



Local and Overseas Competition Policy

Date	Version	By	Remarks
6 March 2019	1	Eugene Ong	Created
14 August 2019	1.1	Eugene Ong	Updated
14 February 2020	1.2	Eugene Ong	Updated to include crisis management and code of conduct

Definitions

Abbreviation	Definition
TS	Triathlon Singapore
SNOOC	Singapore National Olympic Council
ITU	International Triathlon Union
ASTC	Asian Triathlon Confederation
HPP	High Performance Program
NF	National Federation
YPI	Yearly Performance Indicator
Local Competition	Any competitions organized and/or sanctioned by TS
Overseas competition	Any competitions organized or sanctioned by ITU, ASTC or NF Members of ITU/ASTC
Minor athlete	Athletes below the age of 21 years old

Introduction

This policy is created to provide a set of guidelines for local and overseas competition, to cover the following matters:

- Funding Policy
- Uniform Requirement
- Registration/Entry Procedures for Elite/Pro races
- Registration/Entry Procedures for Local Sanctioned races
- Appointment of Team Officials
- Crisis Management Guideline
- Code of Conduct

This policies applies for all athletes in the HPP Program, and accompanying Team Officials who will be appointed.

This Policy can be amended at any time, with the approval of TS Management Committee. Any amendments will be announced via TS website.

Funding Policy

TS main source of funding for athletes in the HPP for their local and overseas training and competition, comes from Sport Singapore on an annual basis. As TS funding pool is finite and limited, allocation and utilisation of these fund shall be done in a fair but strategic manner.

There will be 2 types of funding: Direct funding, Performance funding.

Only Singapore Citizens are eligible for funding. Singapore PR, with a plan to convert to a Singapore Citizenship within the next 3 years, may write in to TS to be considered.

Summary of items eligible for usage of funding:

Description	Funding	Remarks
Airfare	Direct, Performance	Economy Class
Accommodation	Direct, Performance	Official Hotel or equivalent, up to maximum of 4 nights stay
Local Transportation	Direct, Performance	As charged
Visa Fees	Direct, Performance	As charged
Travel Insurance	Direct, Performance	Basic Standard
Entry Fees	Direct, Performance	As charged
Meals (Standard Meal Allowance)	Direct, Performance	\$30-\$60 per day, if not provided by organizer
Race Suit	Direct unless sponsored	Approved Suit
TS Attire	Direct	As charged by TS

Direct Funding:

Eligibility - Only carded athletes under the SpexCarding Scheme, or athletes whom had qualified for any Major Games nomination, shall be eligible.

Guidelines -

1. Direct funding can either be in full or in partial. In races where direct funding for athletes are given partially, the athlete shall be eligible for Performance Funding to make up the shortfall. (Please refer to Performance Funding)
2. At the start of Financial Year (1st April), TS will identify the races to be funded, and allocate the direct funding budget for each identified races.
3. The number of races to be identified, and the amount of funding to be allocated, will be dependent on the overall annual budget available, the number of carded athletes, and the cost of travel for the identified races.
4. A Team Official will be appointed for each identified races. TS shall disburse the funding to the Team Official to manage. The Team official will be responsible for the travel arrangements of the athletes, including procurement of flights, booking of accommodation, local transportation and meals, entry fees, Insurance and Visa fees, etc.
5. At times, TS may also receive invitations from NF to participate in a partially funded competition, where the NF may provide complimentary entries, accommodation, meals etc.
6. The Team Official shall submit the Statement of Account (SOA) upon return from travel, at the earliest possible time. The SOA shall be accompanied by supporting invoices, receipts and any documents justifying the expenses. The SOA will be checked by TS, and approved by TS MC.
7. Any unused fund will be brought forward to the next available identified race.
8. All allocated direct fund will have to be utilised by the end of the financial year (31st March)

Performance Funding

Race Targets	20 or more starters	12 to 19 starters	6 to 11 Starters
Podium (Top 3)	100%	75%	50%
Top 6, and within 5%(M) and 8%(W) of winner's time	75%	50%	25%
Within 5%(M) and 8%(W) of winner's time	50%	25%	25%

Eligibility: All Athletes in the HPP are eligible for up to their first 3 attained self-funded races. After the 3rd self-funded races, performance funding will only be considered on a case-by-case, and subject to availability of funding in the reserves.

