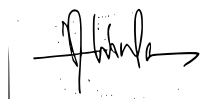
The above constitutes the Annual Report of the Singapore Ice Skating Association.

Prepared for the Association as at 31 March 2023.



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Alison Chan  
President



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Alicia Tan  
Secretary General



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Jenna Bang  
Treasurer