



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | info@scf.org.sg | www.scf.org.sg

### SINGAPORE CANOE FEDERATION Annual Report for Year Ended 31<sup>st</sup> March 2019

Singapore Canoe Federation (SCF or the "Federation") is an exempt charity.

SCF was registered as a charity under the Charities Act (Chapter 37) since 12/07/2011.

SCF has been accorded IPC (Institution of a Public Character) status from 07/03/2017 – 06/03/2020.

Unique Entity Number (UEN) : S71SS0035C  
Institution of a Public Character (IPC) : IPC 000508  
Registered Address : 3 Stadium Drive #01-33 NSA Office  
Singapore 397630

#### The Council

Name	Designation	Date of Appointment	Occupation
Mr Yip Kwan Guan	President	8 <sup>th</sup> July 2017	Senior Teacher, Jurong West Secondary School
Dr Zason Chian Lit Khoon	Vice-President	8 <sup>th</sup> July 2017	Deputy Head, Lecturer of National Institute of Education
Mr Gideon Lu Yi	Vice-President	8 <sup>th</sup> July 2017	Assistant Director, Outward Bound Singapore
Mr Sean Chan Sik Lung	Vice-President	8 <sup>th</sup> July 2017	Head of Regulation and Risk Management, Keppel Infrastructure Holdings Pte Ltd
Mr Vincent Wong Heng Choy	Vice-President	8 <sup>th</sup> July 2017	Lecturer, Republic Polytechnic
Mr Henry Sim	Honorary Secretary	8 <sup>th</sup> July 2017	Senior Technician, Tuas Power Generation Pte Ltd
Ms Qiu Yunru	Assistant Honorary Secretary	8 <sup>th</sup> July 2017	Property Specialist, Rio Tinto
Ms Yeung Xintian	Honorary Treasurer	8 <sup>th</sup> July 2017	Director, Business Development, Doctor Anywhere Pte Ltd
Mr Richard Lee Cheow Lien	Assistant Honorary Treasurer	8 <sup>th</sup> July 2017	Executive Director, System Integration & Technology Pte Ltd

Banker : DBS Bank

Auditor : Kong, Lim & Partners LLP

Other Adviser(s) : 1) Mr Desmond Lee Ti-Seng (Advisor)  
Minister for Social and Family Development and  
Second Minister for National Development  
2) Ms Sun Xueling (Advisor)  
Senior Parliamentary Secretary, Ministry of Home Affairs &  
Ministry of National Development



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### 1. OBJECTIVES:

The objectives of the Singapore Canoe Federation (SCF) are:

To promote opportunity for public participation in a full range of canoeing activities in Singapore with high standards of safety. Among other things, the SCF aspires to:

- Nurture and prepare its elite and potential elite athletes to medal at the SEA Games, Asian Games and other regional/international competitions.
- Uphold high standard of sportsmanship.
- Champion the development and enjoyment by the public of all canoeing disciplines in Singapore.
- Develop and promote Singapore as a venue of choice for regional/international canoeing championships/ events.

### 2. MEMBERSHIP

As at 31<sup>st</sup> March 2019, there were a total of 36 affiliates, including 24 Ordinary Members and 12 Associate Members.

Ordinary Member	Associate Member
1 Hwa Chong JC Alumni	1 A Lumi Pte Ltd
2 Lightning Kayaking Club	2 Camelot Pte Ltd
3 Mountbatten Constituency Sports Club	3 Innotrek Pte Ltd
4 Nanyang Polytechnic	4 Kanoe Sports Pte Ltd
5 Nanyang Technological University	5 MOE18- National School Games Office
6 National Cadet Corps	6 Paddlers Gateway
7 National University of Singapore	7 SP Alumni
8 Ngee Ann Polytechnic	8 Sportshub Pte Ltd
9 NUS Alumni Canoeing Team	9 Tropical Fiberglass Co.
10 Outward Bound Singapore c/o National Youth Council	10 X-current Pte Ltd
11 People's Association Water Venture	11 X'treme Kayaking
12 PUB Recreation Club	12 XSNA Pte Ltd
13 Republic Polytechnic	
14 Sea Hawk Sports Club	
15 Singapore Civil Defence Force	
16 Singapore Institute of Management Pte Ltd	
17 Singapore Institute of Technology	
18 Singapore Management University	
19 Singapore Paddle Club	
20 Singapore Polytechnic	
21 Tampines North Community Sports Club	
22 Temasek Polytechnic	
23 The Boy's Brigade in Singapore	
24 Waterways Watch Society	

