



COACH'S CODE OF CONDUCT

Overview

Singapore Athletics

Boasting a membership of 43 affiliate institutions, the Singapore Athletics (SA) continues to build on its proud history and tradition as Singapore's governing body in track and field for the new millennium.

Founded in 1934, SA's historic footprints began more than 84 years ago when we opened our doors to Singapore's early athletes at the Farrer Park Stadium. Since then, the SA has toiled and grown, and is now poised to chart new territories for the future. Under the helm of a new dynamic team of volunteers and full-time secretariat, the association will take bold strides to nurture talents, work towards holistic athlete development and make competitive athletics a viable career.

National Federation

SA is a member of World Athletics (WA) and domestically, it is responsible – by its legal status, its recognition from the WA and its own constitution – for sanctioning, promoting, expanding, and strengthening athletics in Singapore.

National Sports Association

SA is the National Sports Association (NSA) recognized by the Sport Singapore (SportSG). SA is responsible to SportSG on matters ranging from high participation track and field events that promote the sport, high performance including Singapore's national athletics teams, and industry development through events, sponsorship and facilities developments. The SportSG also oversees the management, administration and operations of SA in accordance with the Code of Governance for NSAs.

SA is also recognized by the Singapore National Olympic Committee (SNOC) for the purposes of athletics representation in international competitions such as the Southeast Asia (SEA) Games, Asian Games, Commonwealth Games, and the Olympic Games. SA provides information to SNOC on athlete performance related to selection for these major international competitions.

SA Management Committee

SA is a society registered with the Registrar of Societies in Singapore. SA is thus governed by a constitution approved by ROS. The overall management of SA activities is currently performed through the volunteer services of the SA Management Committee, and a core team of paid staff.

Coaches of National and National Developmental Squad Athletes

Coaches of Athletes selected for the National/Elite and Junior squads are active coaches in the sport of athletics. These coaches train athletes who are training with the objective of representing Singapore in WA and IOC sanctioned competitions – both regional and international.

The Coach's Code of Conduct should be seen as a "Statement of Shared Responsibility", which is designed to enable each coach to make the most of their sporting career and for SA to continue to develop high performance Athletics in Singapore.

All coaches of athletes who are in the National/Elite and Junior Squads must sign and submit this document to the SA Administrative Office by the designated due date. Coaches who sign this form are required to be familiar with this Code and observe and abide by its terms throughout the year / training year.

Understanding & Affirmation

As a coach of athlete(s) from the National/Elite and Junior Squad:

- i. I will enjoy certain privileges over non-selected SA coaches in terms of overseas competition exposure, training and developmental programs, etc. Therefore, as a representative of the Singapore sporting community, I shall diligently observe the terms and conditions stated within this Code.
- ii. I understand that funding to attend competitions, developmental programs, etc are not guaranteed and will be based on the funding received by SA from SportSG and WA. The distribution of any funding will be at the discretion of the SA Executive Committee in a fair and consistent manner.
- iii. I understand that this Code of Conduct is not an employment agreement and does not make me an employee of SA. However, I acknowledge that I may be called upon to render voluntary services to SA or SportSG for matters related to benefitting the organization or to promote the sport of Athletics in Singapore and overseas.
- iv. I affirm that I shall keep my membership with SA current and in good standing for the period of this Code.
- v. I understand that as a coach of a competitive athlete on the National/Elite or Junior squad representing Singapore, I shall not be involved in any competitions, locally or overseas, not sanctioned by SA unless prior permission is obtained from SA.

1.0 Term of the Code of Conduct

- 1.1 This Code of Conduct will be effective from the date of signature of this Code until the end of the Financial Year (i.e. 1st April of the current year till 31st March of the following year).

