

Singapore Ice Skating Association

Annual Report for Year Ended 31 March 2024

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
ELECTED BOARD MEMBERS						
Ms Alison Chan	President	16 November 2018	31 October 2022	Ends in 2026	Manager, BCH Enterprise	
Ms Alicia Tan	Secretary General	18 September 2017	31 October 2022	Ends in 2025	Director, Allecret Global Pte Ltd	Dyslexia Association Singapore
Mr Zhang Wei	Vice President (Figure Skating)	31 October 2022	31 October 2022	Ends in 2026	Director, Edge Sports	Edge Ice Skating Club
Mr Wang Runze	Vice President (Short Track Speed Skating)	31 October 2022	31 October 2022	Stepped Down on 31 May 2023	Senior Operation Regulatory Affairs Specialists, Thermo Fisher Scientific Pte Ltd	
Mr Lewis Teo	Vice President (Short Track Speed Skating)	23 August 2023	23 August 2023	Ends in 2024	Director, Nexus Link Pte Ltd	

Name	Designation	Date First Appointed	Date Appointed (Current Term of Office)	Tenure	Occupation	Involvement with Other Charities or Volunteer Work
Ms Bang Ying Ying	Treasurer	7 November 2022	7 November 2022	Ends in 2024	Senior Finance Manager, Bonvests Holdings Limited	
Mr Leonard Cheah	Assistant Treasurer	31 October 2022	31 October 2022	Ends in 2026	Assistant Director, Ministry of Defence Singapore	
APPOINTED BOARD MEMBERS (2 year term)						
Mr Keith Han	Appointed Board Member	7 November 2022	7 November 2022	Ends in 2024	Partner (legal firm), Oon & Bezul LLP	

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

1. 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

1. Champions Ice Skating Club
2. Edge Ice Skating Club
3. Ice Angels (Friends of Ice Skating)
4. Island Ice Figure Skating Club
5. Snow Leopard Speed Skating Club
6. Tropical Blades Ice Skating Club
7. 111.12m Club

Associate Members – Affiliated Clubs

1. Artistry of Movement
2. 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

"Governance in the charity sector refers to the framework and processes concerned with managing the overall direction, effectiveness, supervision and accountability of an organisation.

Charities, as community organisations working for public benefit, are accountable to the public and other stakeholders. Good governance is increasingly an important criterion for the public and charity stakeholders to decide whether to donate or volunteer their services to a charity.

The Charity Council developed the Code of Governance in 2007, to set out principles and best practices in key areas of governance and management that charities are encouraged to adopt.

All charities and IPCs to which the Code applies are required to submit a Governance Evaluation Checklist (GEC) online via the Charity Portal. Disclosure of this checklist is made available for public viewing on the Charity Portal. The Code operates on the principle of 'comply or explain'. Compliance is not mandatory. However, charities are encouraged to review or consider amending their governing instrument, by-laws and policies as necessary to adopt this Code for the best interest of their charities."

Source: <https://www.charities.gov.sg/Pages/Charities-and-IPCs/Manage-Your-Charity/Code-of-Governance-for-Charities-IPCs.aspx#>

As an Institution of a Public Character (IPC), the SISA will submit the Online Evaluation Checklist on the Charity Portal which will be reflected [here](#) by 30 September 2024.

The Period of Approved IPC status granted to SISA is from 1 January 2024 to 31 December 2026.

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 2024, there were 305 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 and/or upgraded the following policies:
- 25th Anniversary Celebration - Funding Policy
 - Safe Sport Policy
 - SISA By-Law: This is regarding the Elected Board Members' tenure in a situation where there is "no contest" or nominations have not been received during an Annual General Meeting (available on SISA website).

Funding Sources

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

REVIEW OF ACTIVITIES (1 April 2023 to 31 March 2024)

General

Board Meetings

8. A Board meeting shall be held at least once every two (2) months between 1 Apr 2023 and 31 Mar 2024.
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:

Name	Designation	10 April 2023	12 May 2023	4 August 2023	23 August 2023	8 September 2023
Ms Alison Chan	President	/	/	/	/	/
Ms Alicia Tan	Secretary General	/	/	/	/	Excused (**)
Mr Zhang Wei	Vice President (FS)	/	/	/	/	/
Mr Lewis Teo	Vice President (ST)	Not appointed yet				/
Ms Bang Ying Ying	Treasurer	Absent	Absent	/	Absent	/
Mr Leonard Cheah	Asst Treasurer	Absent	/	/	/	Absent
Mr Keith Han	Appointed Board Member	Absent	/	/	/	/