### 3. REVIEW AND INTRODUCTION OF POLICIES

During the course of the year, the Federation developed and introduced the following policies:

- a. Athletes' Commission - Term of Reference (Version 1)
- b. Audit Committee Guide (Version 1.1)
- c. National Athlete Hand Book – Canoe Sprint (Version 1.25)
- d. National Athlete Hand Book – Canoe Polo (Version 1)



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### 4. REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSACTIONS

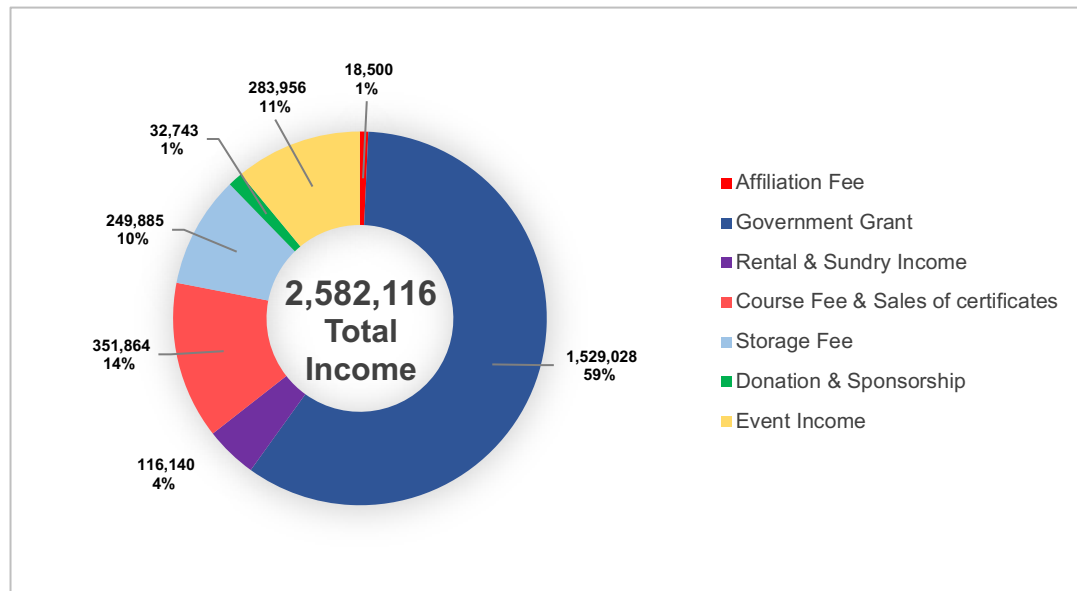
#### 4.1. Funding Sources

The Federation's source of funding includes boat storage fees, course fees, events registration fee, sponsorship, membership fee, government grants and donations.

