



# **SINGAPORE ICE SKATING ASSOCIATION**

## **ATHLETE'S CODE OF CONDUCT**

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## 1. Introduction

Singapore Ice Skating Association (SISA) encourages good sportsmanship and behaviour that is appropriate and respectful at all times. Therefore, SISA believes that all people involved in sports need to advocate and model the fundamentally positive aspects of sports, which include but are not limited to: sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development.

## 2. Policy Statement

This Code of Conduct (Code) has been prepared to provide a clear framework for SISA Athletes to act responsibly and with honesty and dignity in pursuit of excellence. The Code demands high standards of SISA Athletes and provides sanctions for unacceptable behaviour and attitudes. The Code also provides a means where:

- a. concerns about the conduct of the athlete can be addressed; and
- b. a formal complaint can be made of unbecoming behaviour of any athlete

This Code will inform you and your parents on SISA's expectations of its athletes; so that you can exercise good judgement and conduct yourself with honesty, integrity and respect for others at all times. It is critical for athletes to be aware of the need to be mindful of their behaviour at all times.

SISA Athletes are advised to read the content of this Code carefully as signing this Code means you agree to commit to the rules and regulations related to SISA Athlete's Code of Conduct presented herein.



### 3. General Provisions Governing Athlete

3.1 Athlete must be a citizen of Singapore or hold an International Skating Union (ISU) Clearance Certificate

3.2 Athletes must abide by policies and rules in accordance with the ISU, SISA, Sport Singapore (SportSG) and Singapore National Olympic Council (SNOC).

3.3 Athletes must be a current member of SISA.

3.4 Athletes will receive the Squad status upon submission of the following:

- 3.4.1 A signed copy of the Squad Agreement
- 3.4.2 A signed copy of the Athlete's Code of Conduct
- 3.4.3 A signed copy of the ISU Declaration Form
- 3.4.4 A completed/updated Bio Form
- 3.4.5 A completed/updated Goal Setting Form
- 3.4.6 Tentative Exam Leave & 8-weeks leave plan

3.5 Athlete seeking coaching outside of the SISA Coaching staff must receive prior approval from SISA or its designated person(s). This includes coaching from, but not limited to, technical specialists, parents, personal coaches etc.

3.6 Athlete on signing this Code, automatically grants the SISA the right in perpetuity, to make, use and show, and at the SISA's discretion, any data, motion pictures, still motion pictures, videos and live, taped or filmed television and other reproductions of athlete during this agreement without any compensation and prior notification.

3.7 Complete all necessary forms and/or questionnaires issued to Athlete within designated time frame by the ISU, SNOC, SportSG and SISA.

3.8 Athlete must submit himself/herself to all medical examination as may be necessary and give consent that his/her medical-confidential information may be used as ISU, SNOC, SportSG or SISA deems fit.

3.9 Athlete shall not have any romantic or dating relationship with any coach.

3.10 All Athlete engaged in a romantic or dating relationship with any staff of SISA or coach is required to notify the SISA immediately. Failure to notify may render Athlete and Coach in breach of Code.



## 4. Guiding Principles for Athlete's Conduct

### 4.1 When participating in or attending any activities including training sessions and competition events; Athlete shall:-

4.1.1 Be expected to attend all required training sessions, meetings, official functions and competitions. Athlete shall notify the SISA in writing, 24 hours in advance; if Athlete is unable to attend.

4.1.2 Attend all required training sessions, meetings, official functions and competitions on time, taking into account time for travel and in proper attire (well groomed, uniforms, etc.) unless alternative arrangements have been made with the appropriate coach prior to these activities (24 hours in advance in writing).

4.1.3 Abide by the schedules and all reasonable requests made by SISA and the National Coach (ST) / Main-Adopted Coach (FS) regarding but not limited to training, diet, rest and competitions.

4.1.4 Exhibit good sportsmanship at all times and shall not argue with coaches, competitors and officials from Singapore or other countries.

4.1.5 Conduct himself/herself at all times, in a manner responsible for safeguarding the reputation the sport in the perception of all people and organization external to SISA; and in a manner that does not bring ice skating or themselves into disrepute.