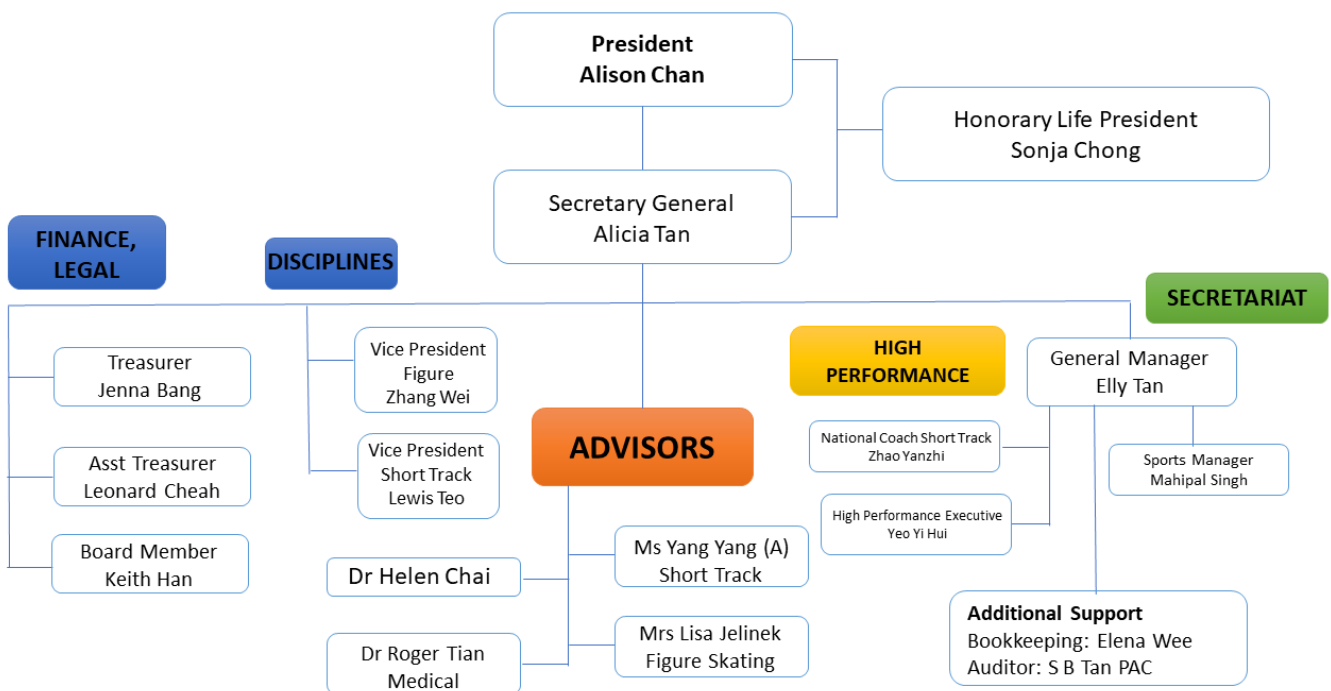
Note:

- (1) Apart from either in-person, online or hybrid meetings, SISA Board matters were also approved via Circular Resolutions.
- (2) ** Secretary General was excused from this meeting.

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



Employee Remuneration

14. The top 3 employee annual salaries (including employer CPF) for 2023 were in the following bands:

Less than \$100,000	-	3
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15. None of the three (3) highest paid staff also served as a Board member of the SISA. In addition, there is no paid staff being a close member of the family belonging to the General Manager or a Board member of the SISA who has received remuneration in excess of \$50,000 during the financial year.
16. On matters of salary increments, salary adjustments and promotions as well as staff performance review, the SISA's Key Office Bearers would make reference to best practices available in Singapore.

Remuneration for key staff

17. The Board may by way of a unanimous vote of the Board members recruit any person to be its Chief Executive Officer, General Manager, Technical Director, or such other key or other staff on a full time or on a part time basis, or any entity with the relevant qualification and ability, to manage the operations of the Association. The Board will make such recommendations to Sport Singapore as part of its annual funding/budgetary requirements prior to recruiting such persons or entity(ies).
18. For key executives eg. the Chief Executive Officer, the Association and Sport Singapore shall jointly recruit such key staff through joint interviews and evaluation, and the appointment of such key staff will be subject to Sport Singapore's approval, which will not be unreasonably withheld.
19. The appointment, remuneration, key performance indicators and terms of employment of such staff shall be determined by the Board and approved by Sport Singapore.
20. The Board shall formulate policies and procedures to help assess, screen, supervise and train volunteer appointees including procuring appropriate HR provisions for its staff, officials and volunteers, e.g. insurance coverage. Such decisions will be documented in the minutes of Board meetings.

21. **Conflict of Interest Declaration**
22. SISA's Conflict of Interest Policy can be found on SISA's website 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 29 September 2023. 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 Bang Ying Ying
Asst Treasurer	: Mr Leonard Cheah
Vice President (FS)	: Mr Zhang Wei
Vice President (ST) (2-year term)	: Mr Jacky Wang (now Mr Lewis Teo)
Appointed Board Member (2-year term)	: Mr Keith Han

27. SISA's strategic focus for 2023, 2024 and 2025 would be on the development of a permanent rink with a potential investor and in consultation with Sport Singapore and Singapore Land Authority. At the same time, in the absence of competition rink, to secure ice training opportunities locally with Kallang Ice World and/or overseas (neighbouring countries, pre/post competition location).