#### 4.2. Financial Highlight

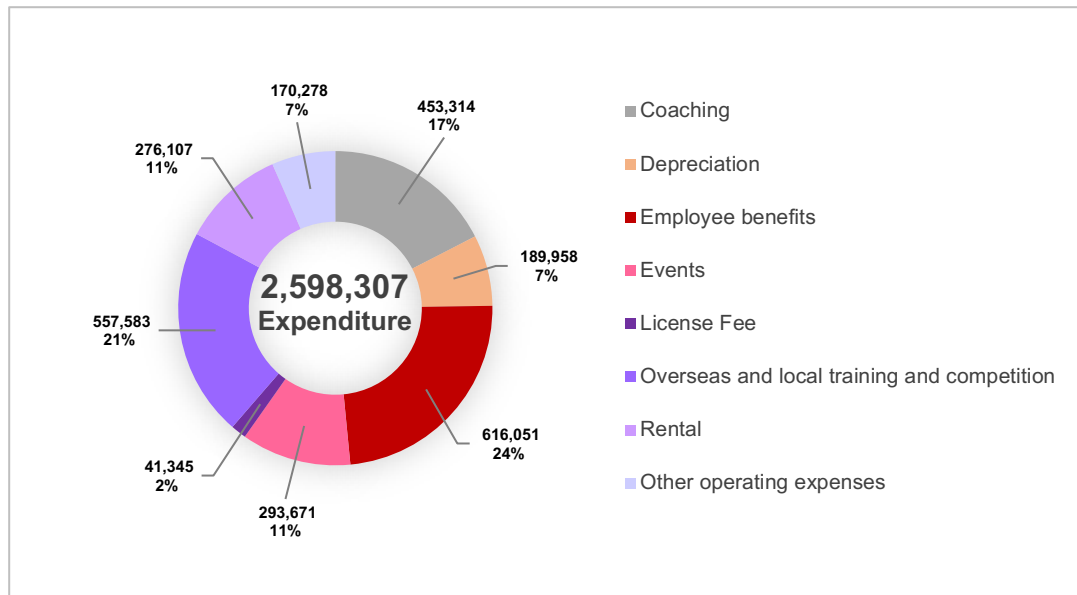
- During the year, the Federation recorded expenditure of \$2,598,307. The total income was \$2,582,116, which included grants received from the Sport Singapore of \$1,511,288 and the remaining were the operating income of \$1,070,828. The deficit was \$16,191.
- The Secretariat ensured that funds were utilised for its intended purposes and half-yearly reports were provided to Sport Singapore.
- Kong, Lim & Partners LLP was responsible for auditing SCF's account for Financial Year 2018/2019. As at 31<sup>st</sup> March 2019, the Federation was in a favourable position with accumulated funds totalling \$835,797.
- Statement of accounts for the financial year ended 31<sup>st</sup> March 2019 is attached – Appendix E

#### Financial Year 2018/2019 Total Income





**Financial Year 2018/2019 Expenditure**



**5. MANAGEMENT AND AVOIDANCE OF CONFLICTS OF INTEREST**

The Council members and staffs are expected to avoid actual and perceived conflicts of interest. Members must disclose any outside activities, financial interest or relationship that may pose a real, potential or perceived conflict of interest. Disclosures are to be made to the Council, with the required approval obtained before accepting any position as an officer or director of an outside business. Where a conflict of interest arises, the Council will evaluate whether any potential conflict of interest will affect the continuing independence of the Exco/ Council members and whether it is appropriate for the Exco/ Council member to continue to remain in the Council.

**6. REVIEW OF ACTIVITIES**

**6.1. Singapore Canoe Federation Events/Competitions**

**a) Events for the Year of 2018**

Event	Date	Venue
National Canoe Sprint Championships	20 <sup>th</sup> - 21 <sup>st</sup> April (Sat - Sun)	MacRitchie Reservoir
National Canoe Polo Championships	1 <sup>st</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> July (Sun, Sat - Sun)	NUS University Sport Centre
National Canoe Slalom Championships	27 <sup>th</sup> - 28 <sup>th</sup> July (Sat / Sun)	Water Sports Centre at Singapore Sports Hub Marina Reservoir
Pol ITE Canoe Sprint Championships	3 <sup>rd</sup> November (Sat)	MacRitchie Reservoir