2.0 SA's Responsibilities

SA agrees to:

- 2.1 Prepare and submit a Multi-Year Sports Plan (MYSP) to SportSG requesting funding for training, overseas competitions, development camps, and the Singapore National Championships. The MYSP will be based on training and competition requirements submitted by the Athletes. SA's Executive Committee will manage and operate a program for competitive Athletics to the best standards achievable within the available funding received from SportSG.
- 2.2 Prepare and submit documentation to SportSG (and other related organizations) in order to maintain good standing as a National Sports Association (NSA).
- 2.3 Endeavour to obtain funding through private donations for the development of the sport of Athletics in Singapore and whereby possible, maintain charity status for SA.
- 2.4 Maintain a good relationship with key members of the WA, AA, SNOC & SportSG to represent the needs of the Athletes and to promote the sport of Athletics in Singapore.
- 2.5 Identify and/or provide International and National training and competition opportunities when funding allows for such activities.
- 2.6 Provide information and instructions as the Coach may reasonably require in order to enable the Coach to perform her/his obligation under this Code, and to publish written policies and procedures including:
 - i. Eligibility requirements;
 - ii. Selection Criteria;
 - iii. Anti-Doping Rules;
 - iv. WA/AA/SA Circulars;
 - v. Competition Rules and Regulations;
 - vi. Funding

A current copy of each of the documents referred to above shall be published on the SA website.

3.0 Coach's Responsibilities

As a Coach signing this Code of Conduct, I will:

3.1 Training, Competition & Performances

- i. Assist the athlete in submitting goals (KPIs) for the current training year with the SA by the stipulated due date.
- ii. Assist the athlete in submitting an annual training plan using a Yearly Planning Instrument (YPI).
- iii. Help ensure that unless certified medically unfit, the athlete shall compete in all assigned competitions, including training sessions and SA organised activities to the best of their ability.
- iv. Dress appropriately and be punctual for all appointments, competitions, meals and social functions. I shall familiarize myself with the competition program and be present at the competition venue at least an hour before the start of my athlete's event, or as directed by the competition or SA officials.

3.2 Fitness & Injury Prevention

- i. Use my best efforts to maintain the highest possible level of physical fitness and good health required for a coach in the sport of Athletics.
- ii. Refrain from acting in a reckless manner that may cause or contribute to injury to myself or any other person, and shall maintain a proper lookout to avoid athletes, objects or conditions in the training and/or competition areas.

3.3 Clothing & Equipment

- i. Obtain SA's prior approval before Sponsor logos (either personal or arranged by SA) can be affixed to the team clothing, uniform or equipment which should be in accordance with WA Sponsorship Guidelines.
- ii. Be in the uniform clothing approved by the national governing body during any official ceremony/ occasion.
- iii. Ensure that clothing and equipment are well maintained and in accordance with SA and WA guidelines for competitions.

3.4 Code of Conduct & Ethics

The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long-term interests as of greater importance than short-term athletic considerations. To fulfil this role, the coach must behave in an ethical manner respecting the following points:

- Coaches must respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.
- Coaches must respect the dignity and recognise the contribution of each individual. This includes respecting the right for freedom from physical or sexual harassment and advances.
- Coaches should maintain their interactions and relationships with their athletes on a professional basis.
- Coaches must ensure that their friendly words, favourable treatment of athletes are not misinterpreted, by setting and monitoring appropriate boundaries that do not cross the lines of the professional Coach-Athlete relationship.
- Coaches must ensure that the practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less developed athletes.
- Coaches must acknowledge and respect the Rules of Competition. This respect should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.
- Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgement to ensure that competitions are conducted fairly and according to the established rules.
- Coaches have a responsibility to influence the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self-determination of each athlete by their acceptance of responsibility for their own decisions, conduct and performance.
- Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This leadership by coaches includes education of the athletes of the harmful effects of prohibited substances and practices.
- Coaches must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public domain.
- Coaches should never solicit, either overtly or covertly, athletes who are receiving coaching to join their squad.
- Coaches should hold recognised coaching qualifications. Coaches should respect that the gaining of coaching qualifications is an ongoing commitment, achieved through the upgrading of their knowledge by attendance of accredited courses and through practical coaching experience.
- Coaches should limit themselves to the areas for which they have been trained, in which they are competent. They should refer to specialists when dealing with areas beyond their scope.
- Coaches also have a responsibility to share the knowledge and practical experience they gain.

