



Singapore Canoe Federation

SCF National Athlete Handbook (Canoe/Kayak Sprint)

Version Control:

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1 About the SCF National Athlete Handbook (Canoe/Kayak Sprint)

This handbook provides guidance on athletes' responsibilities as part of the National Canoe/Kayak Sprint Team ("National Team") and is subject to periodic review.

2 National Team

The objectives of the National Team are:

- To identify and develop athletes with medal-potential at regional/international competition, including but not limited to Major Games and Championships
- To provide a high-performance training environment and structured progression pathway (Junior-to-Senior) to enhance individual and team performance.
- To cultivate discipline and commitment, foster teamwork and excellence, and build a winning culture to represent Singapore.

2.1 Eligibility

Athletes who wish to qualify for the National Team must meet all of the following criteria:

- Singapore Citizen*
- Meet selection criteria as per the National Team Selection Policy
- Must be in good financial standing with SCF and have no outstanding dues
- Must be in good standing and have not brought SCF into disrepute
- Agree to comply with the provisions of the SCF National Athlete Handbook (Canoe/Kayak Sprint)

Junior - Born on 1 January 2008 or later

Senior - Born on 31 December 2007 or earlier

*Existing FY25 National Team Junior athletes who are Singapore Permanent Residents continue to be eligible for the National Junior Team.

An athlete's status as a member of the National Team shall be valid for up to one (1) year. This period is generally aligned to SCF's financial year (1 April of the selection year to 31 March of the following year). Athletes must sign the Declaration of Commitment (Appendix A) to accept the selection.

2.2 Training Partner Scheme

Athletes who meet all of the above National Team eligibility criteria except for Singapore citizenship status are invited to join the National Team as Training Partners. Training partners shall comply with the provisions of the SCF National Athlete Handbook (Canoe/Kayak Sprint).

2.3 Athlete's Obligations

All National Team athletes shall:

- Uphold the SCF Code of Conduct [<https://scf.org.sg/code-of-conduct/>];
- Compete in competitions decided by the SCF HPMC and National Coach(es);
- Attend team meetings (if any);
- Attend team training camps (if any);
- Attend sports testing and evaluation (if any), including any necessary data submission for tracking; and
- Attend medical examination (if any)

2.4 Training Schedule

The general in-season training schedule below is subject to changes. During the off-season, the number of sessions are reduced. The expected training commitment is year-round, with designated breaks generally after the most important competition of the season and during the end of year period.

Day	Time	
	National Junior Team	National Senior Team
Monday	6.00am – 7.30am 4.00pm – 6.30pm	6.30am – 10.00am 3.30pm – 7.00pm
Tuesday	6.00am – 7.30am 4.00pm – 6.30pm	6.30am – 10.00am 3.30pm – 7.00pm
Wednesday	- 4.00pm – 6.30pm	6.30am – 10.00am -
Thursday	6.00am – 7.30am 4.00pm – 6.30pm	6.30am – 10.00am 3.30pm – 7.00pm
Friday	6.00am – 7.30am 3.30pm – 6.30pm	6.30am – 10.00am 3.30pm – 7.00pm
Saturday	7.00am – 10.00am -	6.30am – 10.00am -
Sunday	Rest	

Note: Exact training hours may differ between training groups.

2.5 National Representation

If more than one competition is taking place concurrently or in close proximity, the order of priority on representation is:

1. Major Games (Olympics, Asian Games, SEA Games)
2. International/Regional Canoe Sprint Championships – refer to ICF and/or ACC sanctioned events (E.g. ICF Canoe Sprint World Championships, Asian Canoe Sprint Championships).
3. Other International/Regional Competitions – E.g. Asia Pacific Sprint Cup, Hong Kong Paddle Cup
4. National Competitions – National Team athletes must represent an affiliate and shall not compete under the National Team.
5. Other local competitions – National Team athletes can represent their affiliate only if it does not affect and/or conflict with National Team commitments.

In general, sprint competitions take priority over marathon. Age group athletes who qualify for Major Games or Senior international/regional competitions are to prioritise those over age group international/regional competitions.

The SCF HPMC and National Coaches shall have the final decision should there be reasons to deviate from the above.

2.6 Suspension/Exclusion/Removal from National Team and/or Competition Selections

An athlete may be suspended from training, excluded from competition selections, or removed from the National Team due to any of the following reasons:

- Breaches or fails to observe the terms of the SCF Canoe/Kayak Sprint Athlete Handbook or SCF Code of Conduct;

- Fails to sustain his performance at the required standard, provided that there is prior discussion between the National Squad coach(es) and the athlete on the performance levels required of him and the athlete has been given an opportunity to work towards and attain those performance levels;
- Unable to perform to the required standard due to illness or injury (taking into account a reasonable period for treatment and recuperation);
- Fails any required medical examination;
- Misses and/or is late for sports testing and evaluation.