**b) Events for the Year of 2019**

<b>I. Singapore Canoe Marathon</b>					
<b>Date</b>	<b>Venue</b>	<b>No. of Participants</b>	<b>No. of Volunteers</b>	<b>Finance</b>	<b>Guest-of-Honour</b>
20 <sup>th</sup> January (Sun)	Water Sports Centre, Singapore Sports Hub, Marina Reservoir	750	120	Revenue = \$ 44,099 Expenses = \$ 47,189 Loss = \$ 3,090	1. Mr Amrin Amin 2. Mr Desmond Lee 3. Ms Sun Xueling
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Overall successful event that did not require any activation of rain contingency plan</li> <li>• No major problem faced</li> <li>• 47 event categories from 8:00am to 4:30pm</li> </ul>				
<b>II. National Junior Canoe Sprint Championships</b>					
<b>Date</b>	<b>Venue</b>	<b>No. Participants</b>	<b>No. Volunteers</b>	<b>Finance</b>	<b>Guest-of-Honour</b>
16 <sup>th</sup> – 18 <sup>th</sup> March (Sat - Mon)	MacRitchie Reservoir	672	90	Revenue = \$ 21,985 Expenses = \$ 16,205 Profit = \$ 5,780	1. Mr Yip Kwan Guan 2. Dr Zason Chian 3. Mr Vincent Wong
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Overall successful event that did not require any activation of rain contingency plan</li> <li>• No major problem faced</li> <li>• 50 event categories from 8:00am to 7:00pm</li> </ul>				
<b>III. Inter Tertiary Canoe Sprint Championships</b>					
<b>Date</b>	<b>Venue</b>	<b>No. Participants</b>	<b>No. Volunteers</b>	<b>Finance</b>	<b>Guest-of-Honour</b>
23 <sup>rd</sup> March (Sat)	MacRitchie Reservoir	162	27	Revenue = \$ 7,530 Expenses = \$ 4,033 Profit = \$ 3,497	Mr Nicholas Yap
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Overall successful event that did not require any activation of rain contingency plan</li> <li>• No major problem faced</li> <li>• 20 event categories from 8:00am to 6:30pm</li> </ul>				
<b>IV. National Kids Kayaking Championships</b>					
<b>Date</b>	<b>Venue</b>	<b>No. Participants</b>	<b>No. Volunteers</b>	<b>Finance</b>	
24 <sup>th</sup> March (Sun)	MacRitchie Reservoir	68	28	Revenue = \$ 3,100 Expenses = \$ 2,099 Profit = \$ 1,001	
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Overall successful event that did not require any activation of rain contingency plan</li> <li>• No major problem faced</li> </ul>				



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### 6.2. Other Activities

#### a. 2018 SCF Volunteer Appreciation Dinner

2018 SCF Appreciation Night Dinner was held at the Swissotel Merchant Court Hotel on 2<sup>nd</sup> December 2018. It was a great privilege to have the presence of the pioneer members to share about the history of SCF.

#### b. Sharing Session with Mr Martin Marinov

SCF was very honoured to have Mr Martin Marinov, International Canoe Federation (ICF) Technical Manager for Canoe Sprint / Calm water to share his journey on becoming an Olympian as well as preparation and training requirements of international level paddlers. Mr Marinov is a 5-time Olympian with 48 years of canoeing experience under his belt. On 12<sup>th</sup> January 2019, over 80 participants attended the sharing session with Mr Martin Marinov.

#### c. Waterway Clean-Up at Marina Reservoir

The Marina Reservoir is considered the Federation's second home. On 2<sup>nd</sup> February 2019, the national athletes carried out the tradition to keep the waterways of Marina Reservoir clean and sparkly. It is greatly appreciated that SCF Advisor, Mr. Desmond Lee, PUB, NParks, International Coastal Clean-up SG, Otter Working Group, PA Water Venture and the training partners from Hungary were present to join in this tradition.

## 7. FUNDRAISING EVENT

There was no fund-raising event held by the SCF during the financial year ended 31<sup>st</sup> March 2019.

## 8. INTERNATIONAL MEETING

### XXXVII International Canoe Federation (ICF) Ordinary Congress

The biennial Congress was held from 23<sup>rd</sup> to 24<sup>th</sup> November 2018 in Budapest, Hungary. A total of 68 National Federations (NF) were represented at the Congress. Mr Yip Kwan Guan, SCF President and Dr Zason Chian, Vice President attended the Congress. The main theme of the Congress revolved around the topic of innovation towards the future growth of the sport.

Mr. Jose Perurena Lopez, ICF President highlighted about the future challenges faced by our sport, especially its inclusion in future Olympic Games. There is a continual stream of new sports (e.g. climbing) that are gaining wide popularity and making their way as Olympic events.

