



# **SINGAPORE ICE SKATING ASSOCIATION APPAREL POLICY**

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## 1. Purpose of the Policy

- 1.1 This Policy establishes the principles, guidelines, and procedures governing the allocation, issuance, use, care, and management of SISA Apparel provided to recipients representing the Singapore Ice Skating Association ("SISA") or Singapore at international competitions, training camps, seminars, official functions, promotional activities, and other activities approved or assigned by SISA.
- 1.2 The objectives of this Policy are to:
  - a. promote a professional, unified, and consistent Team Singapore image;
  - b. fulfil SISA's contractual obligations to its official apparel sponsors and partners;
  - c. protect and maximise the value of sponsorship investments;
  - d. promote the responsible use, care, and management of SISA Apparel;
  - e. ensure a consistent and appropriate standard of dress at official SISA and Team Singapore activities; and
  - f. establish clear roles, responsibilities, and accountability for all recipients of SISA Apparel.

## 2. Issuance and Record

- 2.1 SISA Apparel shall only be issued after the recipient has signed the Undertaking set out in **Annex A**.
- 2.2 The General Manager shall maintain an Apparel Register recording, where applicable, the following details for each issuance:
  - a. the recipient's name and role;
  - b. the type, size, and quantity of SISA Apparel issued;
  - c. the indicative or replacement value of the SISA Apparel;
  - d. the date of issue;
  - e. the relevant competition, event, programme, or assignment; and
  - f. where applicable, the date of return or confirmation that ownership has been transferred to the recipient.
- 2.3 The Apparel Register shall be maintained as an official SISA record and administered in accordance with SISA's record management and data protection requirements.

### 3. Application of Policy

- 3.1 This Policy applies to all individuals who receive, are issued with, or are authorised to use SISA Apparel ("Recipients"), including, but not limited to:
- a. National Squad and Development Squad athletes;
  - b. Squad coaches; (locally and overseas);
  - c. team managers and team support personnel;
  - d. delegation members travelling or representing SISA or Singapore; and
  - e. any other individual authorised by SISA to receive or wear SISA Apparel.
- 3.2 For the purposes of this Policy, "**SISA Apparel**" or "**Apparel**" means all clothing and related items issued, supplied, or provided by SISA to recipients.
- 3.3 Compliance with this Policy is a condition of receiving or using SISA Apparel. Recipients are required to sign an Undertaking acknowledging that they have read, understood, and agree to comply with this Policy before any SISA Apparel is issued.
- 3.4 This Policy applies in conjunction with any applicable SISA policies, squad agreements, codes of conduct, sponsorship agreements, and the requirements of relevant governing bodies or event organisers. Where there is any inconsistency, SISA shall determine the order of precedence, subject to any mandatory requirements imposed by law or the relevant governing body.

### 4. Ownership

- 4.1 Unless otherwise confirmed in writing by SISA:
- a. all SISA Apparel shall remain the property of SISA or the sponsoring company until ownership has been expressly transferred or the apparel has been formally gifted to the recipient;
  - b. SISA reserves the right to require the return of any SISA Apparel that remains the property of SISA or the sponsoring company, in accordance with this Policy or the applicable sponsorship agreement;
  - c. limited-edition apparel, ceremonial attire, accreditation jackets, event-specific team uniforms, or any apparel issued on a temporary or loan basis may be required to be returned upon the conclusion of the relevant event or upon SISA's request;
  - d. recipients shall not loan, lend, hire, transfer, gift, sell, or otherwise dispose of any SISA Apparel that remains the property of SISA without SISA's prior written approval; and
  - e. SISA Apparel, or any replica, facsimile, or item bearing substantially similar SISA or sponsor branding, shall not be worn by any person who is not authorised by SISA to represent SISA or Singapore in an official capacity.
- 4.2 Where ownership of any SISA Apparel has been transferred to a recipient, the recipient shall continue to comply with the applicable provisions of this Policy relating to branding, image protection, and appropriate use of the SISA Apparel for as long as the apparel is worn in connection with SISA or Singapore.

