



# **SINGAPORE CANOE FEDERATION**

## **CODE OF CONDUCT FOR AFFILIATES AND RESERVOIR USERS / ATHLETES / COACHES**

**REVISION HISTORY LOG**

<b>S/N</b>	<b>Descriptions of changes</b>	<b>Ver No.</b>	<b>Ver. Date</b>	<b>Prepared by</b>	<b>Endorsed by</b>	<b>Approved by</b>
1	New	2020-1.1	27/05/2020	Chloe Goh	Mr Henry Sim	Mr Yip Kwan Guan
2						
3						

## **CONTENTS**

1. INTRODUCTION
2. CODE OF CONDUCT – AFFILIATES AND RESERVOIR USERS
3. CODE OF CONDUCT – ATHLETES
4. CODE OF ETHICS – COACHES

## 1. INTRODUCTION

This Code of Conduct is applicable to all the members of the National Squad, Coaches, Affiliates and Reservoir Users across the various disciplines of the Singapore Canoe Federation (“SCF”) to ensure that a certain standard of conduct is maintained within the sport of Canoeing in Singapore.

For the purpose of the sport of Canoeing, all the members of the National Squad, Coaches, Affiliates and Reservoir Users across the various disciplines shall adhere to all announced rules and regulations, policies and procedures of the SCF.

The use of reservoirs and park amenities is governed by the Public Utilities Board (“PUB”) (Reservoirs, Catchment Areas and Waterway) Regulations 2006, regulations mandated by the National Parks Board (“NParks”) or any statutory provisions, rules, regulations, directives or any guidelines which may be issued from time to time by PUB or any other relevant authority to access the reservoir while carrying out canoeing/kayaking activities.

## 2. CODE OF CONDUCT – AFFILIATES AND RESERVOIR USERS

### 2.1. General

All Affiliates conducting activities / courses / programmes at the reservoirs approved by the PUB for Canoeing activities, and all Reservoir Users, are to comply with the following:

- a. To provide up-to-date risk assessment management documents that include the valid risk assessment, emergency response plan and evacuation route.
- b. To ensure all boats used are seaworthy and are to be inspected according to prevailing requirements by PUB – once every three years for plastic boats and **annually for all other types of boats.**
- c. To ensure all boats have valid vessel permit with boat ID visible on them. Boats that do not fulfil all the above criteria are not permitted to be used for water activities.
- d. To ensure that the ID numbers on the boats are replaced if they are lost, damaged or are otherwise not visible. Boats without visible ID are not permitted to be used for water activities.
- e. To report to the SCF within 24 hours any incident on water or during land activities related to Canoeing.
- f. To launch and recover boats from the designated launching pontoon. The designated launching pontoon is the only point to be used for launching/embarkation and disembarkation/recovery.
- g. To ensure that no boats or equipment are left unattended on the pontoon, and that footwear is left only at the designated area on the pontoon. This is to ensure clearance for the safe launch and return of all users without obstruction of users.
- h. To ensure no launching or walking on the embankment with rocks as that may result in serious injury.
- i. To ensure that paddling is done at a safe distance away from the rocks at the embankment to prevent serious injury should a paddler capsize and hit the rocks.
- j. To conduct canoeing/kayaking activities only at designated permitted areas.
- k. To strictly follow the direction of traffic within the race course, i.e. to paddle within the race course only in the direction of the Finish Line near the launch pontoon, and not to stop paddling immediately after crossing the Finish Line or remain stationary in the

vicinity of the Finish Line area, but to move off to make way for other boats approaching the Finish Line area.

- l. To ensure that all paddlers are certified with minimum of 1-star kayaking award prior to the use of Canoe Sprint kayaks or canoes on water. This include the use of Canoe Sprint kayaks or canoes in the novice zone (if any). A listing of members of the affiliate and their star certificate details is to be submitted to the SCF for water activities.
- m. To ensure that non-certified paddlers are under the supervision of minimally a Level 1 Coach at a ratio no greater than 1 coach to 10 paddlers, or at any other ratio stipulated for selected groups.
- n. To ensure that serviceable Personal Floatation Devices (“PFD”)/buoyancy vests are worn before entering the designated launching pontoon, and worn at all times while on water.
- o. To ensure paddlers show positive buoyancy when wearing their PFD/buoyancy vests and be confident and remain calm when floating on the water.
- p. To ensure Teachers, Coaches or appointed person in charge (“IC”) are present at all times at water activities. Teachers or/and coaches are to possess a valid adult first aid certificate.
- q. To ensure Teachers or Coaches or appointed IC of group sign in and sign out to report the number of paddlers present for each training session.
- r. To ensure the conduct of safety briefing to ensure that all participants are informed of the necessary safety measures, dangers and risks before conducting their activities. The teachers or coaches are fully responsible for the safety of all the participants under their care.
- s. To understand and agree that all water activities are done at participants’ own risk. The PUB, NParks, and the SCF are not responsible for any death or injury sustained by any user when taking part in water activities at the Reservoir and Park.
- t. To immediately evacuate all paddlers out of the Reservoir to a sheltered safe ground and conduct headcount to ensure return of all paddlers upon the sounding of the lightning risk siren/when the lightning risk alert light is on.
- u. To have an up-to-date fully equipped first aid kit on land that is adequate to the needs of the training activities if first aid is required.
- v. To exercise care and stop water activities should weather condition be unsuitable for paddling activities. All users are to follow instructions/directions given by the SCF duty officer to stop activities.