In order to remain as an Olympic event, he shared some strategies such as staying visible especially through mass media such as television programmes and social media, and consolidating venues for different disciplines to achieve cost effectiveness in the organisation of major events. Closer relationships with athletes to better cater to their needs so that they will stay on the sport and continue supporting the sport even after their competitive years.



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Overall, XXXVII ICF Ordinary Congress 2018 has been a fruitful one. Important ties were forged between Singapore and many NFs from the different continents. Budapest has been a generous host and they were also very efficient in terms of organising the Congress. The next ICF congress will be held at Manila, Philippines in 2020.

### 9. WATER CENTRE OPERATION

#### 9.1. Paddle Lodge at MacRitchie Reservoir

- a. Operation hours has been revised to 0700 -1900.
- b. Improvements in Paddle Lodge at MacRitchie Reservoir.
  - Widening of the designated paddlers pathway.
  - Installation of awning at the office.
  - Installation of notice board and signages.
  - Replacement of lane number boxes.
  - Installation of gates in front of the entry to pontoon area.
- c. Vessel Permit freeze has been lifted in March 2019.
- d. Inspection of boat shed for fire hazard and inventory check of boats were conducted. Quantity of registered boats in MacRitchie Reservoir – 987.

#### 9.2. Paddle Lodge at Pandan Reservoir

- a. Improvement in Paddle Lodge at Pandan Reservoir.
  - Installation of boat rack for Canoe Polo National Team equipment.
- b. Obtained PUB's approval on night training during weekday for Canoe Polo National Athletes Squad.
- c. Inspection of boat shed for fire hazard/rack condition and inventory check of boats were conducted. Quantity of registered boats in Pandan Reservoir – 162.

#### 9.3. Kallang Water Sport Center (KWSC)

- a. Improvement at KWSC
  - Purchase of 6 temporary mobile boat racks for Singapore Canoe Marathon 2019.
  - Purchase of 80pcs of Type III Personal Flotation Device to replace the old ones.
- b. Inspection of boat shed for fire hazard/rack condition and inventory check of boats were conducted. Quantity of registered boats in Marina Reservoir – 1181.

### 10. CANOE SPORT

#### 10.1. Breakdown of the number of participants who attended the course in Singapore:

##### a) Number of Certified Coaches (1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019)

KRL 1	KRL 2	KRL 3	KRL 4	KRL 5
35	5	2	0	0

##### b) Number of Certified Kayakers (1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019)

1 Star	2 Star	3 Star	4 Star	5 Star
4269	883	313	7	1





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### 10.2. Crossing of the Marina Barrage

A group of seven pioneer kayak coaches overcame the challenge of crossing the Marina Barrage from Marina Reservoir to the sea off East Coast beach. It was successfully completed on 1<sup>st</sup> December 2018 with the support of PUB. Being able to cross the Marina Barrage brings the potential of an expedition towards East Coast or even the Southern Islands.

## 11. CANOE SPRINT

### 11.1. 2018 Asian Games

- Held from 29<sup>th</sup> August to 1<sup>st</sup> September 2018 at JSC Lake Jakabaring, Palembang, Indonesia.
- Singapore achieved first ever podium finish at Asian Games – MK1 200m, Mervyn Toh (Bronze).

### 11.2. Senior Kayak Team

- Had a long overseas training camp from 18<sup>th</sup> February to 27<sup>th</sup> June 2018 in Florida, USA and Szeged, Hungary in preparation for the 2018 Asian Games.
- Participated in the following overseas competitions:
  - 2018 ICF Canoe Sprint World Cups 1 & 2 – 17<sup>th</sup> to 20<sup>th</sup> May 2018, Szeged, Hungary and 24<sup>th</sup> to 27<sup>th</sup> May 2018, Duisburg, Germany.
  - 2018 Asian Games - 29<sup>th</sup> August to 1<sup>st</sup> September 2018, Palembang, Indonesia.
  - 2018 Australia Grand Prix 1 - 7<sup>th</sup> to 9<sup>th</sup> December 2018, Adelaide, Australia.
- Had a venue familiarisation training camp in Pattaya, Thailand from 17<sup>th</sup> to 23<sup>rd</sup> December 2018 in preparation for the 2020 Asian Canoe Sprint Championships, which is also the continental qualifier for the 2020 Olympic Games.

