



Date	Version	Description	Approved by	Published by
21 Jan 2026	1.0	New	Goh Wan Yee, President	Matt Lee, General Manager

SCF OFFICIAL CODE OF CONDUCT FOR ATHLETES, TEAM OFFICIALS, AND PARENTS/GUARDIANS

This Code of Conduct (“Agreement”) is an agreement by and between the Singapore Canoe Federation (“SCF”) on the one part, and each of the persons set out below on the other part:

- I. an athlete selected, registered, or recognised by SCF under the Senior National Team, Development Team or Junior National Team (“Athlete”);
- II. a Team Official; and
- III. a parent or guardian of an Athlete (“Parent”).

1 Definitions and Interpretation

1.1 In this Agreement, unless the context otherwise requires, the following terms shall have the meanings ascribed to them below.

“Athlete life development” means an Athlete’s education, career and personal development.

“Coach” means pathway development coach, youth team coach, or any other coach engaged or appointed by SCF to train and develop an Athlete(s). Coaches are deemed to be Team Officials for the purposes of this Agreement.

“Confidential Information” means any and all data (including personal data), information and materials that is directly or indirectly disclosed, furnished or communicated (whether orally or in writing, electronic or other form, medium or media whatsoever) to the recipient by SCF or on behalf of SCF, or otherwise obtained by the recipient in their capacity as an Athlete, Team Official or Parent, including without limitation selection or appeal deliberations, health data, complaints, investigations, any internal SCF matter, and any information that a reasonable



person would understand to be confidential. Confidential Information excludes information that (i) at the time of disclosure is generally available to and known to the public other than as a result of (directly or indirectly) a breach of this Agreement by the recipient; (ii) the recipient proves was known by the recipient prior to disclosure pursuant to this Agreement; or (iii) the recipient proves was independently developed by the recipient without reference to or use of any Confidential Information.

“High Performance Sport development plan” for Athletes means a comprehensive strategy and operational plan designed to optimize the athletic performance and development of individual athletes or teams, to maximise their potential in pursuit of elite athletic achievement. It typically comprises the yearly planning instrument for the athlete (i.e. training and competition plans), athlete life planning, and sport science support etc.

“High Performance Sport personnel” refers to coaches, trainers and other professionals engaged or appointed by SCF who provide support to the Athletes to perform at the elite level.

“Official Activity” or **“Official Activities”** means trainings, training camps, competitions, selections, official functions and SCF events, whether in Singapore or overseas.

“Safe Sport Unified Code” means the code that defines the forms of abuse and harassment which may take place in the sporting environment, as set out at www.safesport.sg/safe-sport-programme/unified-code and as may be amended from time to time.

“Safe Sport Programme” is a framework for applying, implementing and enforcing the Safe Sport Unified Code.

“Sport” means the sport of canoeing

“SportSG” means Sport Singapore.

“Prohibited Substances and Methods” means whether particular substances or methods are banned in particular sports, as listed by the World Anti-Doping Agency (WADA) on WADA's



website at: <https://www.wada-ama.org/en/prohibited-list>. The list is updated by WADA annually and is the International Standard defining what is prohibited In-Competition and Out-of-Competition. WADA reviews and updates the List annually. The updated Prohibited List comes into effect on 1 January every year.

“World Anti-Doping Code” refers to the core document that harmonizes anti-doping policies, rules and regulations within sport organizations and among public authorities around the world. It works in conjunction with the International Standards that aim to foster consistency among anti-doping organizations in various areas.

“Testing Pools” means the groups of athletes who are subject to doping control testing.

“Therapeutic Use Exemption” or **“TUE”** allows an Athlete with a medical condition to use a Prohibited Substance or Prohibited Method, but only if the conditions set out in Article 4.4 of the World Anti-Doping Code and the International Standard for Therapeutic Use Exemptions are met. The authorisation for an athlete to take a medication that is used for genuine and legal therapeutic purposes, comes with prior approval granted by an independent TUE Committee as assigned by the ADS.