## 5. Allocation of Apparel

- 5.1 The allocation, type, quantity, and timing of SISA Apparel issued to recipients shall be determined by SISA at its sole discretion, having regard to:
- the terms and conditions of the applicable sponsorship agreement;
  - available inventory and stock levels;
  - the recipient's role, athlete squad classification, or official appointment;
  - the requirements of the relevant competition, event, training camp, programme, or official activity;
  - available budget and operational considerations; and
  - any other factor that SISA reasonably considers relevant.
- 5.2 The allocation of SISA Apparel does not confer any right or entitlement to receive a particular type, quantity, or design of apparel in any season or for any event.
- 5.3 SISA may vary the allocation of SISA Apparel at any time to give effect to sponsorship obligations, operational requirements, or changes in recipient eligibility.

## 6. Wearing of the SISA Apparel

- 6.1 Recipients shall wear the official SISA Apparel, where issued and where reasonably practicable, in accordance with the following requirements:

|                                                                                                                                              | Athletes | Coaches |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|
| At the Event venue                                                                                                                           | ✓        | ✓       |
| During transit to and from event venue and official hotel                                                                                    | ✓        |         |
| During Official Practice Sessions                                                                                                            | ✓        | ✓       |
| During Unofficial Practice Sessions                                                                                                          | ✓        |         |
| During Medal Ceremonies                                                                                                                      | ✓        | ✓       |
| During the Kiss & Cry                                                                                                                        | ✓        | ✓       |
| During official media interviews and press activities                                                                                        | ✓        | ✓       |
| During promotional activities organised or approved by SISA                                                                                  | ✓        | ✓       |
| When officially representing Singapore or SISA at assigned events, meetings, or functions                                                    | ✓        |         |
| During personal ice-skating related training conducted locally or overseas, where appropriate and consistent with SISA's branding objectives | ✓        |         |

6.2 Recipients shall wear the SISA apparel appropriately by:

- a. Matching apparel with suitable sportswear (e.g. T-shirts with shorts or training/yoga pants; jackets with long pants).
- b. Refraining from pairing SISA apparel with non-sportswear or inappropriate attire (e.g. fashionable hot pants or other casual fashion items that do not reflect a professional sporting image).
- c. Not using the SISA Apparel in a manner that brings SISA and/or the sponsor into disrepute.
- d. Not using the SISA Apparel for personal commercial endorsement unconnected to SISA.

## **7. Sponsor Exclusivity and Image Protection**

- 7.1 Where SISA has entered into an exclusive apparel sponsorship agreement, recipients shall support and protect the rights of SISA and its official apparel sponsor during all activities specified in Clause 6.1.
- 7.2 Recipients shall comply with all reasonable branding, promotional and presentation requirements issued by SISA relating to official sponsors.
  - a. Recipients shall not wear, promote, endorse, or prominently display apparel or branding of a competing apparel brand during the activities listed in Clause 5.1 unless prior written approval has been obtained from SISA.
  - b. SISA may require competing brand names, logos or trademarks to be covered, removed or otherwise concealed to avoid commercial conflict and to maximise the commercial value of SISA's sponsorship arrangements
  - c. This restriction does not apply to a recipient's personal activities conducted outside the scope of Clause 6.1, provided such activities do not imply an endorsement by, or affiliation with, SISA.
  - d. Recipients shall conduct themselves professionally, respectfully and lawfully at all times while wearing SISA Apparel and shall not engage in any behaviour that may reasonably bring SISA or its sponsors into disrepute or expose them to reputational, commercial or legal risk. This obligation applies regardless of whether the recipient is participating in an official SISA activity.