### 11.3. Junior Kayak Team

- Participated in the following overseas competitions:
  - 2018 Asia Pacific Sprint Regatta – 11<sup>th</sup> to 13<sup>th</sup> May 2018, Adelaide, Australia.
  - 2018 ICF Junior & U23 Canoe Sprint World Championships – 26<sup>th</sup> to 29<sup>th</sup> July 2018, Plovdiv, Bulgaria.
  - 2018 ICF Canoe Marathon World Championships & ICF Talent Identification Programme – 2<sup>nd</sup> to 9<sup>th</sup> September 2018, Vila Verde, Portugal.
  - 2018 Olympics Hopes Regatta – 15<sup>th</sup> to 17<sup>th</sup> September 2018, Poznan, Poland.

### 11.4. Senior Canoe Team

- Participated in the following overseas competitions:
  - 2018 ICF Canoe Sprint World Cups 1 & 2 – 17<sup>th</sup> to 20<sup>th</sup> May 2018, Szeged, Hungary and 24<sup>th</sup> to 27<sup>th</sup> May 2018, Duisburg, Germany.
  - 2018 Asian Games - 29<sup>th</sup> August to 1<sup>st</sup> September 2018, Palembang, Indonesia.
- Had a venue familiarisation training camp in Pattaya, Thailand from 17<sup>th</sup> to 23<sup>rd</sup> December 2018 in preparation for the 2020 Asian Canoe Sprint Championships, which is also the continental qualifier for the 2020 Olympic Games.

### 11.5. Junior Canoe Team

- Participated in the following overseas competitions:
  - 2018 Asia Pacific Sprint Regatta – 11<sup>th</sup> to 13<sup>th</sup> May 2018, Adelaide, Australia.
  - 2018 Olympics Hopes Regatta – 15<sup>th</sup> to 17<sup>th</sup> September 2018, Poznan, Poland.





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### 11.6. Singapore National Selection Race

- The Singapore Canoe Federation conducted the Singapore National Selection Race on 6<sup>th</sup> and 7<sup>th</sup> April 2019 at the Marina Channel. This selection formed part of the National Team selection for junior and senior athletes for the 2019 season. The races categories were for C1 and K1 over 1000m, 500m, and 200m.

### 11.7. Singapore Sports Award 2019

Heartiest congratulations to Mervyn Toh Yingjie for being a recipient of the Meritorious Award (Individual) at the Singapore Sports Awards 2019. Huge thank you to the Singapore National Olympic Council (SNOC) and Sport Singapore for the recognition given.

### 11.8. Peter Lim Scholarship 2019

The Singapore Olympic Foundation (SOF) – Peter Lim Scholarship Award Presentation Ceremony was held on the 3<sup>rd</sup> July 2019 at the Temasek Polytechnic. The SCF would like to congratulate the following winners for being awarded a scholarship in the Tertiary and High Performance U18 categories:

#### High Performance U18:

- Daniella Barbara Lawther
- Ho Jie En
- Lim Zhi Quan Emmanuel
- Soh Zhongsheng Matthew

#### Tertiary:

- Victoria Chiew Xi Jie
- Mindy Ho Jin Sim
- Damia Humaira Binte Ridwan
- Ng Georgia

The SCF would also like to thank Mr Peter Lim, SOF, and Singapore National Olympic Council for supporting our athletes in their pursuits of sports excellence.

## 12. KID-IN-A-KAYAK PROGRAMME

With a strong team of coaches and over 100 kids, the Kids-In-A-Kayak (KIAK) programme is running for the 5<sup>th</sup> year. It has expanded to include the KIAK Squad, which is the competitive arm of KIAK targeted at developing 12 to 14 years olds to their fullest potential in Canoe Sprint.