## **2.2. Storage and Equipment**

- a. To ensure all stored boats and equipment are maintained regularly to ensure the seaworthiness and serviceability of their equipment, and to ensure the safe and proper use of the equipment by the paddlers.
- b. For drawing out of equipment from Paddle Lodge at MacRitchie Reservoir and Kallang Water Sports Centre, only authorised coaches, teachers or appointed IC may sign out / sign in for the use of equipment. All equipment drawn is to be returned latest by 1745 hrs.
- c. The duty staff reserves the right to stop any drawing of equipment if in doubt and may seek verification from the relevant parties should the need arise.

- d. To ensure that access and use of equipment is only by authorised users, and that the person drawing out the equipment is present at all times.
- e. All users are to exercise care on storage of equipment to minimise the risk of loss and damage to their equipment. All craft and equipment kept at the Reservoir are stored at the owner's risk. The PUB and the SCF shall not be held responsible for any loss or damage to the equipment stored at the Reservoir. It is the responsibility of owners of boats and equipment to purchase insurance coverage on their equipment stored at the Reservoir.
- f. Storage of crafts and equipment at the Reservoir for Affiliates and Individual Associate Members shall be based on the availability of storage space.
- g. Organisations / Affiliates are to seek consent and approval from the SCF and the PUB **BEFORE** purchase or transfer of canoes/kayaks in or out of all Reservoirs. Upon approval, the organisation is to inform the SCF of the updated number of canoes / kayaks under their care and to apply for the necessary vessel permit and apply ID on all the boats. SCF reserves its right to grant approvals at its sole discretion.
- h. Any unreported boat found within the premises may be removed without notice and disposed of as deemed fit by the SCF.
- i. Organisations / Affiliates are to pay in full the storage fee that apply for the boats or use of storage area. Failure to pay will result in the removal / stoppage of use of boats and equipment. The SCF reserves the right to remove or dispose of any boats and equipment by organisations / affiliates after 90 days from the first communication reaching out to the owner, if any issue with the storage fee cannot be resolved satisfactorily.

### **2.3. Safety and Security**

All users are to comply with the following:

- a. To provide the SCF with a set of spare keys to their storage facilities. This is for emergency purposes and for inspection and maintenance of premises.
- b. To ensure that only canoes / kayaks, paddles and accessories i.e. paddles or PFD etc are stored in the designated storage areas.
- c. To ensure no boats or equipment are left outside the storage area after use.
- d. To ensure there is no food or drink left in the storage area in a manner that may attract wildlife. If food or drink is required to be at site, they are to be stored in proper containers that are properly secured and sealed. Any individual who spills any food or drink at the storage area shall, as soon as practicable, personally effect cleaning measures as needed.
- e. To ensure no combustible materials or hazardous substances are stored in the storage sheds or rooms.
- f. To lock all gates and doors at boat storage and secure all personal belongings before using the Reservoir. Users are advised to use the lockers and not to leave their belongings unattended. The SCF, PUB and NParks are not responsible for any loss of personal belongings.
- g. To report any incident on theft and vandalism to the SCF staff immediately and to make a police report if loss has been ascertained.
- h. To report any misuse of equipment / boats to the SCF staff, if paddlers are found to be using equipment not belonging to them or without prior approval from the owner.

The PUB, NParks and the SCF shall not be held responsible for any damage or loss of any equipment or belongings of organisations/individuals while using it in the Reservoir.

- i. To use firefighting equipment for only for firefighting and not for any other purpose. Violators of this clause may face disciplinary action not limited to verbal/written warning and/or suspension of activities at site.
- j. Users are strictly prohibited from using water from the Amenity Centre for bathing and washing of vehicles.

## **2.4. Cleanliness of Area of Use**

All users are to comply with the following:

- a. To ensure the premises of the surrounding Reservoir, as well as the areas used for the launching and recovery of canoes/kayaks, are kept clean.
- b. To bag and dispose all rubbish into litter bins.
- c. To ensure that there is no littering in the Reservoir, shores, pontoons, launching areas and surrounding Park areas.
- d. To ensure no burning of rubbish, set up of campfires and cooking in the Reservoir and Park, including the storage premises.
- e. Always leave the place in a better condition than before your presence.