- e. Where a recipient's conduct has exposed, or is reasonably likely to expose, SISA and/or its official apparel sponsor to reputational, commercial, or contractual risk, SISA may, upon reasonable assessment and by written notice, require the recipient to immediately cease using the SISA Apparel and, where applicable, return the SISA Apparel in accordance with this Policy.
    - i. Such direction shall operate as an interim protective measure pending investigation and shall not, in itself, constitute a finding that the Recipient has breached this Policy.
    - ii. SISA shall conduct, or arrange for, an appropriate investigation as soon as reasonably practicable. Where the matter has, or is likely to have, a material financial or disciplinary consequence for the Recipient, the matter shall be referred to the Board for determination in accordance with Clause 18.2.
    - iii. Following the investigation, and before making a determination under this Clause, the Board shall provide the Recipient with a reasonable opportunity to respond to the findings of the investigation.
    - iv. Upon completion of the investigation and hearings, the Board may determine to:
      - a) lift the direction to cease using SISA Apparel;
      - b) continue the suspension for a specified period;
      - c) permanently withdraw the Recipient's entitlement to use or receive SISA Apparel;
      - d) impose any applicable fine, disciplinary or administrative action under this Policy or other applicable SISA policies, rules, regulations or agreements; or
      - e) take no further action where the allegation is not substantiated or where the Board considers no further action appropriate
  - f. Recipients shall not, while wearing SISA Apparel or otherwise representing SISA or Team Singapore, engage in or publicly display any political, ideological, religious, discriminatory or other controversial messages, symbols, gestures, slogans, flags, banners or signs that may reasonably be interpreted as representing the views or position of SISA or its sponsors, unless expressly authorised by SISA.
  - g. Recipients shall not use SISA Apparel or the SISA logo to endorse, promote or imply support for any political party, government, organisation, movement, campaign, commercial entity or individual without SISA's prior written approval.
- 7.3 Nothing in this Section prevents a recipient from complying with apparel requirements imposed by the International Skating Union (ISU), the Olympic Council of Asia (OCA), the Singapore National Olympic Council (SNOC), event organisers, or other governing bodies, where such requirements take precedence over this Policy.

## 8. Care of Apparel

- 8.1 Recipients shall exercise reasonable care in the use, maintenance, and storage of SISA Apparel and shall:
- a. keep the SISA Apparel clean, presentable, and in good condition, subject to fair wear and tear;
  - b. wash, clean, and maintain the SISA Apparel in accordance with the manufacturer's care instructions;
  - c. not alter, modify, customise, or repair the SISA Apparel without the prior written approval of SISA, except for minor alterations reasonably required for fit and comfort;
  - d. not remove, damage, deface, or obscure any SISA or sponsor logo, trademark, or branding displayed on the SISA Apparel;
  - e. not affix or display any unauthorised logo, badge, patch, or branding on the SISA Apparel; and
  - f. promptly notify SISA of any loss, significant damage, or defect affecting the SISA Apparel.
- 8.2 Recipients shall take reasonable precautions to protect the SISA Apparel from avoidable loss, theft, or damage while it is in their possession.

## 9. Replacement

- 9.1 Replacement SISA Apparel may be issued at SISA's sole discretion, subject to:
- a. the availability of stock;
  - b. the terms and conditions of the applicable sponsorship agreement;
  - c. operational requirements and budget considerations; and
  - d. SISA's approval.
- 9.2 A recipient requesting replacement SISA Apparel shall notify SISA as soon as reasonably practicable and provide details of the circumstances giving rise to the request.
- 9.3 SISA may require the recipient to reimburse the reasonable replacement cost of the SISA Apparel where the loss, damage, or deterioration results from the recipient's negligence, misuse, unauthorised alteration, or failure to exercise reasonable care.
- 9.4 Normal wear and tear arising from ordinary use of the SISA Apparel in training, competitions, official activities, or other approved purposes shall not, by itself, give rise to any reimbursement obligation.