Athlete Code of Conduct

2 Athlete’s High Performance and Athlete Life Development

2.1 The Athlete will:

- (a) collaborate and take active ownership with their coach, SCF and/or SportSG for their High Performance Sport development plan and athlete life development;
- (b) for High Performance Sport development, ensure that their coach collaborates with SCF’s high performance personnel and SportSG to fulfill their High Performance Sport development plan;
- (c) comply with their High Performance Sport development plan to the best of their abilities;
- (d) provide SCF with regular updates on their performance, progress and personal development. This includes the submission of achievements, attendance records and receipts where necessary or required by SCF;



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- (e) promptly inform SCF of any change to personal or medical particulars, trainings, competitions, or personal development plan;
- (f) attend such Official Activities that SCF selects for the Athlete at SCF's sole discretion. If an Athlete is unable to attend, they must inform SCF in writing within 3 calendar days of being notified of the Official Activity, and provide reasonable reason(s) such as, school examinations, overseas travel, etc. with supporting documentation; and
- (g) refrain from participating in any competition that is not expressly approved by SCF or under the policies of SCF.

3 Medical and Physical Fitness

3.1 The Athlete agrees to:

- (a) maintain the highest possible level of health and physical well-being;
- (b) as soon as practicable notify their Coach and SCF if they are injured or ill, or if their training may be interrupted for three (3) or more consecutive days; and
- (c) keep SCF updated on changes to their health and physical condition for as long as they remain an Athlete.

4 Compliance with the World Anti-Doping Code

4.1 The Athlete agrees to:

- (a) recognise Anti-Doping Singapore (ADS) as the national anti-doping organisation of Singapore possessing the primary authority to adopt and implement anti-doping rules, direct the collection of samples, manage test results, and conduct disciplinary hearings, at the national level;
- (b) be familiar with the rights and responsibilities of an athlete, in the context of anti-doping in sport as stipulated in Anti-Doping Policy of Singapore and the ADS Anti-Doping Rules adopted and implemented in pursuant to the Code;
- (c) submit to unannounced doping controls tests when required by ADS, SCF, SportSG, the International Federation, the International Olympic Committee or any other anti-doping organisation;



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- (d) provide prompt and accurate whereabouts information when included into the Testing Pools of ADS or their International Federation, or whenever required by any other anti-doping organisation;
- (e) submit timely Therapeutic Use Exemption applications to ADS or the International Federation, where relevant, as soon as a medical condition requiring the use of a Prohibited Substance or Prohibited Method for treatment is diagnosed; and
- (f) take responsibility to ensure they receive anti-doping education by completing appropriate resources provided by ADS and/or other Anti-Doping Organizations. (eg. World Anti-Doping Agency (WADA)'s Anti-Doping Education & Learning (ADEL) platform.

4.2 The submission of personal and medical information and data to ADS in accordance with the ADS Anti-Doping Rules shall be deemed to have been made with the agreement by the Athlete that such information and data may be utilised by ADS, such organisation or person for the purposes of the implementation of the ADS Anti-Doping Rules.

4.3 The provisions of this section are in addition to and are in no way intended to limit the scope of the obligations set out in the Anti-Doping Policy of Singapore, the ADS Anti-Doping Rules or to define the ambit of the ADS Anti-Doping Rules.

5 Team Apparel and Equipment

5.1 The Athlete agrees to:

- (a) wear and use only designated team clothing and equipment during Official Activities unless otherwise notified by SCF;
- (b) not use or permit the use of designated team clothing or equipment for any commercial purpose without the prior written consent of SCF and SportSG; and
- (c) not wear a political emblem when the Athlete may be identified as a national athlete of Singapore, or when the Athlete is participating in any sporting competition.



6 National Representative, Athlete Conduct, and Communication

6.1 The Athlete recognises that, as a national representative, their behaviour, conduct and communications (at any and all times) reflect on Singapore, SportSG and SCF. The Athlete agrees to:

