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NATIONAL CANOE SPRINT TEAM SELECTION

Introduction

The role of the National Canoe Sprint Team Selection Committee (“NCSPS Committee”) of the Singapore Canoe Federation (“SCF”) is to provide a framework for the development of sprint and identify National Canoe Sprint Athletes and provide an effective and harmonious environment for success as an elite team.

Objectives of the NCSPS Committee

- To support and implement programs and plans for the development of the **National Canoe Sprint Squad**, which comprises the **National Canoe Sprint Team** and the **National Canoe Sprint Developmental Squad**, by the National Canoe Sprint Coach.
- To support and implement the National Canoe Sprint Squad selection policy.
- To provide leadership for the National Canoe Sprint Squad.
- To identify and recommend the potential members for the Sports Excellence Training Assistance Grant (“spexTAG”) and relevant grants under the athletes’ development programme.
- To identify and select a team to represent Singapore in major canoe sprint championships.
- To manage the National Canoe Sprint Coach.

NCSPS Committee

The NCSPS Committee consists of:

- Chairman of the Canoe Sprint Coaching Committee
- National Canoe Sprint Coach/es
- Not fewer than two members appointed by the Executive Committee of the SCF, to ensure that the NCSPS Committee is always comprised of an uneven number of members.

The members of the NCSPS Committee shall be elected annually, and are eligible for re-election upon approval by the Executive Committee.

The number of members in the NCSPS Committee may vary and will be determined by the Executive Committee.

All decisions of the NCSPS Committee will be made by vote, with each member of the NCSPS Committee having one (1) vote.

National Squad Selection Handbook

Canoe Sprint

This handbook is to provide guidelines governing the selection, training administration and management and to maintain the profile of the National Canoe Sprint Squad members.

With this handbook, the NCSPS Committee hopes to:

- Standardise procedures surrounding the selection of members for the National Canoe Sprint Squad, who shall be known as National Canoe Sprint Athletes.
- Set basic rules and guidelines to be adhered to by the National Canoe Sprint Squad.

This handbook may be amended or reviewed annually by the Canoe Sprint Coaching Committee, which may at its discretion update relevant sections of the handbook.

1. Objectives

- 1.1 To identify athletes with potential to win medals at regional/international competitions.
- 1.2 To identify and develop junior athletes for high-level performance.
- 1.3 To provide opportunities for committed athletes to achieve higher standards of performance.

2. National Selection Trials

- 2.1 Within each calendar year, there will be National Selection Trials organised by the SCF to form the National Canoe Sprint Squad, which comprises the National Canoe Sprint Team and the National Canoe Sprint Developmental Squad. Athletes selected in each of the National Time Trials (national selection races) will be invited to join either the National Canoe Sprint Team or the National Canoe Sprint Developmental Squad as National Canoe Sprint Athletes.
- 2.2 The schedule of the 2019 Selection Time Trials is as follows:
 - (a) Singapore National Selection Race – 6th and 7th of April 2019
 - (b) Singapore National Selection Race (ICF Canoe Sprint World Championships 2019 and SEA Games 2019) – 6th and 7th of July 2019
 - (c) Singapore National Selection Race (for Asian Canoe Championships - ACC) – 20th to the 22nd of December 2019
 - (d) Pre-ACC Singapore National Selection Race (Approximate one month prior to ACC once confirmed)

Objective: To identify and select potential athletes for the following competitions

- (a) 2019 ICF Canoe Sprint World Cups

- (b) 2019 ICF Junior & U23 Canoe Sprint World Championships
- (c) 2019 ICF Canoe Sprint World Championships
- (d) 2019 Olympic Hopes Race
- (e) 2019 Asian Canoe Sprint Championships (2020 Olympic Qualifiers)
- (f) Tokyo 2020 Olympic Games

2.3 Affiliates will be given at least one-months' notice on the specific date and venue of the National Selection Trials.

3. Selection Considerations

3.1 All athletes wishing to be considered for selection as National Canoe Sprint Athletes must meet the following minimum requirements:

- (a) be a Singapore Citizen (Permanent Residents will be based on a case-to-case basis);
- (b) hold the One Star Award (Recreational) under the National Kayaking Accreditation Scheme; and
- (c) must have competed at stipulated competitions and achieved the minimum standards stated over a given period.

3.2 The athletes will need to achieve the timing criteria stated during National Selection Trials to gain an entry to the National Canoe Sprint Squad.