## 10. Return of Apparel

- 10.1 Where ownership of the SISA Apparel remains with SISA, recipients shall return the SISA Apparel in good condition (subject to fair wear and tear) within the timeframe specified by SISA where:
- SISA issues a written request for its return;
  - the recipient ceases to represent SISA or otherwise ceases to be eligible to retain the SISA Apparel;
  - the applicable sponsorship agreement or other contractual obligation requires the SISA Apparel to be returned; or
  - the SISA Apparel has been issued on a temporary or loan basis.
- 10.2 Recipients shall not sell, transfer, gift, dispose of, or otherwise part with possession of any SISA Apparel that remains the property of SISA without SISA's prior written approval.
- 10.3 Failure to comply with Clause 10.1 may result in one or more of the following actions:
- reimbursement of the reasonable replacement cost of the unreturned or damaged SISA Apparel;
  - suspension, reduction, or refusal of future SISA Apparel allocations;
  - a requirement to return any other SISA-issued property; and
  - disciplinary or administrative action in accordance with this Policy and any other applicable SISA policies or agreements.
- 10.4 This Section shall not apply to SISA Apparel that has been expressly gifted or transferred to the recipient by SISA or where SISA has confirmed in writing that the recipient is entitled to retain ownership of the apparel.

## 11. Personal Sponsorship

- 11.1 Recipients who have, or intend to enter into, a personal apparel or equipment sponsorship, endorsement, or ambassador arrangement that may involve apparel or branding shall disclose the arrangement to SISA in writing as soon as reasonably practicable.
- 11.2 SISA will use reasonable endeavours to accommodate personal sponsorship arrangements, provided that they:
- do not conflict with SISA's sponsorship agreements or contractual obligations;
  - do not adversely affect the interests, reputation, or commercial rights of SISA or its sponsors; and
  - comply with any applicable requirements imposed by the relevant event organiser, National Olympic Council, International Skating Union, or other governing body.
- 11.3 Where a potential or actual conflict arises between a recipient's personal sponsorship arrangement and SISA's sponsorship obligations, SISA shall determine the appropriate resolution on a case-by-case basis after consulting the recipient where reasonably practicable.
- 11.4 Unless otherwise approved in writing by SISA, recipients shall give precedence to SISA's official apparel and branding requirements when representing SISA or Singapore at official activities, competitions, training camps, media appearances, sponsor engagements, and other events designated by SISA.

## 12. Photography and Public Appearances

- 12.1 Recipients shall, where reasonably practicable and when directed by SISA, wear the issued SISA Apparel during:
  - a. official team photographs;
  - b. media interviews, press conferences, and official media appearances;
  - c. sponsor engagements, activations, and promotional events;
  - d. official ceremonies, presentations, and functions representing SISA or Singapore; and
  - e. photo shoots, video productions, or other promotional content requested or approved by SISA.
- 12.2 Recipients shall ensure that the SISA Apparel is clean, presentable, and worn in a manner that reflects the professionalism and reputation of SISA and its sponsors.
- 12.3 Recipients shall not cover, remove, alter, or obscure any SISA or sponsor branding displayed on the SISA Apparel without the prior written approval of SISA.
- 12.4 Where SISA Apparel has not been issued or is unavailable for reasons beyond the recipient's control, the recipient shall wear attire approved by SISA for the relevant official activity or appearance.

## 13. Social Media

- 13.1 Recipients shall wear official SISA Apparel when creating or posting content relating to:
  - a. SISA activities;
  - b. National Team training, events, and official engagements;
  - c. Competitions or championships in which they are representing SISA or Singapore;
  - d. SISA -assigned training camps, seminars, or development programmes; and
  - e. sponsor activations, promotional events, or official partnership activities.
- 13.2 Upon written notice from SISA, recipients shall promptly remove or cease from publishing any photographs, videos or social media content displaying SISA or sponsor branding where continued publication may adversely affect SISA or its sponsors within 48 hours of such notice.
- 13.3 Recipients shall acknowledge SISA's official apparel sponsor in accordance with the Branding Guidelines set out in Section 14 and any additional branding requirements communicated by SISA from time to time.
- 13.4 Recipients shall not alter, obscure, or remove any sponsor logo or SISA branding from the apparel in any photographs, videos, or social media content, unless prior written approval has been obtained from SISA.
- 13.5 Recipients shall ensure that any social media content featuring SISA Apparel reflects the values of integrity, respect, and sportsmanship, and shall refrain from publishing content that may reasonably bring SISA, its sponsors, or the sport into disrepute.