- (a) not engage in any act or activity that may violate the laws of Singapore, or those of any other country;
- (b) not engage in any sexual, physical and/or psychological misconduct under Article 4 of the Safe Sport Unified Code, and to maintain an environment that is safe, inclusive, supportive, equitable, and free from harassment or abuse in any form;
- (c) display responsible, respectful, professional and exemplary behaviour at all times, on and off the water (including without limitation during Official Activities);
- (d) maintain good conduct and sportsmanship, compete fairly, abide by the rules and spirit of the Sport, and accept victory and defeat with dignity and grace;
- (e) behave and dress in a respectable, professional and appropriate manner when representing Singapore, SportSG or SCF. The Athlete shall refrain from smoking when in designated team clothing, or when attending an Official Activity;
- (f) prepare for, punctually attend, and fully participate in Official Activities to the best of their abilities, unless medically unfit or with the prior written approval of their Coach or SCF;
- (g) not pursue personal activities during Official Activities without prior written approval from their Coach or SCF;
- (h) observe all safety, security, and operational procedures at training venues, competitions, and official functions;
- (i) comply with all reasonable directions, arrangements, and instructions issued by SCF or Team Officials;
- (j) not destroy or damage (whether deliberately or negligently), misuse or misappropriate any equipment, asset or property belonging to SCF, an Athlete, Team Official or a third party. The Athlete is responsible for using any equipment, asset or property assigned to them in a proper manner, and with due care and diligence; and
- (k) obtain prior written approval from SCF and SportSG before engaging directly or indirectly in any occupation, business or trade, product or service endorsement, or sponsorship;
- (l) SportSG and the Singapore National Olympic Council ("SNOC") have the right to invoke a misconduct charge against any Athlete, if necessary. In such circumstances, SportSG



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(as the government appointed authority overseeing sports in Singapore) and/or SNOC (as the government appointed authority overseeing Major Games competitions) may reasonably exercise their right to supersede or vary SCF's decisions on a case by case basis.

6.2 The Athlete will:

- (a) liaise with their Coach as their primary contact for training, performance, and programme related matters.
- (b) submit any further queries in writing to SCF High Performance Manager ("HPM") via email at hpm@scf.org.sg for all other matters relating to the Official Activities and the Sport.

7 Compliance with the Safe Sport Unified Code

7.1 The Safe Sport Programme applies to the Athlete and Team Official.

7.2 In playing their part to maintain an environment that is free from abuse and harassment, each Athlete and Team Official agrees:

- (a) to be responsible for knowing the behaviours which constitute misconduct under the Safe Sport Unified Code, relevant Safe Sport policy, and code of conduct (e.g. of SCF, SNOC, Singapore National Paralympic Council);
- (b) to comply with their obligations and avoid any behaviour that constitutes misconduct under the codes and policies at Clause 7.2(a) above;
- (c) to complete the Safe Sport training and education required from time-to-time by SportSG, SNOC and/or the Singapore National Paralympic Council;
- (d) that in the event of any breach or alleged breach of the Safe Sport Unified Code, to submit exclusively to the jurisdiction and processes of the bodies under the Safe Sport Programme that have been designated by SportSG, SCF and/or the Singapore National Olympic Council to address such allegation or breach; and
- (e) that SportSG shall have the discretion to recognise decisions, measures and/or sanctions imposed through the processes set out in the Safe Sport Programme in determining the appropriate action to be taken in the event an Athlete breaches the Safe Sport Unified Code.



Team Official Code of Conduct

8 The Team Official agrees to:

- (a) act in the best interest of the Athletes;
- (b) exercise due care in all interactions with the Athletes, and maintain appropriate, professional boundaries with the Athletes at all times;
- (c) comply fully with the Safe Sport Unified Code, including obligations relating to the prevention of abuse, harassment, and misconduct;
- (d) conduct themselves in a manner that is professional, respectful, and consistent with the values of SCF at all times;
- (e) communicate with the Athletes, Parents, Coaches, officials, and external parties in an appropriate, professional and respectful manner;
- (f) refrain from harassing, retaliating, intimidating, influencing or taking any form of adverse action against a person who makes a report or complaint against them through official channels, or who is involved in any official investigation or disciplinary process concerning them;
- (g) declare any potential or actual conflict of interest to SCF as soon as they arise, and comply with SCF's instructions on the management of such conflict;
- (h) comply with all policies, procedures and instructions of SCF in relation to team operations, competitions, training environments, and athlete management;
- (i) SportSG and the Singapore National Olympic Council (SNOC) have the right to invoke a misconduct charge against any Team Official, if necessary. In such circumstances, SportSG (as the government appointed authority overseeing sports in Singapore) and/or SNOC (as the government appointed authority overseeing Major Games competitions) may reasonably exercise their right to supersede or vary SCF's decisions on a case by case basis