4.1.6 Treat Squad members, opponents and coaches with respect regardless of race, language, religion, sex or physical ability.

4.1.7 Refrain from engaging in activities unbecoming of a SISA Athlete including but not limited to the following:-

4.1.7.1 Making derisory or derogatory comments about another athlete's performance

4.1.7.2 Smoking and/or consuming alcohol at training, major championships and international events; and

4.1.7.3 Be involved in any form of altercation with any other athlete, spectator or other person, and shall not engage in abusive or disorderly conduct

4.1.8 Comply with the Internal Olympic Committee ("IOC") Medical Code and in particular, not be involved in the consumption of , the use of any banned substance or engage in any prohibited methods of doping or chemical or drug abuse.

4.1.9 No distribution of banned substances including illegal and "performance enhancing drugs"; or take prescription drugs unless they have been prescribed for athletes by a medical professional.

4.1.10 Report any injuries or illness to the HPE Team immediately upon occurrence.



4.1.11 Refrain from any activity that could be considered bullying, harassment, hazing and/or intimidation.

4.1.12 Report any suspected misconduct that comes to athlete's knowledge to the HPE Team or any SISA authority immediately. Failure by athlete to report any act of misconduct which comes to athlete's knowledge may render athlete in breach of the Code if the said misconduct results in a serious offence being committed.

#### **4.2 Equipment, Ice and Land Training Facilities and Properties**

Athlete must take appropriate care of all equipment, training facilities, and properties failing which Athlete will be held financially responsible for any damage or loss through their negligence, at the replacement cost.

#### **4.3 Violence**

Athlete shall not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing, stalking, sexual violence/impropriety or any other conduct prohibited by law. If athlete witnesses such acts perpetrated by others, athlete shall report them to the HPE Team or any SISA authority immediately. Athlete acknowledges that SISA may in its discretion immediately suspend athlete from squad and prohibit athlete from training and competition until further notice in the event that athlete is accused of a crime of violence or sexual assault or sexual misconduct.

#### **4.4 Communications with media, any organization and on any social media platforms**

4.4.1 Any communications with the media or any organization or person(s) on all matters relating to SISA, Team Singapore, National / National Development Training Squads, and competitions, shall require prior written approval of the SISA or its designated person(s). SISA policies are for internal use only and shall remain confidential.

4.4.2 Be careful and respectful when using Internet as a means of social networking. There will be no tolerance for any harmful or disparaging actions on social media towards anyone. This includes negative comments and/or posts on Facebook, Instagram, Twitter, Instagram, Snapchat, Vine or any other platform for online interaction.

4.4.3 Athlete shall not author, forward or post vulgar or offensive notes, texts, photographs or other content that reflects negatively on athlete, Squad, other individuals or SISA, or that conflicts with the spirit and intent of this Code. Where possible to discourage others from posting text or photographs that could be deemed unflattering or damaging to athlete or reputation of others, or the reputation of Ice Skating. Athlete acknowledges that he/she is required to comply with the SISA Media Policy.

**4.5 To abide by any additional rules and regulations presented to all squad members by the coaches and/or SISA as may be notified to the athletes from time to time in writing during the duration of this Agreement.**



## 5. Categories of Breaches of Code

### 5.1 Level One – Tardiness / Nuisance Behaviour

This includes tardiness by athlete and behaviours that are irritating, unpleasant but not physically dangerous or likely to cause concern to the reputation of Ice Skating

Examples include, but are not limited to the following:-

- 5.1.1 Tardiness in attendance
- 5.1.2 Failure to wear the right attire
- 5.1.3 Tardiness in submission of deadlines
- 5.1.4 Failure to follow official instructions
- 5.1.5 Poor language during competition and/or training

### 5.2 Level Two – Offensive Behaviour

This includes behaviours where there may be some physical danger to individuals or property and/or where the behaviour is likely to lead to some damage of reputation of Ice Skating. Offensive behaviours may also reflect repeat incidents of nuisance behaviours, which in spite of attempts to highlight and provide guidance to athlete, the athlete continues to behave in a manner that breaches the Code.