3.3 The athlete's position will be maintained so long as the NCSPS Committee considers that the athlete has shown a continued improvement in form (improvement may not be the best choice of words here – Suggest: maintenance and/or improvement of form taking into account illness and injury).

3.4 The NCSPS Committee may, at its discretion, invite an athlete who has participated in a National Selection Trial or the National Canoe Sprint Championships to join the National Canoe Sprint Squad if in its opinion:

- (a) weather conditions adversely affected the athlete's performance at a National Selection Trial; or
- (b) the athlete's recent performance indicates that he/she has the potential to perform at the level expected of a member of the National Canoe Sprint Squad.

4. Selection Process

4.1 Athletes who wish to be considered for selection must complete and sign the National Canoe Sprint Squad Selection Application form (Appendix A), and return it to the NCSPS Committee before the stipulated closing date. Application forms will be sent to

all affiliated clubs and can be downloaded from the SCF's website at URL: <http://www.scf.org.sg>.

4.2 The selection will be based on the following category/age requirement as at the date of the National Selection Trial, and events:

(a) Category/Age:

Junior Men and Women – 12 to 18 years of age (only applicants whose 12th to 18th birthdays fall within selection trial year are eligible).

Senior Men and Women – Above 18 years of age.

(b) Events to be raced will be based on but not limited to:

200m – C1, K1
500m – C1, K1
1000m – C1, K1

4.3 Athletes may use their own equipment. The specifications of equipment must conform to the International Canoe Federation Canoe Sprint Competition Rules.

4.4 Athletes using their own equipment are responsible for the transport of their equipment to the site of the National Selection Trial.

4.5 Ad-hoc selection trial.

(a) Athletes who apply for selection trial but are unable to attend at the stipulated dates of the National Selection Trials and wish to be considered for an ad-hoc selection trial must:

- Submit the application form as per paragraph 4.1.
- Submit the appeal form (Appendix D) stating the reason(s) for not attending the National Selection Trial.

(b) The NCSPS Committee will consider the appeal. Upon successful appeal, a suitable date will be arranged for the ad-hoc selection trial.

5. National Canoe Sprint Squad Selection Criteria

5.1 The NCSPS Committee will select a group of male and female athletes to form the National Canoe Sprint Squad, comprising the National Canoe Sprint Team and the National Canoe Sprint Developmental Squad.

5.2 In the event that the number of athletes registered for the selection is below the selection target, the NCSPS Committee will, based on the performance during the

National Selection Trial's, decide the final number of athletes to be selected for the National Canoe Sprint Squad – No final squad as it should work in progress

5.3 The National Canoe Sprint Squad will be selected by the NCSPS Committee based on:

- (a) selection result ranking; and/or (define this as someone that fulfils the criteria to make the team.
- (b) minimum qualifying timing achieved:

National Canoe Sprint Junior Squad						
Distance	200m		500m		1000m	
Event	K1	C1	K1	C1	K1	C1
Junior Men	42.5s	46s	1:58min	2:14min	4:10min	4:39min
Junior Women	51s	59s	2:17min	2:29min	4:40min	

National Canoe Sprint Development Squad						
Distance	200m		500m		1000m	
Event	K1	C1	K1	C1	K1	C1
Junior Men	44s	54s	2:10min	2:29min	4:20min	4:59min
U23 Men	42s	48s	1:52min		4:00min	4:45min
Senior Men	40s	45s	1:49min		3:58min	4:41min
Junior Women	58s	1:09min	2:20min	2:39min	5:30min	
U23 Women	52s	1:04min	2:15min	2:34min	5:00min	
Senior Women	46s	59s	2:10min	2:29min	4:45min	

National Canoe Sprint Senior Squad						
Distance	200m		500m		1000m	
Event	K1	C1	K1	C1	K1	C1
Senior Men	38.0s	43s	1:46min		3:48min	4:24min
Senior Women	44s	52s	1:58min	2:19min	4:12min	
U23 Men	39s	44s	1:48min		3:53min	4:29min
U23 Women	46s	55s	2:01min	2:24min	4:17min	

5.4 The qualifying timings are derived from one or a combination of the following Championships:

- (a) SEA Games
- (b) South East Asian Canoe Sprint Championships
- (c) Asian Games
- (d) Asian Canoe Sprint Championships
- (e) Olympic Hopes Race

(f) ICF Canoe Sprint World Championships

5.5 To ensure the best athletes represents the nation, the final lineup for crew boats (meaning K2, C2, K4) to participate in the major Games (e.g. SEA Games, Asian Games, etc.) will only be decided at the latest possible time prior to accreditation by the NCSPS.