Parent Code of Conduct

9.1 The Parent must:

- (a) empower Athletes to take responsibility for their own development, and allow Athletes to manage their communication directly with Coaches and SCF;
- (b) for Athletes aged 19 and above by birth year, refrain from interfering with, or disrupting, the Athlete's direct communication with their Coach and SCF;
- (c) show respect to all persons involved in Official Activities (including without limitation other Athletes and their Parents, Coaches, officials, team managers, and the employees, Board Members, committee members and volunteers of SCF);
- (d) remain calm, respectful, and composed at all times during Official Activities; and
- (e) demonstrate good conduct and sportsmanship, and act in good faith, during Official Activities and whilst resolving Sport-related disputes.

9.2 SCF and its Coaches reserve the right to disengage from direct communication with Parents who display unreasonable, disruptive, or inappropriate behaviour towards them. Where practicable, SCF will issue a written notice to the Parent prior to disengagement. Notwithstanding, SCF and/or a Coach may disengage immediately and without written notice where there is serious misconduct on the part of the Parent, or their conduct raises safety concerns.

9.3 The Parent shall not:

- (a) attempt to influence, interfere with, or undermine coaching, training, selection, competitions, or team management decisions; or
- (b) circumvent official SCF communication protocols by contacting Coaches or SCF employees privately to challenge or influence decisions relating to training, selections, or competitions.

9.4 These provisions are intended to support a respectful, athlete-centered environment, and do not prevent Parents from raising genuine welfare or safety concerns through proper SCF channels.



10 Policy on Whistle Blowing

10.1 If an Athlete or Team Official (“informant”) is of the honest belief that another Athlete or Team Official is in breach of this Agreement, said person may report the breach to the General Manager or President of SCF in writing at gm@scf.org.sg and president@scf.org.sg, respectively, whether anonymously or otherwise. Reports should include names of the persons involved, manner of breach, dates, locations and all supporting information (including documentary evidence where available).

10.2 SCF shall grant the informer immunity against penalties that would otherwise have been imposed by SCF Provided Always that the informer had not violated the laws of Singapore or those of any other country.

11 Undertakings

11.1 Each Athlete, Team Official and Parent hereby undertakes as follows:

- (a) to keep Confidential Information strictly confidential, and not disclose Confidential Information to any entity or person in breach of their obligations of confidentiality or applicable data protection laws (including the Personal Data Protection Act 2012);
- (b) not engage in any conduct that may bring Singapore, SportSG or SCF into disrepute, or tarnish the image of the Sport; in respect of any matter relating to Singapore, SportSG, SCF (or its employees, Board Members, committee members, officers, agents, volunteers, contractors or representatives), the Sport, bodies working to promote sport in Singapore, an Athlete, Team Official, or sporting competitor (collectively “Entities”),
- (c) not to make any statement in any form whatsoever whether verbal, written or otherwise, through any medium (including without limitation media channels and social media platforms) that is false, untrue, derogatory, disparaging, prejudicial, misleading, defamatory, constitutes an abuse of process, or is in any manner whatsoever damaging to any of the Entities. Fair and respectful comments made honestly, after reasonable validation of the facts, where the substance of the comment is known or can be shown to be true, and without offensive language, is permitted;
- (d) In the event that they have queries, clarifications or concerns that cannot or should not be addressed by the Athlete's Coach, they may communicate by way of email with the



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SCF High Performance Manager (“HPM”) in accordance with SCF’s official communication protocols. The HPM has sole discretion to escalate any issue to the General Manager of SCF or Vice President for High Performance; and

- (e) to exhaust the internal dispute resolution mechanisms of SCF in the event of any Sports-related dispute (excluding matters under the jurisdiction of the SCF Disciplinary Committee, which decision shall be final). If said dispute remains unresolved thereafter, it shall be resolved solely and exclusively by applying the Sport Singapore Alternative Dispute Resolution Framework, and through no other means.

12. Application of the Code of Conduct and Amendments

12.1 Compliance with this Agreement is a pre-requisite for selection, appointment, engagement, registration, accreditation, participation in any Official Activity, and/or continued involvement with SCF.

12.2 Any amendment to this Agreement shall be published on SCF’s official website and shall take effect upon publication.

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