An athlete will be given a fair hearing by SCF HPMC to show cause on why he should not be suspended/excluded/removed.

SCF HPMC reserves the right to raise matters relating to the breach or failure to observe the terms of the SCF Canoe/Kayak Sprint Handbook or SCF Code of Conduct, to the Disciplinary Committee.

2.7 Retirement / Withdrawal from National Team

Athletes who wish to retire or withdraw from the National Team must inform SCF in writing via email to hpm@scf.org.sg.

Any outstanding amount arising from local / overseas training and competitions shall be settled within a month of formal notification.

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.

3 Attendance

Athletes are required to meet a minimum **training attendance rate of 85% monthly**. SCF High Performance secretariat shall conduct a quarterly attendance review: Athletes who do not meet the attendance requirement without valid reasons may be asked to leave the National Team.

Athletes who have been shortlisted or selected to represent Singapore for regional/international competitions, including but not limited to Major Games and Championships, will be required to meet a minimum **attendance rate of 90% from the announcement of the selection results leading up to the competition**. Athletes who do not meet the attendance requirement without valid reasons shall be de-selected from the competition.

3.1 Absence

Athletes who require absence from a training session must inform their respective coaches in writing (via whatsapp or email) prior to the start of training and provide a valid reason (e.g. work or school commitment, illness, injury, family emergency, etc). Where possible, advanced notice should be given such that alternative training may be arranged.

3.2 Leave of Absence

Athletes who require extended absences of more than 1 week (e.g. overseas work / school commitments, overseas holidays, extended medical leave, injury, compassionate reasons, etc), may apply for leave of absence from training in writing via email to hpm@scf.org.sg at least 2 weeks in advance, or as soon as practically possible. Such requests will be approved by SCF HPMC in consultation with the respective

coaches on a case-by-case basis. The approved leave of absence will be excluded from the attendance calculations during the attendance review of the athlete.

For the purposes of competition attendance (90% requirement), the pre-approved leave of absence from the training does not automatically apply. Depending on the duration and reasons for the pre-approved leave of absence, SCF HPMC and the respective coaches will decide if it will apply to the competition attendance requirement.

3.3 Exemption due to National Service

Athletes serving full-time National Service (NS) are exempted from the 85% monthly training attendance requirement during the period of NS.

3.4 Attendance Records Process

1. Athletes shall be responsible for recording their attendance for each training session on the respective team's attendance files¹ by Day 5 of the following month (eg. Jan attendance to be properly recorded by 5 Feb latest).
2. High Performance Secretariat will send attendance records to the respective coaches for verification.
3. Upon the coaches' verification, High Performance Secretariat will send the attendance records back to the athletes by Day 10 for the athletes' confirmation.
4. Athletes are to acknowledge their attendance records by Day 15 or if necessary, raise any discrepancies with supporting information via email to hpe@scf.org.sg.

For carded athletes, this information shall be used for disbursement of *spexTAG*.

4 Equipment

Where possible, athletes should have their own personal equipment. Personal includes equipment that is borrowed or loaned from third parties.

Athletes are responsible for any SCF equipment entrusted to them, including being liable for repair/replacement cost regarding any damage/loss that is not due to wear-and-tear. Athletes must inform their coaches about any damage/loss to SCF equipment requiring repair/replacement as soon as practically possible.

4.1 Boats

From FY27 (i.e. 1 Apr 2027), all Senior national athletes aged 24 years and older must have their personal K1/C1 for national training at WSC. While U23 and Junior athletes are encouraged to have their personal K1/C1, they may be allocated an SCF K1/C1 as needed. The allocation is determined by the National Coaches and will be reviewed as needed. Athletes who deem the allocation unsuitable for them may source for a personal boat.

Each national athlete is entitled to store one personal K1/C1 at WSC at no additional charge. The personal K1/C1 must hold a valid PUB vessel permit registered under an SCF affiliate. Detailed instructions will be sent by SCF HP Secretariat after the confirmation of national team membership. The HPMC may grant approval for athletes who wish to store more than one personal K1/C1, on a case-by-case basis.

¹ Refer to Appendix C

4.2 Paddles and kneepads (for C paddlers)

All National athletes must have their personal kayak/canoe paddle. All Canoe Sprint C Paddlers must have their personal kneepad. Athletes on Financial Assistance and newly-qualified Junior athletes may request for allocation of SCF paddles, subject to availability. Athletes who deem the allocation unsuitable for them may source for a personal paddle.

To minimise unnecessary damage to paddles, all national athletes travelling overseas to represent Singapore or participate in training camps must have their own personal paddle bag.

4.3 PFD

From 1 Jan 2026, it is mandatory to use an ISO 12402 or equivalent PFD for paddling in reservoirs. SCF will issue a personal PFD to newly qualified national athletes. Athletes requiring replacement of their SCF-issued PFD are to make an additional payment.