5.6 The NCSPS Committee reserves the right to amend the qualifying timings as and when the need arises.

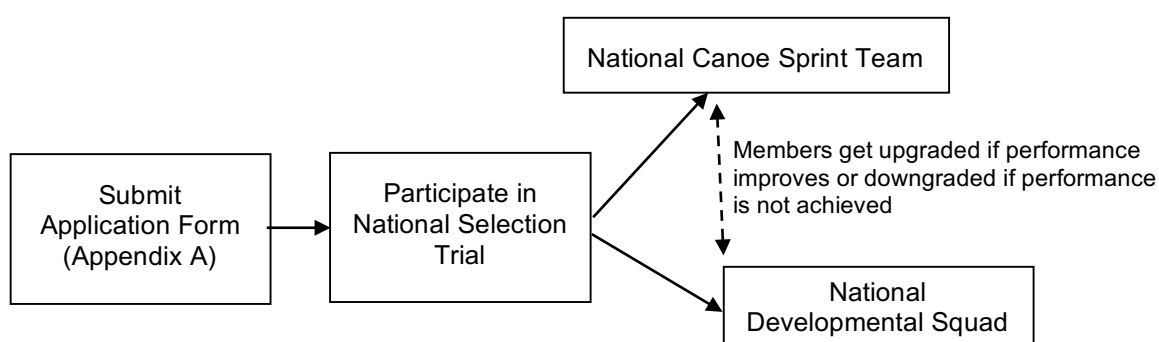
5.7 All National Athletes, regardless of whether they are members of the National Canoe Sprint Team or National Canoe Sprint Developmental Squad are required to sign an Agreement (Declaration of Commitment, Appendix B).

5.8 Athletes not selected into the National Canoe Sprint Team during the National Selection Trials may form the National Canoe Sprint Developmental Squad based on their ranking in the National Selection Trials or the recommendation of the NCSPS Committee. Members of the National Canoe Sprint Developmental Squad may be allowed to:

- (a) join the National Canoe Sprint Team for training; and
- (b) join in the selection trial for international competitions.

5.9 If athletes in the National Canoe Sprint Developmental Squad improve their performance, they will have the opportunity to be promoted into the National Canoe Sprint Team.

5.10 A graphical summary of the process is as follows:



6. Appeals

6.1 A duly completed selection appeal form (Appendix D), accompanied with a fee of \$20 (made payable to “Singapore Canoe Federation” if by cheque), should be addressed to the NCSPS Committee for any appeal. The fee will be refunded if the appeal is successful.

- 6.2 An appeal against a decision of the NCSPS Committee, accompanied with a fee of \$100, must be received by the NCSPS Committee within one week of the conclusion of the National Selection Trial.
- 6.3 An appeal based on the absence of an athlete on date of the National Selection Trial accompanied with a fee of \$100, must be received by the NCSPS Committee by the stated application deadline.

7. Overriding/Other Factors

7.1 National Service

- (a) Athletes unable to compete at a National Selection Trial on the stipulated date will need to submit the application and appeal forms to the NCSPS Committee before the closing date. The NCSPS Committee will consider the appeal as per paragraph 4.5(b).
- (b) The SCF will apply on the behalf of the athlete for 'Leave of Absence' from the related authority if selected athletes are still serving Fulltime National Service.

7.2 Illness/Misadventure/Extenuating Circumstances

- (a) The NCSPS Committee may at its sole discretion, give special consideration to extenuating factors and may allow a second opportunity to athletes as per paragraph 4.5(b). Athletes may be granted a second opportunity under the following circumstances:
- illness or injury,
 - bereavement, or other extenuating circumstances
- (b) The NCSPS Committee will make decisions on a case-by-case basis

- 7.3 The NCSPS Committee, in consultation with the National Canoe Sprint Coach/es may, at its absolute discretion admit athletes to the National Canoe Sprint Squad at any time if they satisfy the minimum timings in paragraph 5.3(b).