The National Kids Kayaking Championships was held for the 2<sup>nd</sup> year on 24<sup>th</sup> March 2019. The objective of the event is to provide opportunities for young paddlers (aged 12 years old and below) to compete at the national level in the discipline of Canoe Sprint and encourage participation and further development of young paddlers in Canoe Sprint.

## 13. CANOE POLO

### 13.1. 2018 ICF Canoe Polo World Championships

- Held from 27<sup>th</sup> July to 5<sup>th</sup> August 2018 at Welland, Ontario, Canada
- Both the National Canoe Polo Men and Women team participated in the competition.



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### 13.2. 2018 Asian Games - Canoe Polo Demonstration Games

- Held from 25<sup>th</sup> August to 29<sup>th</sup> August 2018 at Jakabaring Aquatic Stadium, Palembang, Indonesia
- Both the National Canoe Polo Men and Women team participated in the competition.

### 13.3. 20<sup>th</sup> National Canoe Polo Championship 2018

Total of 339 pax (including 34 tryouts) participated in the event. The number of teams participated was as follows:

- Men's Open - 20 teams
- Women's Open - 10 teams
- Men's ITC – 6 teams
- Women's ITC - 6 teams
- Rookie - 7 teams
- Total 49 teams

### 13.4. Senior Canoe Polo Men Team

- 5/8 position, Asian Games 2018 - Demo Games
- 23/23 position, 2018 ICF Canoe Polo World Championships

### 13.5. Senior Canoe Polo Women Team

- 2/7 position, Asian Games 2018 - Demo Games
- 9/19 position, 2018 ICF Canoe Polo World Championships, Welland, Canada

## 14. PARA-CANOE

SCF was extremely proud to be involved in the Inclusive Sports Festival (ISF) 2018 on 4<sup>th</sup> August 2018, at the OCBC Aquatic Centre. The event provided the opportunity for people with disabilities to learn and experience recreational canoeing.

The joint programme with SportCares has been approved, and it is termed as the Yes! I Can Canoe programme. This programme is targeted to launch in mid-August, and it is a learn-to-play programme engaging persons with disabilities to experience recreational canoeing.

## 15. TECHNICAL OFFICIALS

### Canoe Sprint

The Canoe Sprint National Technical Course was conducted on the 29<sup>th</sup> November 2018. 3 participants have successfully completed the course.

The following 18 International Technical Officers have renewed their official cards:

- Cheng Kok Hua
- Sheryl Ang Bilin
- Zason Chian Lit Khoon
- Patrick Fong Whye Chong
- Goh Eng Soon
- Jessica Gwee Shou Feng
- Lyuina Lee
- Richard Lee Cheow Lien
- Lee Wai Leong
- Lim Jia Ru
- Michael Lim Chong Chau



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- Mary Selvom Samydas
- Ismail Bin Mohammed Tahir
- Roger Tan Hoo Hwa
- Joseph Ang Chee Huow
- Priscilla Siew Liteng
- Peter Chai Woei Guo
- Henry Sim

### Canoe Polo

26 participants have successfully completed the Canoe Polo Referee course on the 4<sup>th</sup>- 5<sup>th</sup> and 8<sup>th</sup> - 9<sup>th</sup> October 2018.

## 16. MARKETING COMMUNICATION AND SPONSORSHIP

### 16.1. Website

The first phase for the website was completed and was officially launched in March 2019. The front end of the website was completed with all the information uploaded.

The Marketing team is working on the second phase of the website. This second phase will allow affiliates to register for star courses, the public to register for events and other functionalities. The second phase is scheduled to launch by the later part of 2019.

### 16.2. Sponsorship

For Singapore Canoe Marathon 2019 which was held on 20<sup>th</sup> January 2019, the Marketing team secured a total of 9 sponsors, of which a cash sponsorship of \$2,000 was received from the brand, Banana Boat.

### 16.3. Social Media

For social media, 2-3 posts are published every month - for example, posts for national events, recreational activities and updates on National Teams' news are published.

To date, we have 3,501 likes on our Facebook page and 1,249 followers on our Instagram page.

### 16.4. Other Marketing Initiatives

- In partnership with Republic Polytechnic, a group of students are working on a video promoting canoeing for their Final Year Project.
- SCF's brand guide was established and disseminated to the Council and staffs.