National Championships

28. Short Track National Championships – held on 15 July 2023 with 39 participants

International Squad / Development Squad

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

SISA Fund Raising Campaign 2023 – in conjunction with SISA's 25th Anniversary Celebrations

31. In 2023, the Singapore Ice Skating Association celebrated 25 years of promoting and growing the sport of ice skating. SISA's milestones and achievements was encapsulated in a limited-edition Commemorative Book "*SISA 25th Anniversary – History of Ice Skating in Singapore*".
32. To support the ice-skating community during the period following the closure of The Rink @ JCube, SISA established the 25th Anniversary Fund to provide funding for our skaters, coaches and technical officials through SISA's High-Performance Sport ("HPS") System to encourage them to continue to pursue their dreams.
33. The 25th Anniversary Fund Raising Campaign saw the community coming forward to lend its support and \$19,698 was received in donations and, where this amount would be matched by the Government through the One Team Singapore Fund (OTSF) matching grant scheme.

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. International Competitions held in Singapore – SEA Open Short Track Trophy held on 1 – 2 April 2024 with 120 participants from 11 nations.

Certification, Technical Courses and Continuing Education (CCE)

Coaching Courses

37. Insights on the IJS on Spins & Steps features on 29 March 2024 with 26 participants.

Technical Official Courses

38. Referees' Seminar for Short Track held on 30 March – 2 April 2023 with 22 participants from 7 nations.

Awards

39. 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 2023
1	Xu Jing Feng	Tertiary	Republic Polytechnic
2	Lin Jiayuxin	HPU18	CHIJ St Nicholas Girls' School
3	Pok Yan Kai Brandon	HPU18	Hwa Chong Institution
4	Keegen Chan Yong Xian	HPU18	New Town Secondary School
5	Pagiel Sng Yie Ken	HPU18	Singapore Sports School
6	Ryo Ong Yik	HPU18	Singapore Sports School
7	Amelia Rae-Lene Chua	HPU18	University of Nottingham

- b. ISU Junior Scholarship

S/n	Name	Discipline
1	Vianna Linke	Figure
2	Amelia Chua	Speed
3	Ryo Ong	Speed

REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSACTIONS

40. Sport Singapore approved a total of \$288,200 for FY23 and, a further \$19,200 in the form of direct athlete funds (spexTag).

Additionally, OTSF matching grant of \$ 21658 was received for FY23.
41. The Secretariat ensured that funds were utilised for its intended purposes and provided half-yearly reports to Sport Singapore.
42. S B Tan PAC was responsible for auditing SISA's accounts for FY23. For FY23, SISA had a surplus of \$14,896 (vs a surplus of \$6,424 in prior year FY22).
43. Apart from funding received from Sport Singapore, the SISA managed to generate additional income through different sources. Details as follows:
 - a. Registration fees (from competitions)
 - b. Individual membership fees
 - c. Ice Practice
 - d. Test fees
44. In the area of sponsorships, the SISA Board is grateful to the following sponsors-in-kinds:
 - a. Marigold
 - b. MatrixStar
45. For more information on the charity's financial transactions please refer to the charity's Financial Statement.

MANAGEMENT AND AVOIDANCE OF CONFLICTS OF INTEREST

46. 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

47. 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)
Unrestricted Funds (Reserves)	\$76,910	\$62,014	\$14,896 / 24%
Restricted / Designated Funds:			
- Building Fund	Nil	Nil	
- Education Fund	Nil	Nil	
- Others: ISU World Development Trophy Fund	\$8,393	\$10,065	(\$1,672) / (17%)
Others: One Team Singapore (OTSF)			
- Short Track Donation	\$20,012	\$9,543	\$10,469/110%
- Figure Donation	\$31,057	\$19,765	\$11,292/57%
- OTSF Matching Grant	\$32,856	\$6,935	\$25,921/374%
Endowment Funds	Nil	Nil	
Total Funds ¹	\$169,228	\$108,322	\$60,906/56%
Ratio of Reserves² to Annual Operating Expenditure³	0.14	0.07	0.07 / 100%

48. Separately and, in accordance to SISA's Constitution, decisions on expenditure, where more than 10% of SISA's reserves or \$0.25M, whichever is higher, is required, would be presented at a General Meeting by a resolution carried by at least two-thirds of the votes recorded at the meeting.

FUTURE PLANS

49. Development of permanent rink in collaboration with a private investor.
50. To collaborate with the Southeast Asian countries and lobby for Ice Skating to be featured in the SEA Games 2025/2027/2029.

¹ Total funds include unrestricted, restricted, designated and endowment funds.

² Unrestricted Funds.

³ Charitable Activities and Other Operating and Administration Expenses.

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

Prepared for the Association as at 31 March 2024.



Alison Chan
President



Alicia Tan
Secretary General



Bang Ying Ying
Treasurer