#### 14. Branding Guidelines

- 14.1 To support SISA's branding and sponsorship obligations, recipients are required to appropriately acknowledge SISA and its sponsors when posting content on social media relating to:
- a. SISA activities;
  - b. National Team training, events, and official engagements;
  - c. Competitions or championships in which they are representing SISA or Singapore;
  - d. SISA -assigned training camps, seminars, or development programmes; and
  - e. sponsor activations, promotional events, or official partnership activities.
- 14.2 Recipients shall include the following official hashtags in such posts:
- **#PELLIOT #FigureSkatingSG #ShortTrackSG #OneTeamSG**
- 14.3 Recipients shall ensure that any social media content featuring SISA Apparel, SISA branding, or sponsor branding is respectful, lawful, and consistent with the values and reputation of SISA and its sponsors. Content that is offensive, discriminatory, defamatory, misleading, or otherwise likely to bring SISA or its sponsors into disrepute is prohibited.
- 14.4 Nothing in this Policy requires recipients to create or publish social media content. However, where recipients choose to post content relating to activities covered under Clause 14.1, they are expected to comply with this Branding Guideline and any applicable sponsor or event branding requirements notified by SISA.

#### 15. Compliance and Consequences of Breach

- 15.1 Every recipient shall comply with this Policy and shall execute the Undertaking prior to receiving any SISA Apparel. Where applicable, recipients shall also comply with the SISA Squad Agreement and all other applicable SISA policies, rules, regulations, and codes of conduct.
- 15.2 Failure to comply with this Policy or the Undertaking may result in one or more of the following actions, as determined by SISA:
- a. suspension or withdrawal of entitlement to receive SISA Apparel;
  - b. a direction to cease using and return all or part of the SISA Apparel;
  - c. a fine of up to two times the market value of the apparel as determined by SISA;
  - d. reduction, suspension, or refusal of future apparel allocations;
  - e. disciplinary or administrative action in accordance with applicable SISA policies, rules, or agreements; and
  - f. any other action reasonably necessary to protect SISA's interests, reputation, or sponsorship obligations.

- 15.3 In accordance with the Undertaking, a recipient shall indemnify SISA for any loss, damage, liability, reasonable costs, legal costs, expenses, or third-party claims incurred by SISA as a direct result of the recipient's misuse of, negligent handling of, unauthorised use of, or failure to comply with this Policy or the conditions governing the use of SISA Apparel and associated branding. This includes the reasonable replacement cost of any durable SISA Apparel that is lost, damaged beyond fair wear and tear, or required to be returned but is not returned.
- 15.4 Where a recipient is not an employee of SISA, the executed Undertaking shall constitute the primary legally binding agreement governing the recipient's obligations under this Policy and shall be governed by and construed in accordance with the laws of the Republic of Singapore.

## 16. Exceptions

- 16.1 SISA may, at its sole discretion and upon written request, grant exemptions from the requirements of this Policy where:
- medical condition or health-related reason necessitates the use of alternative clothing or modifications to the SISA Apparel;
  - religious or cultural requirements necessitate alternative attire or adaptations to the SISA Apparel;
  - the applicable sponsorship agreement or sponsor has expressly permitted an exception; or
  - exceptional circumstances exist that, in SISA's reasonable opinion, justify an exemption without compromising SISA's professional image, governance standards, or sponsorship obligations.