8. National Canoe Sprint Squad

- 8.1 There is no automatic qualification for the National Canoe Sprint Squad. All members must go through the selection process.
- 8.2 Athletes are required to sign a Declaration of Commitment (Appendix B) to be a member of the National Canoe Sprint Squad, and adhere to the Code of Conduct stipulated by the SCF (Appendix C).

8.3 The National Canoe Sprint Coach will conduct internal time trials among members of the National Canoe Sprint Squad where necessary, to:

- (a) assess the performance of the National Canoe Sprint Team and the National Canoe Sprint Developmental Squad;
- (b) select the best athletes to represent Singapore as part of a Competition Team; and
- (c) promote athletes from the National Canoe Sprint Developmental Squad whose performances exceed the performances of other athletes in the National Canoe Sprint Team.

8.4 The maximum number of athletes to form the National Canoe Sprint Team will be:

Junior Men	– 20
Senior Men	– 6
Junior Women	– 20
Senior Women	– 6

The NCSPS Committee reserves the right to make adjustment to the numbers of members to form the National Canoe Sprint Team as they see fit, without providing any explanation for the decision made.

8.5 Crews for the crew boats (C2, K2, K4) will be selected from the list of National Canoe Sprint Athletes at the discretion of the National Canoe Sprint Coach and the NCSPS based on their performance during training.

8.6 All members of the National Canoe Sprint Team must:

- (a) compete in regattas as determined by the National Canoe Sprint Coach;
- (b) attend team training camps;
- (c) attend sports testing and evaluation; and
- (d) pass scheduled medical checkups/examinations.

8.7 The NCSPS Committee, in consultation with the National Canoe Sprint Coach/es, will determine the number of events individual athletes may compete in at competitions.

8.8 Athletes from the National Canoe Sprint Developmental Squad may be added as reserves at the discretion of the NCSPS Committee.

8.9 An athlete will be removed from the National Canoe Sprint Squad if the athlete:

- (a) breaches or fails to observe the Code of Conduct and the terms of the Declaration of Commitment;

- (b) performs, in the opinion of the NCSPS Committee, below the required standard due to illness or injury (taking into account a reasonable period for treatment and recuperation).
- (c) fails to sustain his or her performance to a satisfactory level, on the basis that there is prior discussion between the National Canoe Sprint Coach/es and the athlete on the performance levels expected from him or her and the athlete has been given the opportunity to attain those performance levels; or
- (d) fails any scheduled medical checkup/examination.

8.10 A Competition Team may be constituted from among the National Canoe Sprint Athletes from time to time to represent Singapore in competitions, subject to any requirements as to eligibility of National Canoe Sprint Athletes.¹

9. Priority for Representation

9.1 In the event that more than one competition is taking place concurrently, the athletes are to adhere strictly to the priority for representation as stated below.

- (a) International/Regional Games (SEA, Asian and Olympics Games) – Members in the National Canoe Sprint Team must be a Singaporean or must satisfy citizenship requirement as required by the organiser in order to participate.
- (b) International/Regional Canoeing Championships (SEA, Asian or World Canoeing Championships) – Members in the National Team must satisfy citizenship requirement as required by the organiser in order to participate.
- (c) International/Regional Canoeing (Invitational) Championships – Athletes participating in these championships must receive sanction from the NCSPS Committee in order to participate. With certain constraints, the NCSPS Committee may extend invitations to other affiliates to participate.
- (d) National Championships – National Canoe Sprint Athletes are allowed to represent their club only if they are not required to compete under the National Canoe Sprint Team or instructed by the National Canoe Sprint Coach/es in preparation prior to another championship.
- (e) Inter-club Championships – National Canoe Sprint Athletes are allowed to represent their clubs only if it does not conflict with National commitments.

10. National Canoe Sprint Athlete Benefits

10.1 In recognition of their higher commitment to training and achieving sporting excellence for Singapore, members of the National Canoe Sprint Squad will be given the privilege of enjoying certain benefits related to training and competition.

¹ This includes but is not limited to short-listing by the Singapore National Olympic Council.

10.2 **National Canoe Sprint Team** athletes shall enjoy the following benefits:

- (a) State representation at international games;
- (b) access to Sport Singapore facilities and medical team (depending on carding status), subject to the guidelines and obligations of being carded;
- (c) application for sports grants;
- (d) waiver of storage fee for one personal canoe/kayak subject to the availability of space;
- (e) use of SCF facilities and equipment at discount rates;
- (f) receive attires for training and competitions;
- (g) receive funding to attend training camps;
- (h) attend training courses with the financial grant from the SCF, upon approval by the NCSPS Committee; and
- (i) having expenses subsidised for overseas championships, subject to the availability of funds and approval of the NCSPS Committee.