5 Funding & Financial Assistance

Refer to SCF Funding Policy for National Athletes, including details on mandatory contributions to Local Training Fund and where applicable, Overseas Training & Competition Fund.

6 Medical and Insurance

6.1 Carded athletes

Athletes carded by Sport Singapore (SportSG)/High Performance Sport Institute (HPSI) have access to spexMEDIC, which is a medical scheme that covers accidental injuries sustained during national training and competitions both locally and overseas. There is a capped amount per injury and a limited time coverage. Chronic, Pre-existing, Overuse injuries and medical conditions are NOT covered under spexMEDIC.

Please refer to HPSI's FY26 spexCarding Guide for NSAs, which is a publicly available document at <https://www.sportsync.gov.sg/s/help> (Select Athlete tab).

6.2 Non-carded athletes

SCF's Group Personal Insurance scheme applies to non-carded athletes in the following scenarios:

- Participating in competitions organised by SCF
- Participating in training sessions or official functions arranged by SCF
- Travelling to or from competitions, training sessions or official functions arranged by SCF

Subject to athletes' insurability, the insurance scheme provides benefits for the covered expenses or injury as described in the insurance Schedule of Benefits. The policy does not cover strains and overuse injuries.

Medical claims are only eligible as per conditions stated in the insurance document. Any unclaimable amount (full or partial) shall be borne by the athlete. SCF shall not be held responsible for such situations.

All injuries must be treated within 14 days for Medical and 72 hours for Emergency Outpatient Dental Treatment from the date of accident. An injury not treated within specific times will be deemed as late

notification and is not admissible. Athletes who want to submit their claims are required to produce the following document within 30 days from the date of injury:

- Original copy of the receipt with the name of the athlete
- Photocopy of the original receipt
- Claim application form²

² Refer to Appendix D

Appendix A: Declaration of Commitment

I _____ (full name as in NRIC) having been selected as a member of the National Team / as a Training Partner for the period 1 April 2026 to 31 March 2027, hereby declare that:

- a) I shall abide by all the Rules and Regulations stipulated by Singapore Canoe Federation ("SCF").
- b) I shall refer to SCF only (and not any person, organisation, society, board or any third party) for all matters pertaining to my participation in the National Team and its associated activities.
- 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 in <https://scf.org.sg/code-of-conduct/>.
- e) I hereby declare that I have read and fully understood the terms and conditions and the expectations as stated in the SCF Canoe/Kayak Sprint Athlete Handbook.

Athlete's signature: _____

Date: _____

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

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

Appendix B: List of Committee Members, National Coaches, High Performance Secretariat

High Performance Management Committee

- Chair of High Performance Management Committee & Vice-President, High Performance – Jori Lim
- Vice-President, Sport Pathway Development – Cheryl Tay
- Vice-President, Business Development & Partnerships – Evan Kong
- Assistant Honorary Treasurer – Lim Jia Yi

National Canoe/Kayak Sprint Selection Committee

- Chair of Selection Committee & Vice-President, High Performance – Jori Lim
- Assistant Honorary Secretary – Ho Hin Yang
- Independent Member – Shaun Ho

Appeals Committee

- Chair of Appeals Committee – Qiu Yun Ru
- Honorary Secretary – Noelle Seet
- Independent Member – Lim Ling Min
- Independent Member – Qua Bi Qi

National Team Coaches

- Head Coach (Kayak, Senior) – Bill Lee
- Coach (Canoe) – Vacant
- Development Coach (Kayak, Junior Women) – Agnes Szabo
- Development Coach (Kayak, Junior Men) – Lucas Teo
- Assistant Coach (Kayak) – Denes Szaszak

High Performance Secretariat

- High Performance Manager – Gail Chia (hpm@scf.org.sg)
- High Performance Executive – Boven Wong (hpe@scf.org.sg)

Appendix C: Attendance Files

Canoe

<https://docs.google.com/spreadsheets/d/1VIOg4PfximFE6hMkL1CHA-28PLDPZNO3HG5o8s3o85E/>

Kayak

Senior Kayak Men and Women

<https://docs.google.com/spreadsheets/d/1D5mnf2ASFKFCMvN64CSN6YpphUwZpYKLxdzwH7X1t7w>

Junior Kayak Men

<https://docs.google.com/spreadsheets/d/1IqZs5K4FZb0LDndWQRUcyGBYz39nXPI7JZLQP-fmJSw/>

Junior Kayak Women

<https://docs.google.com/spreadsheets/d/1lavvX5vTQB2231jG5H4bF3K9eRLEkFTnTs6Re6BebAU/>

Appendix D: Insurance Claim Application Form (for non-carded athletes)

[Download form here](#)