## 17. Discretion

- 17.1 SISA shall have the sole and absolute discretion to determine and make decisions relating to:
- the allocation and distribution of SISA Apparel;
  - requests for replacement or additional SISA Apparel;
  - the ownership and recovery of SISA Apparel;
  - branding, appearance, and usage requirements for SISA Apparel; and
  - the interpretation, application, and enforcement of this Policy.
- 17.2 The SISA Board's decisions under this Policy shall be final and binding.

## 18. Roles and Responsibilities

- 18.1 The Board shall approve this Policy and periodically review its implementation and effectiveness to ensure it remains appropriate, relevant, and aligned with SISA's governance objectives and sponsorship arrangements.
- 18.2 Any matter that has, or is likely to have, a material financial or disciplinary consequence for a recipient shall be referred to the Board for determination.
- 18.3 The General Manager shall be responsible for the administration of this Policy, including the issuance of SISA Apparel, maintaining the apparel register, retaining all signed Undertakings and related records, and ensuring compliance with the requirements of this Policy.

## 19. Personal Data

- 19.1 Recipients and where the recipient is a minor, their parents or legal guardians)) consent to the collection, use and disclosure of their personal data, including their names and their likeness (such as in photographs, videos, and voices) while wearing SISA Apparel or participating in official SISA activities, for SISA's promotional, marketing, and sponsor-fulfillment purposes.
- 19.2 Personal data collected for the administration and issuance of SISA Apparel (including, but not limited to, names, contact details, apparel sizing, and photographs in the SISA Apparel) shall be collected, used, stored, and disclosed only for legitimate operational purposes by the General Manager or authorised personnel, in accordance with the **Personal Data Protection Act 2012 (Singapore)** and SISA's prevailing Data Protection Policy and practices.

## 20. Disclaimer

- 20.1 The type, quantity, design, and allocation of SISA Apparel issued may vary from season to season, taking into account sponsorship agreements, available inventory, budget, recipient category, and operational requirements. SISA does not guarantee that all recipients will receive the same types, quantities, or designs of SISA Apparel in any given season.

### Indemnity, Acknowledgement and Undertaking

I, \_\_\_\_\_ (name and role), acknowledge that I am a recipient of the SISA Apparel and accept responsibility for its proper use, care, and safekeeping. I agree to the terms of the SISA Apparel Policy and all conditions relating to the issue and use of the SISA Apparel.

To the fullest extent permitted by law, I agree to indemnify and hold harmless the Singapore Ice Skating Association ("SISA"), its officers, employees, volunteers, and sponsors against any claims, losses, damages, liabilities, costs, and expenses (including legal costs) arising out of or in connection with:

- a. my misuse, negligent handling, unauthorised alteration, or unauthorised use of the SISA Apparel;
- b. my breach of this Policy; or
- c. any act or omission on my part that causes SISA to incur any loss, damage, liability, cost, or expense in connection with the SISA Apparel or any related sponsorship agreement.

Nothing in this Undertaking shall require me to indemnify SISA for any loss arising solely from SISA's own negligence, wilful misconduct, or breach of applicable law.

Where the recipient is under the age of 21 years, the recipient's parent or legal guardian shall also sign this Undertaking and shall be jointly and severally responsible for ensuring compliance with this Policy, including any obligation to reimburse SISA for loss or damage, and any indemnity obligations arising under this Undertaking.

I acknowledge that I have read, understood, and agree to be bound by the SISA Apparel Policy and this Undertaking.

This Undertaking shall be governed by and construed in accordance with the laws of the Republic of Singapore.

| Signature of Recipient        |  | NAME AND SIGNATURE OF Guardian<br>(if Recipient is under 21 years of age) |  |
|-------------------------------|--|---------------------------------------------------------------------------|--|
|                               |  | Name                                                                      |  |
|                               |  | Signature                                                                 |  |
| (if Coach, name of Athlete: ) |  |                                                                           |  |
| Date                          |  | Date                                                                      |  |

DAY MONTH YEAR

DAY MONTH YEAR