10.2 **National Canoe Sprint Developmental Squad** athletes shall enjoy the following benefits:

- (a) access to Sport Singapore facilities and medical team (depending on carding status), subject to the guidelines and obligations of being carded;
- (b) applying for sports grant;
- (c) subsidy of 50% off the rate of the affiliate storage fee for one personal canoe/kayak subject to the availability of space and approval by the NCSPS Committee;
- (d) use of SCF facilities and equipment at discount rates;
- (e) receive attire for training;
- (f) receive partial funding to attend training camps and overseas competitions (recommended by the National Canoe Sprint Coach/es); and
- (g) attend training courses with the financial grant from the SCF, upon approval by the NCSPS Committee.

10.3 When the status of an athlete as a member of the National Canoe Sprint Squad expires, the athlete is entitled to a month's extension of storage facilities. Thereafter, the athlete will have to remove their personal equipment or pay for storage fees at the prevailing rate.

10.4 The Executive Committee may modify the above benefits at any time in its sole discretion.

Appendix A: National Canoe Sprint Athlete Selection Application Form

Part I Particulars of Applicant

Name : _____ Gender : _____
 Address : _____ Date of Birth : _____
 _____ Nationality : _____
 Telephone : _____ (H) Weight : _____
 _____ (Hp) Height : _____
 E-Mail : _____ School/ Club : _____

Part II Competition Results

Please indicate the main races you have participated between Year _____ to present. Please attach additional information if necessary.

Name of Competition	Year	Event	Result (Timing)

Part III Selection Category Information

Category: Please indicate **ONE** type of selection category with a (✓).

- | | |
|--|--|
| <input type="checkbox"/> Junior Men
<input type="checkbox"/> U23 Men
<input type="checkbox"/> Senior Men | <input type="checkbox"/> Junior Women
<input type="checkbox"/> U23 Women
<input type="checkbox"/> Senior Women |
|--|--|

Please tick (✓) **ONLY** in one of the appropriate boxes provided.

1000m		500m		200m	
K1	C1	K1	C1	K1	C1

Part IV – Medical Declaration

Please use the space below to declare any pre-existing and/or current medical condition. You may attach a separate sheet if required.

Part V – Declaration

I have read and understood the selection criteria and agree to abide by them. I also hereby declare that I am medically fit to join the selection time trial and hold myself solely responsible for any mishap or injury that may occur during, or as a result of, my participation in the stated event.

Signature of Applicant

Date

Part VI – Parental Consent for Participants under the age of 18

I, Dr/Mr/Mrs/Miss/Mdm _____, allow my child / ward* to participate in the overstated event. I may be contacted at _____ in case of emergency.

Signature of Parent/Guardian

Date

NATIONAL CANOE SPRINT SQUAD

I _____ having been selected as a member of the National Canoe Sprint Squad for the year of _____ hereby declare that:

- a) I shall abide by all the Rules and Regulations stipulated by the Singapore Canoe Federation (“SCF”).
- b) I shall refer to the SCF only (and not any person, organisation, society, board or any third party) for all matters pertaining to the training of the National Canoe Sprint Squad.
- c) I shall train conscientiously to achieve my best result in the spirit of the sport and for the glory of Singapore.
- d) I shall return the SCF the full amount subsidised for training camp/s and/or competition/s should I be unable, without reasonable cause, to fulfill **2 full years** of training and national/international representation.
- e) I shall adhere to the Code of Conduct stipulated by the SCF.
- f) I hereby declare that I have read and fully understood the terms and conditions and the expectations of the SCF from me as a National Canoe Sprint Athlete.

Athlete’s signature: _____

Date: _____

I/C No: _____

Parent’s name & signature (for athletes below 18 years old): _____

Witnessed By (Name) : _____

Designation : _____

Signature : _____

1. Purpose
 - 1.1 The purpose of this Code of Conduct is to set out the types of behaviour expected by the Singapore Canoe Federation (“SCF”) from the members of the National Squad of the various disciplines.