- Coaches must respect the image of the coach and continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour.
- Coaches should never smoke while coaching, nor consume alcoholic beverages so soon before coaching that it affects their competence, or that the smell of alcohol is on their breath.
- Coaches should enter into full cooperation with all individuals and agencies that could play a role in the development of the athletes they coach. This includes working openly with other coaches, using the expertise of sports scientists and sports physicians, and displaying an active support of their National Federation and the WA.

3.5 Media, Publicity and Public Appearances

- i. Coaches shall channel all contacts, interviews or appearances with the media, sponsors, sports, entertainment and other organizations through SA, and obtain SA's prior written permission before commencing any interactions with the media, sponsors, sports, entertainment and other organizations.
- ii. Coaches shall adhere to the Integrity Standards when making any authorised contacts, interviews or appearances with the media, sponsors, sports, entertainment and other organizations.
- iii. Coaches shall not use the name or logo of SA or Team Singapore or SportSG without prior written permission from SA and SportSG.
- iv. Coaches shall not make any representations on behalf of SA or SportSG.

3.6 Social Media Platforms

- i. Coaches shall adhere to the Integrity Standards when posting on social media.
- ii. Coaches shall be personally responsible for the content they post on social media, which only reflect their personal opinions or views, and are not representative of SA or SportSG. Coaches can be held personally liable for comments deemed defamatory, misrepresentative or obscene.
- iii. Coaches shall not use SA's videos, photographs and audio recordings (the "**Contents**"), which were made during athletic events. Such content falls under the intellectual property of SA, and is only authorised for personal use, and not for commercial gains. Coaches shall obtain prior written consent to publish the Contents, as well as seek permission from the other persons in the said Contents.

3.7 Anti-Doping

- i. Coaches shall comply with the World Anti-Doping Code and Anti-Doping Singapore Policies (such as may be amended from time to time) (the "**Anti-Doping Rules**").
- ii. Coaches shall ensure that their athletes abide by the code from World Anti-Doping Agency (WADA), WA and Anti-Doping Singapore (ADS) Anti-Doping Policies (all referred to as "Anti-Doping Rules")
- iii. Coaches shall ensure that:
 - a) Their athletes will not use or possess illegal drugs, or directly or indirectly participate or aid in illegal drug use or drug rule violations, cause damage to persons or property, or engage in illegal activity, recognizing that all such activities bring disrepute to the sport of Athletics, SA, Singapore and the WA, and, in certain cases, may result in criminal charges, and SA or WA action against them.
 - b) Any prescription drugs or medications do not contain any substance prohibited by the Anti-Doping Rules and that any therapeutic use or other permitted medical exemptions are fully documented **prior** to use as laid out in the Anti-Doping rules.

- c) Their athletes will not consume prescription drugs or medication without the prior consent of a doctor during competition.
- d) SA is fully informed of any and all drug related offences in which their athlete(s) may be involved.
- e) Their athletes will be available for testing in accordance with the Anti-Doping Rules.
- f) They support drug-free and ethical practices and will participate in any educational programmes in relation to doping control and related matters as required by SA.
- g) They attend any Anti-doping talks organized by SA, SportSG or ADS.

3.8 Intellectual Property

- i. Coaches shall recognise that the Intellectual Property and all rights in, attaching to or relating to SA, its programmes, events, initiatives and marketing and promotional materials is owned by SA, and shall not use such Intellectual Property except where permitted by SA.
- ii. Coaches shall refrain from using the trademarks / logo of SA or any Private or Commercial Sponsors in conjunction with any personal commercial arrangements, without the prior written approval of SA.