## **3. CODE OF CONDUCT - ATHLETES**

- 3.1. All members of the National Squad are expected to be role models for other paddlers in the Canoeing Community in Singapore. As such, they are to abide to the Singapore National Olympic Council ("SNOC") Code of Conduct<sup>1</sup> when representing Singapore in competitions.
- 3.2. In addition, all members of the National Squad must observe the following codes of behaviour:
  - a. Uphold the good name of the Republic of Singapore, the sport of Canoeing and the SCF, and display exemplary behaviour at all times.
  - b. Respect all personnel involved with the sport of Canoeing and have proper regard for their rights and obligations.
  - c. Always perform to the highest possible standard in training, and in competitions to the best of abilities.
  - d. To respect the spirit of fair play and non-violence (both physical and verbal), and behave accordingly.
  - e. To dress appropriately at all times, refraining from wearing any attire that displays objectionable slogans, inappropriate phrases, graphics, or pictures that may offend, provoke response/outburst, incite reactions and/or that are insulting in nature.
  - f. Use loaned property with care.
  - g. Demonstrate a positive commitment to the rules and programmes.

---

<sup>1</sup> A copy of the SNOC Code of Conduct may be obtained from the SCF's High Performance Executive.

- h. Shall not at any time be charged with or convicted of any offence which is punishable by the law of Singapore or of any foreign country.
- i. Respect the law and customs of countries visited for training or competitions.
- j. Respect the confidentiality of information from the SCF or relevant authorities, which they may have access to in the course of their duties.
- k. 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) 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.
- l. Commitment to train and compete for at least one full year starting from the sign off date on the declaration of commitment form, failure of which to fulfil this commitment without reasonable excuse will warrant full re-payment of any subsidised amounts for the training camp/s and/or competition/s attended.
- m. Shall be punctual for all training sessions, competitions, official appointments and social functions.
- n. To comply with the WADA Code and all anti-doping rules of the International Canoe Federation, Anti-Doping Singapore and the SNOC, including by submitting themselves to medical controls and examinations at any time.

### **3.3. Unsuitable Behaviour and Gross Misconduct**

The following non-exhaustive list describes some examples of behaviour that is unsuitable, inappropriate or that is not in the best interests of the sport:

- a. Denigrates and/or intimidates other athletes, officials or event organisers.
- b. Making statements which are deemed to denigrate the group that an individual is representing.
- c. "Go-slow", or instigation of a "go-slow", or stopping training.
- d. Lying or false declaration of information.
- e. 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.
- f. Use of offensive, vile or obscene language with the imputations against the SCF, its coaches, employees, or the Council.
- g. Wilful damage to another person's property during the conduct of a regatta or person's championships.
- h. Violation of safety rule(s) which endangers the life or safety of any person.
- i. Vandalism or wilful damage to any goods or property belonging to the SCF or Sport Singapore.
- j. Insubordination towards National Coach(es), Team Manager, Executive Committee member/s, the SCF employees, or relevant authority.



- k. Immoral or indecent behaviour.
- l. Theft.
- m. Fighting.
- n. Any form of assault.

#### **4. CODE OF ETHICS - COACHES**

4.1 The Coach's Code of Ethics set out herein has been drawn up by the SCF and is applicable to all coaches of various disciplines of the sport of Canoeing under the purview of the SCF.

4.2 All Coaches must abide the following Code of Ethics:

- a. Treat and respect everyone equally, regardless of race, language, religion, culture, gender or physical ability.
- b. Recognise that the athletes can contribute in providing positive feedback on training methods and how best performance during training and competition could be optimised. Be a good listener when occasions for such interaction arise.
- c. Remember that there is a need for certain information to be kept confidential. Disclosure of such information should only be made with the consent of those who requested confidentiality.
- d. Be sensitive to the feelings of the athletes when providing feedback on their training progress and performance during competition. Criticisms, if any, should not be directed at the athlete, instead it should be on the athlete's performance and preferably constructive in nature.
- e. Be responsible for periodically updating coaching expertise through participation in courses, conferences and workshops and through information available in resource materials.
- f. Prepare well-planned and sound training programmes and execute them in a manner that will benefit all athletes.
- g. Recognise the limits of your own knowledge and collaborate with other qualified practitioners. Where appropriate, refer the athletes to a more qualified coach or specialist.
- h. Advise injured athletes to seek further medical treatment and suggest an appropriate recovery plan whenever possible. When deciding on an injured athlete's ability to continue training or competing, do take into account his/her future health and general well-being.
- i. Ensure that training and competition venues meet with minimum safety standards and that the athletes are properly attired.
- j. Avoid sexual intimacy with the athletes. Any physical contact with the athletes should be only when absolutely necessary and during appropriate situations.
- k. Be honest and sincere when communicating with the athletes. Do not give false hope to the athletes.
- l. Inform a fellow coach if and when working with his/her athlete(s).

- m. Coaching qualifications and experience should be accurately represented, both in written and verbal form.
- n. Abide by the rules of Canoeing and respect fellow Coaches, Team Managers, Executive Committee member/s, the SCF employees, or relevant authority.
- o. Adopt a professional attitude and maintain the highest standards of personal conduct. It should encompass mannerism, dress and language.
- p. Exercise self-awareness and evaluate how values and actions influence coaching activities positively or negatively.
- q. Uphold the values of clean, dope-free sport, by complying with all relevant anti-doping rules that are in line with the World Anti-Doping Code and cooperating with relevant anti-doping authorities should a need arise. Be a positive influence to the athletes with respect to the values of clean sport.