2. All members of the National Squad are expected to be role models for other paddlers in the Canoeing Community in Singapore. As such, the SCF expects them to adhere to the Singapore National Olympic Council (“SNOC”) Code of Conduct² when representing Singapore in competitions. In addition, members of the National Squad aged 18 and below should also adhere to Sport Singapore’s National Standards for Youth Sports.³

3. In addition, all members of the National Squad must observe the following codes of behaviour:
 - 3.1 Respect all personnel involved with canoeing and have proper regard for their rights and obligations.
 - 3.2 Use loaned property with care.
 - 3.3 Demonstrate a positive commitment to the rules and programmes.
 - 3.4 Respect the law and customs of countries of visit.
 - 3.5 Respect the confidentiality of information from the SCF or relevant authorities, which may come to them in the course of their duties.
 - 3.6 Prior notice of all intended communication, whether written or verbal, with parties external to the SCF pertaining to matters concerning the National Squad or their status as National Athletes (including but not limited to communication about training, competitions, sponsorship) athletes should be given to the National Coach, Team Manager (where applicable), and Executive Committee in this sequence. National Athletes should comply with any directions given by the National Coach, Team Manager (where applicable), and Executive Committee in relation to such intended communication.
 - 3.7 Commitment to train and compete for at least 2 full years, failure of which to fulfill without reasonable excuse will warrant full re-payment of subsidised amount for the training camp/s and/or competition/s attended.
 - 3.8 Abide by the Anti-Doping Singapore (ADS) anti-doping rules. In addition to this, some athletes may be selected for the ADS Registered Testing Pool (RTP) or ADS Domestic Testing Pool (DTP). Athletes nominated for inclusion in either the ADS RTP or ADS DTP will be notified by ADS and will be required to supply details of their whereabouts on ADAMS. This is called Whereabouts Filing. More details can be found on the ADS website: www.antidoping.org.sg.

² A copy of the SNOC Code of Conduct may be obtained from the SCF’s High Performance Executive.

³ The National Standards for Youth Sports can be accessed at the following URL: <http://www.sportsingapore.gov.sg/sports-education/national-standards-for-youth-sports/principles-and-standards>.

4. Unsuitable Behaviour and Gross Misconduct

This list describes some examples of behaviour that is unsuitable, inappropriate or that is not in the best interests of the sport.

- 4.1 Denigrates and/or intimidates other athletes, officials or event organisers
- 4.2 Making statements which are deemed to denigrate the group that an individual is representing
- 4.3 “Go-slow”, or instigation of a “go-slow”, or stopping training
- 4.4 Lying or false declaration of information
- 4.5 Distributing or exhibiting of handbills, pamphlets, posters or whatever graphical writing within the facilities of the SCF or Sport Singapore without approval of the Executive Committee
- 4.6 Use of offensive, vile or obscene language with the imputations against the SCF, its employees or the Executive Committee
- 4.7 Willful damage to another person’s property during the conduct of a regatta or person’s championships
- 4.8 Violation of safety rule(s) which endangers the life or safety of any person
- 4.9 Vandalism or willful damage to any goods or property belonging to the SCF or Sport Singapore
- 4.10 Insubordination towards National Coach/es, Team Manager, Executive Committee member/s, the SCF employees, or relevant authority
- 4.11 Immoral or indecent behaviour
- 4.12 Theft
- 4.13 Fighting
- 4.14 Any form of assault

5. Athlete Retirement

- 5.1 Athletes who wish to retire or withdraw from the National Squad must formally inform SCF with the submission of the SCF Athlete Retirement Notification form. If the athlete is a minor, the form must be countersigned by the Parent / Guardian.
- 5.2 Any amount owing arising from code 3.7 above shall be settled within a month from formal notification.
- 5.3 Athletes who are under the ADS RTP or ADS DTP programme must submit a formal notice of retirement to ADS using the ADS Athlete Retirement Notification form.

Appendix D

Selection Appeal Form

Part I Particulars of Applicant

Name : _____ Gender : _____
Address : _____ Date of Birth : _____
_____ Nationality : _____
Telephone : _____ (H) Weight : _____
_____ (Hp) Height : _____
E-Mail : _____ School/ Club : _____

Part II Appeal Details { Please indicate with a (✓) }

() Against a decision () Athlete's unavailability () Others

Part III Grounds of Appeal { Please attach pages if space is insufficient }

Signature of Applicant

Part IV Committee's Decision

For Official Use

Appeal Fee: S\$100.00

Received by:

Cash/Cheque No: _____ Amount: S\$ _____ Receipt No: _____