The behaviours in this category will include those that appear to have a negligent aspect. Examples include, but are not limited to the following:-

- 5.2.1 Disrespect towards fellow athletes, SISA staff and officials
- 5.2.2 Disrespect for team rules when travelling with SISA
- 5.2.3 Behaviour in public that brings athlete or SISA in disrepute or is likely to lead to some damage to reputation of athlete and/or SISA
- 5.2.4 Using social media in a way that brings the athlete of SISA into disrepute or is likely to lead to some damage to the reputation of the athlete and/or SISA
- 5.2.5 Deliberate marking or damaging of property, equipment or facilities
- 5.2.6 Illegal Gambling
- 5.2.7 Spreading of fake news and misinformation

### 5.3 Level Three – Serious Misconduct

This includes behaviours that may be of dangerous where there may be some physical danger to individuals or property, damage to reputation of individual and are highly likely to lead to significant damage of reputation of Ice Skating or Squad members. The behaviours in this category will include those that appear to have a reckless and/or intentional aspect and shall include sexual misconduct/impropriety. Examples include, but are not limited to the following:-

- 5.3.1 Sexual and Physical Misconduct/Impropriety, Assault or Rape
- 5.3.2 Criminal Breach of Trust actions
- 5.3.3 Cheating in competitions
- 5.3.4 Vandalism/Property Damage
- 5.3.5 Use/Involvement with firearms or hazardous chemicals
- 5.3.6 Excessive use of alcohol and/or other drugs that leads to behaviour that is deemed unlawful and is made public through various mediums



- 5.3.7 Behaviour in public setting that is likely to lead to a significant damage to reputation of athlete and/or SISA
- 5.3.8 Using social media in a way that is found to be harassment or discriminates unfairly against any other person
- 5.3.9 Using social media in a way that is likely to lead to significant damage to the reputation of the athlete and/or SISA
- 5.3.10 Wilfully participating in any behaviour which is by law illegal
- 5.3.11 Making a false incident report
- 5.3.12 Bullying/Harassment
- 5.3.13 Disrespecting policies and processes
- 5.3.14 Contravention of Anti-Doping Policies of ISU and SISA
- 5.3.15 Insubordination
- 5.3.16 Altercation

## 6. Procedures for Responding to Breach of Code

6.1 The procedures for responding to breaches of the Code provide a framework for athlete to manage the case of inappropriate behaviour as governed by the Code.

6.2 Specific factors to consider as part of determining the appropriate response to an alleged breach of the Code includes but is not limited to:-

- 6.2.1 The nature of the behaviour and the level of incident;
- 6.2.2 The impact of the behaviour on the well-being of the athlete and those affected
- 6.2.3 The extent to which the incident will threaten the reputation of Ice Skating
- 6.2.4 The level of disruption to staff members and/or use of the facility and equipment of SISA
- 6.2.5 The competition, training and natural age of athlete
- 6.2.6 Historical and personal characteristics of athlete and incident
- 6.2.7 Whether the alleged behaviour was a first or one of a series of repeated incidents where a pattern appears to emerge to describe the motive of the athlete

## 7. Range of Repercussions

The range of repercussions would include the issuance of Incident reports, warning (verbal or written), remove of any financial and/or carding support from SISA, NYSI, SSI, being placed on probation, suspension from training and or suspension from competitions, removal from Squad (expulsion).



## 8. Process for Investigating Complaints

8.1 Where SISA receives information that an athlete may have committed a breach of the Code, the SISA Executive Committee (EXCO), General Manager (GM) and the Coaching Panel [comprising the National Coach (ST) / Main-Adopted Coach (FS) and Sports Manager] in conjunction with any other SISA staff will investigate the matter. The GM may consult affected/interested parties about their participation in any investigation. In consultation with the EXCO and Coaching Panel, the GM will determine the severity of the alleged breach and commence the process as outlined.

### 8.2 Level 1 Breach – Tardiness / Nuisance Behaviour

8.2.1 For 1st & 2nd Offence - Respective Coach in charge of athlete will make an Incident Report to the GM, which will be included in the athlete's personal file and taken into consideration in the Major Games and ISU Events Selection Criteria Ranking Sheet for Squad Selection.

