



Singapore Canoe Federation

National Athlete Handbook

(Canoe Sprint)

A Guide for National Squads Selection

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NATIONAL CANOE SPRINT TEAM SELECTION COMMITTEE

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/es.

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 Squads. Athletes selected in each of the National Time Trials (national selection races) will be invited to join either the National Canoe Sprint Team, the National Canoe Sprint Developmental Squad or the National Junior Development Team as National Canoe Sprint Athletes.
- 2.2 The following National Races results will also be taken into consideration for the selection of National Squad Athletes.
 - (a) Singapore Junior Canoe Sprint National Championships
 - (b) Singapore Canoe Sprint National Championships
 - (c) SSSC National Schools Games Canoeing Championships
- 2.3 Affiliates will be given at least one-month's' notice on the specific date, details and venue of the National Races.

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 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 C), 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, the National Canoe Sprint Developmental Squad and the National Junior Development Team.

5.2 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 for each age group/category

5.3 The minimum qualifying timings/ selection policy will be announced at least one-month prior to the selection race/time trial date.

5.4 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.

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

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

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 A).
- 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 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.
- 8.5 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.
- 8.6 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.
- 8.7 Athletes from the National Canoe Sprint Developmental Squad may be added as reserves at the discretion of the NCSPS Committee.
- 8.8 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.

8.9 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.

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

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

- (a) State representation at international games;
- (b) access to Sport Singapore facilities and medical support (depending on carding status), subject to the guidelines and obligations for carded athletes;
- (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) attend training courses with the financial grant from the SCF, upon approval by the NCSPS Committee; and
- (h) having expenses subsidised for overseas competitions/training camps, 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 support (depending on carding status), subject to the guidelines and obligations for card athletes;
- (b) 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;
- (c) use of SCF facilities and equipment at discount rates;
- (d) receive attire for training;
- (e) receive partial funding to attend training camps and overseas competitions (recommended by the National Canoe Sprint Coach/es); and
- (f) 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.

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, they are to abide to the Singapore National Olympic Council (“SNOC”) Code of Conduct² when representing Singapore in competitions.
3. 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.
 - 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.

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

- 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.

4. 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.

5. Athlete Retirement/Withdrawal

- 5.1 Athletes who wish to retire or withdraw from the National Squad must formally inform SCF in writing to the High Performance Manager.
- 5.2 Any amount owing arising from local training, local competitions, overseas training and overseas competitions 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.

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 adhere to the Code of Conduct stipulated by the SCF – Appendix A.
- e) 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/Guardian's name (for athletes below 18 years old) : _____

Parent/Guardian's signature (for athletes below 18 years old) : _____

Appendix C: 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

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:

Received by:

Cash/Cheque No: _____

Amount: S\$ _____

Receipt No: _____

DOCUMENTATION UPDATE TABLE

S/N	Description	By	Date	Filename
1	Creation of the guide and handbook	Cheng Kok Hua	Jan 2001	Selection Handbook v0
2	Update documentation	Chua Kee Huat	Jun 15 2003	Selection Handbook v1
3	<ul style="list-style-type: none"> Update Henry's input Update the changes input by Cheng Kok Hua 	Cheng Kok Hua	Jul 12 2003	Selection Handbook v1_1
4	<ul style="list-style-type: none"> Update changes from Chua, Henry and Cheng in Section 3, 4, 9, Appendix D and Appendix E. Added Section 10 & 11 	Chua Kee Huat, Cheng Kok Hua & Henry Sim	Feb 8 2004	Selection Handbook v1.41
	<ul style="list-style-type: none"> Standardise appendices Make changes 	Cheng	April 14	Selection Handbook v1.5
	<ul style="list-style-type: none"> Consolidate changes 	Joseph Ang, Yip, Cheng	May 15	Selection Handbook v1.6
	<ul style="list-style-type: none"> Update documentation 	Cheng	May 15	Selection Handbook-final draft
5	<ul style="list-style-type: none"> Update on Section 5.3 	Zason	Feb 5	Selection Handbook v1.7
6	<ul style="list-style-type: none"> Update documentation 	Zason	Jan 13 2009	Selection Handbook v1.8
7	<ul style="list-style-type: none"> Update documentation 	Zason	Jan 10 2014	Selection Handbook v1.9
8	<ul style="list-style-type: none"> Update of SEA Games 2014 Criteria 	Zason, Lyuina	Jun 23 2014	Selection Handbook v1.10
9	<ul style="list-style-type: none"> Update of SEA Games 2015 Selection Criteria Update documentation 	Lyuina	Nov 3 2014	Selection Handbook v1.11
10	<ul style="list-style-type: none"> Update of documentation 	Lyuina	Nov 10 2014	Selection Handbook v1.12
11	<ul style="list-style-type: none"> Standardisation of terms, clarification of language and re-formatting 	Francis	Feb 1 2015	Selection Handbook v1.13
12	<ul style="list-style-type: none"> Update of point 4.2b and SEA Games 2015 Selection Criteria 	Lyuina	Feb 4 2015	Selection Handbook v1.14
13	<ul style="list-style-type: none"> Amendment of 2015 SEA Games competition team selection criteria and Appendix D 	NCRS Committee	Feb 16 2015	Selection Handbook v1.15
14	<ul style="list-style-type: none"> Update of point 2.2 	NCRS Committee	Dec 11 2015	Selection Handbook v1.16

15	<ul style="list-style-type: none"> Update of selection criteria 	Deborah	May 2016	Selection Handbook v1.17
16	<ul style="list-style-type: none"> Update of documentation, terms, and selection criteria 	Lyuina	June 28 2016	Selection Handbook v1.18
17	<ul style="list-style-type: none"> Update of documentation, terms, and selection criteria 	NCSPC	July 14 2016	Selection Handbook v1.19
18	<ul style="list-style-type: none"> Update of documentation 	NCSPC	February 2017	Selection Handbook v1.20
19	<ul style="list-style-type: none"> Update of documentation 	NCSPC	March 2017	Selection Handbook v1.21
20	<ul style="list-style-type: none"> Update of 2018 Asian Games Selection Criteria 	Lyuina	August 2017	Selection Handbook v1.22
21	<ul style="list-style-type: none"> Update of documentation 	NCSPC	November 2018	Selection Handbook v1.24
22	<ul style="list-style-type: none"> Update of documentation and Appendix A - D 	Jing Hui	July 2020	Selection Handbook v2