## 17. STAFFING

As at 31<sup>st</sup> March 2019, SCF had a staff strength of 13 full-time employees. Ms. Chad Ong was promoted to Assistant Event Manager on 1<sup>st</sup> February 2019. Vacant positions are Assistant Operation Manager, Water Activities Management Body Executive and Marketing & Business Development Executive.



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### Secretariat

Name	Designation
Ms Chloe Goh	General Manager
Ms Elaine Ong	Human Resource & Finance Officer
Ms Chad Ong	Assistant Event Manager
Ms Amelia Chia	Event Executive
Ms Lyu JunLan	Operation Executive
Mr Goh Eng Soon	Senior Programme Executive
Mr Joel Simpson	High Performance Manager
Ms Lyuina Lee	High Performance Executive
Mr Balazs Babella	National Head Coach (Canoe Sprint – Kayak)
Mr Bill Lee Wei Liang	National Development Coach (Canoe Sprint – Kayak)
Ms Agnes Szabo	Assistant Development Coach (Canoe Sprint – Kayak)
Mr Gyorgy Szabo	National Head Coach (Canoe Sprint – Canadian Canoe)
Ms Cheong Hui Ling	Operation Executive

## 18. HUMAN RESOURCE & ADMINISTRATIVE

### 18.1. Info-tech Integrated HR Software

The implementation of the HR management system enables staffs to apply and manage their leave, attendance and claims electronically. Staff are able to view their payslip through the mobile application. It will benefit in terms of saving time, reduce paper work and increase productivity. The system provides easy methods for managing compliance related information and reduce human error.

### 18.2. Training and Development

Powered Pleasure Craft Driving License (PPCDL) course was conducted for 21 pax on 9<sup>th</sup> March 2019. Participants included operation staffs, coaches, athletes and affiliates.

5 SCF representatives attended the Bizsafe level 2 course from 30<sup>th</sup> – 31<sup>st</sup> October 2018.

### 18.3. Work-life Development Grant

SCF received the approval for the Work-life Grant that aims to incentivise companies to sustain the use of flexible work arrangement for employees, to create work-life harmony at the workplace. The pilot programme will start from July 2019 onwards.

## 19. ANY OTHER MATTERS

### 19.1. Review and Changes in the Constitution

The Constitution of the Federation has been amended with the approval from Sport Singapore. Currently pending approval from the members at the AGM 2019.



## 20. FUTURE PLANS

### 20.1. The Priorities for Financial Year 2019/2020

- a. **Building up business capabilities** through managing workforce planning effectively, streamlining and modernising operations, increasing revenue and improving profitability. SCF aims to achieve strong organisation culture that includes reinforcing the Federation's core values, reviewing organisation structure, having management support, implementing performance and recognition system, improving communication and investing in learning and training. Action plans include:
  - Review all policies and ensure to maintain a complete set of policies and procedures
  - Set up the 2<sup>nd</sup> phase of the website (customers, affiliates, membership, courses, events and other functionalities)
  - Implementation of IT and cashless system to achieve seamless operation
  - Secure more sponsors in terms of cash and value in kind
  - Setting up of the Canoe Academy with ActiveSG
- b. **Focus on High Performance – Canoe Sprint**, target to achieve medals in 2019 SEA Games and to qualify for 2020 Olympic Games continental qualifier with focus on the development and implementation of the athlete pathway map. Action plans include:
  - Increase the level of support and involvement of sport science
  - More local training camps and involvement of training partners
  - Renewal of current fleet of boats
  - Increase participants in the National Junior Development Squad
  - Setting up the Youth Development system
  - Complete the development of SG Coach Level 1 Integrated programme
  - Adoption and implementation of Safe Sport policy

The above constitutes the Annual Report of the Singapore Canoe Federation.

Prepared for the Federation as at 31<sup>st</sup> March 2019

Mr. Yip Kwan Guan  
President

Mr. Henry Sim  
Honorary Secretary

Ms. Yeung Xintian  
Honorary Treasurer