8.2.2 For 3rd Offence – Respective Coach in charge of athlete will make an Incident Report to GM and issue a written warning letter and removal of financial and carding support. This will be included in the athlete's personal file and taken into consideration in the Major Games and ISU Events Selection Criteria Ranking Sheet for Squad Selection.

8.2.3 For 4th Offence – Respective Coach in charge of athlete will make an Incident Report to the GM. The Coaching Panel will deliberate and submit a written report to Disciplinary Committee (DC) and recommend whether athlete shall be suspended. DC will evaluate and recommend to EXCO if suspension is required and provide the period of suspension. EXCO will make the final decision on the suspension recommendation. Athlete will be informed of EXCO's decision accordingly by way of written letter. This will be included in the athlete's personal file and taken into consideration in the Major Games and ISU Events Selection Criteria Ranking Sheet for Squad Selection.





### 8.3 Level 2 & 3 Breaches – Offensive Behaviour and Serious Misconduct

8.3.1 It is the policy of the SportSG, SISA, DC and staff that any action taken by a coach, under the general rules and regulations, against an athlete may result in an indefinite suspension for the athlete from Team Singapore, and/or National Training and Squads. A SportSG and/or SISA official, National Coach (ST) / Main-Adopted Coach (FS), any law enforcement agency, Event Official or the parent of the athlete in violation must observe the infraction.

8.3.2 If Coach informs SISA or SISA receives a notice or a formal complaint, or EXCO following an investigation, reasonably believes an athlete may have committed a level 2 or level 3 breach; the EXCO will send the athlete a notice ( “infraction notice”) via email with a confirmation receipt which:-

- i) Notifies athlete of the alleged breach of Code and the basis of such allegations, clearly stipulating the level and implied seriousness by which SISA view the breach
- ii) Outline the process for investigating the matter
- iii) Inform athlete of immediate suspension from all squad activities pending findings/outcome of hearing and that further disciplinary action such as extended suspension or expulsion from the squad could be taken.
- iv) Gives the athlete at least 14 days written notice of when and where the matter shall be heard
- v) Advise the athlete that should athlete fail to attend the hearing or to make alternative arrangements within 3 days of receiving notice, the panel may hear the matter in absentia and SISA may apply sanctions based on facts accordingly.
- vi) Enclose a copy of the Code
- vii) Inform athlete that any question regarding infraction(s) are to be made directly to

Chairman  
DISCIPLINARY COMMITTEE  
Singapore Ice Skating Association  
E: DC@SISA.ORG.SG

The athlete must attend the hearing in front of the DC at the agreed time. The hearing must be no less than 14 days from the date the athlete received the notice of the alleged breach. Hearing may be conducted in person or electronically via conference facilities. The hearing must be recorded and transcribed, and a copy of the transcript signed by athlete and each member of the DC. The signed transcript is deemed to be a true and accurate record of hearing.

8.3.3 Within 21 days of the hearing, the DC must forward a written statement of its findings and recommended sanctions to the Coaching Panel who would then submit a written report to the EXCO. EXCO will evaluate the recommended sanctions and make its decision. The EXCO decision is final to which there will be no avenue for appeal.

8.3.4 Written notice of the sanctions must be served via email with confirmation of receipt on the athlete, within 7 days from EXCO decision.



**8.3.5 If for any reason circumstances arise that are not covered by the rules and regulations within this document the EXCO's decision on the matter will be final.**

## 9. Sanctions for Breaches

9.1 Where the panel from the DC hearing determines that the athlete is guilty of **level 2 breach of Code** they may recommend any one or more of the following:-

- 9.1.1 Dismiss the disciplinary hearing with an oral reprimand and no further action
- 9.1.2 Ban the athlete from using Ice Skating facilities and from participating in SISA activities for a specified period
- 9.1.3 Ban from participating in local and/or overseas competition
- 9.1.4 Order athlete to undergo counselling for a specified period
- 9.1.5 Athlete to have their awards, financial and carding benefits withdrawn
- 9.1.6 Apply any other appropriate sanction that provides an opportunity for both education and compliance to be achieved.