3.9 Indemnity & Insurance

- i. Coaches shall recognize that there are inherent risks associated with competitive Athletics and that the sport involves elements or risk, and understand that it is their sole responsibility to act and govern themselves in a manner as to be responsible for their own health and safety.
- ii. Coaches shall assume all risks foreseen and unforeseen that arise from their coaching in the sport of competitive Athletics and indemnify and hold harmless SA, SportSG & SNOC from any and all claims, actions, losses or damages including but not limited to bodily injury and death.
- iii. Coaches shall be responsible for their own medical insurance policy to cover personal medical expenses resulting from accidents and injuries.

3.10 Disclosure of Information

- i. Coaches shall permit the dissemination of personal information and data (including information related to race or ethnic origin and physical/mental health) to SportSG, SNOC and WA when required by SA by these governing bodies.

3.11 Breach of this Agreement

The provisions of the Code shall be enforced in accordance with its provisions herein, read together with the Constitution of SA and/or any other relevant regulations.

I. POWERS OF SA

Pursuant to the Constitution of SA, SA is empowered to make the following orders, in the event of a breach of the Code:-

- i. Terminate or suspend the Coach's involvement with the National/Elite or Junior squad;
- ii. Censure the Coach;
- iii. Give written and/or oral warnings to the Coach, in respect of his/her conduct or action;
- iv. Require the Coach, to give such undertaking as the Disciplinary Standing Committee thinks fit to abstain in future from the conduct complained of; and
- v. Make any other order as it deems just and equitable to do so in the circumstances.

II. DISCIPLINARY PROCEDURE

1. Complaints

All persons are allowed to file a written complaint (hard copy or by way of email to sdp@athletics.sg) against any Coach (the “**Complaint**”). The Complaint shall be tendered to the Honorary Secretary and the Management Committee, to make a decision on its merits and whether to exercise its discretion to convene a Disciplinary Standing Committee and/or conduct a hearing to review the contents of the Complaint.

The identity of the complainant may be made confidential, upon request, if the Management Committee deems fit.

2. Disciplinary Standing Committee

Upon reviewing the contents of the Complaint, the Management Committee may activate the Discipline process through the Disciplinary Standing Committee in accordance with Rule 13 of the Constitution.

The Management Committee shall have the power to publish the outcome of the hearing to Members in any media of communications, *inter alia* the website of the Association.

3. Decision by Management Committee of SA

Pursuant to Rule 13e, the Management Committee shall have the power to review and alter any recommendations of the Disciplinary Standing Committee.

Notwithstanding the above, the Management Committee shall have the power to hear and decide on any complaint without referring the complaint to the Disciplinary Standing Committee. In this regard, the Management Committee may exercise all or any of the powers of the Disciplinary Standing Committee.

4. Appeals Panel

The Management Committee in its discretion may set up an Appeals Panel to hear and determine appeals from any decision of the Management Committee.

Such an Appeals Panel, which shall not include any member of the Management Committee or the Disciplinary Standing Committee, shall hear any appeal or application in accordance with the procedures set out in the rules governing such appeals and applications.

5. Appeal to Court of Arbitration for Sports

Any decision made by the Appeals Panel may be submitted exclusively by way of appeal to the Court of Arbitration for Sport in Lausanne, Switzerland, which will resolve the dispute definitively in accordance with the Code of sports-related arbitration. The time limit for appeal is twenty-one (21) days after the reception of the decision concerning the appeal.

4.0 Coach’s Declaration

By signing below, I confirm that:

- i. I have agreed to become a member of the Singapore National/Elite or Junior Squad.
- ii. I have read, understood and accept the above terms and conditions.
- iii. I will use my best endeavours to comply with the Coach’s Code of Conduct at all times and further understand and agree that any non-compliance on my part may well result in my becoming ineligible for further participation in the National/Elite or Junior Squad.
- iv. I have submitted with this Code:
 - Competition goals
 - One-year training plan

COACH

Signed	Date
Print Name	Last 4 digits of NRIC/Passport No (Eg:123A)

Please return completed agreement by the due date to the SA Administrative Office
c/o 3 Stadium Drive #01 – 33 Singapore 397630
sdp@singaporeathletics.org.sg