9.2 Where the panel from the disciplinary hearing determines that the athlete is guilty of **level 3 breach of Code**, they may recommend any one or more of the following:-

- 9.2.1 the athlete is banned from selection to represent SISA for a specified period of which can include a permanent ban
- 9.2.2 ban athlete from using Ice Skating facilities permanently
- 9.2.3 athlete to have their awards withdrawn permanently
- 9.2.4 athlete to be expelled
- 9.2.5 Apply any other appropriate sanctions

9.3 DC may expel a athlete or deny a athlete who engages in any criminal activity or violations of civil law participation in Team Singapore, and/or Squads activities. Recognizing the varying degrees of the severity of the violations (misdemeanors vs. felonies), consequences for such involvement may result in a minor reprimand, denial of participation depending upon the nature of offense or expulsion, which will be enforced immediately.

9.4 Where a breach is deemed to be of the same severity but it is committed within 12 months of the previous breach, the sanctions available for the subsequent breach will be those available in the subsequent category, e.g where complaint of second Level 1 breach is received within 12 months, this will permit panel to impose one or any of the sanctions in Level 2.



## 10. Sponsorships and Gifts

10.1 All sponsorships, events appearance and/or endorsements secured by the athletes have to be pre-approved by SISA officially in writing.

10.2 Athletes are not allowed to accept any gifts from organizations/individual sponsors without first seeking written approval from SISA; whose decision is final.

## 11. Selection of Major Games and ISU Events

11.1 The announcement of the team representatives for any major game or ISU Events will be done by the GM via email. After completing the announcement to the squad.

11.2 Athletes who have made the team, as well as the reserve team (when required), will be responsible in committing to the preparation programme set by the National Coach (ST) / Main-Adopted Coach (FS) /SISA.

11.3 Athletes who were unsuccessful in the team selection, may request for a meeting with the GM to raise any queries regarding the selection.

11.4 In the event where an athlete does not agree with the results of the team selection, the athlete must write in to the Appeals Committee (AC) strictly within seven (7) days after official team announcement is made/ informed to the athletes via email. Appeals made after the seven (7) will not be entertained.

The appeal shall be made to:

Chairman

APPEALS COMMITTEE

Singapore Ice Skating Association

E: AC@SISA.ORG.SG

11.5 The AC will review the case to ensure that the decision-making process is thorough and based on information provided by the National Coach (ST) / Main-Adopted Coach (FS) and that exceptionality was not demonstrated.

11.6 The AC would consider if there are sufficient grounds for overturning the decision of the Selection Committee and make a recommendation to EXCO within two weeks of receiving the appeal, whether to uphold or overturn the decision of the Selection Committee.

11.7 The decision of EXCO is final to which there will be no avenue for appeal.

11.8 ANY REQUEST MADE BY AN ATHLETE REGARDING THE RULES AND REGULATIONS MUST BE MADE IN WRITING (24 hours in advance). A copy will be kept in the athlete's file.



## **12. Roles of Disciplinary Committee, Selection Committee and Appeals Committee**

Disciplinary Committee (DC) role is to review and investigate complaints concerning breach of conduct or grievances of Squad athletes.

Selection Committee (SC) role is to review data relating to Squad Selection and National representation only.

Appeals Committee (AC) role is to consider formal appeals relating to Squad Selection and National representation only.



**I have read and understood the above rules and regulations relating to SISA Athlete's Code of Conduct and agree to abide by them. I also understand and accept the consequences and penalties for violation of these rules and regulations.**

By signing below, I (and my Parent/Guardian if I am under 21 years of age) hereby affirm my commitment to adhere to the rules and regulations related to SISA Athlete's Code of Conduct presented herein and conduct myself in a manner befitting of a SISA athlete.

**SIGNATURES**

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**ATHLETE** (Print Name)

**NRIC No**

Signed

Date

**PARENT/GUARDIAN/CHAPERONE** (If athlete under 21 years of age)

**PARENT** (Print Name)

**NRIC No**

Signed

Date