Guidelines:

1. Performance funding will be given to an athlete should they have met the above race targets.
2. Performance funding will only be given for overseas competition sanctioned by ITU or ASTC, and listed in the ITU/ASTC calendar. For other races not listed in the ITU/ASTC Calendar, will only be considered on a case-by-case.
3. Athletes can make a request to self-fund and participate in an overseas competition, which is necessary for their training and racing objectives in the financial year, according to their YPI.
4. All application for self-funded races should be made no later than 45 days before the race day, and will be subject to approval from TS. (please refer to elite registration procedures)
5. Only approved self-funded races shall be eligible for Performance funding.
6. Funding will be disbursed to athletes within 2 weeks upon receipt of the required supporting documents including invoices and receipts. All payments for funded items should be made in cash (and not claimed with miles or points)
7. An athlete is not allowed to receive "double" funding for any single race. Where an athlete had already been funded/sponsored by any other organisation known to TS, there will not be additional funding given by TS, except to make up for any shortfalls.

Uniform Requirement

Race Suit:

All athletes racing in ITU/ASTC sanctioned races must wear the ITU approved race suit for the Singapore NF. This can be made by any manufacturer but must be customized in accordance to the approved design.

All carded athletes will be provided with a Race Suit, and must wear that race suit for their ITU/ASTC races. The race suit will not be provided for carded athletes if:

- They are already sponsored by a certain brand
- If they prefer to wear another brand but the given one, with a valid reason approved by TS.

All athletes (Carded and Non-carded) are to ensure that their sponsor/manufacturer conforms to the ITU Uniform Guidelines:

ITU Compliant country code (SGP)

ITU Compliant family name (eg ONG)

ITU Compliant Logo

The sizes and placement of all words and logo must be in accordance.

Please refer to the full guideline here:

https://www.triathlon.org/about/downloads/category/uniform_rules

Cycling Kit:

All carded athletes will be provided with a TS Cycling Kit (Jersey and Bib Shorts), which they must wear for their ITU/ASTC races.

Non-carded athletes travelling for ITU/ASTC races will be required to purchase a TS Cycling Kit.

Polo Tee:

All carded athletes will be provided with 2 TS Polo Tees, which they must be wearing for their travel for ITU/ASTC races.

Non-carded athletes travelling for ITU/ASTC races will be required to purchase the Polo Tees for their travel.

All athletes are required to wear the TS Polo Tees at the airport, during prize presentation, and for any official ceremony or dinner. The TS Polo Tees must be matched with proper smart casual attire. (long pants and covered shoes)

Club/Team Kit:

Personal Club or Team Kit are strictly prohibited for ITU/ASTC races.

Registration/Entry Procedures for Elite/Pro Races

Elite Entries into ITU/ASTC races:

- a) Athletes must first be selected into the HPP, and be draft-legal endorsed before they can be eligible to race as an Elite (including U23 and Junior).
- b) The following procedures needs to be followed:
 - i. Ensure that you have a Valid HPP License.
 - ii. Ensure that you have a Compliant Race Suit
 - iii. Email to (eugene.ong@triathlonsingapore.org) no later than 45 days before the race, indicating your intent to be nominated.
 - iv. Your name will be entered onto the waiting list via the ITU system.
 - v. ITU will generate the Start List, 32 days before the race. ITU might approve or decline your entry.
 - vi. TS will notify you of the results.
 - vii. Self-funded athletes can then proceed with their travel arrangements if their name had been approved onto the Start List.

- c) For full details on how ITU manage the Start List, and the qualification criteria for the different level of ITU races, please visit:
https://www.triathlon.org/about/downloads/category/qualification_criteria
- d) Withdrawal from ITU/ASTC races: As soon as you know you are not going to race, you should immediately email to eugene.ong@triathlonsingapore.org and request your withdrawal. A withdrawal after the Start List had been produced by ITU, will incur a penalty from ITU, which includes a ban from any other Start List for the next 30 days or more.

For Pro athletes entries into Ironman and 70.3 events, Challenge Family events or Super League Triathlon events, please visit their respective websites to understand more about the qualification process. You might need to produce a Professional License issue by TS. Please only write in to TS to request for the professional License if you think you'd met the qualification criteria.

Registration/Entry Procedures for local sanctioned races

HPP athletes' entries for all local sanctioned races (only triathlon related) will be covered.

HPP athletes must:

- register themselves via the event's registration portal
- Send a copy of receipt and confirmation slip to TS
- Start the Race

TS will reimburse the entry fees within 2 weeks from race day.

Appointment of Team Officials

Team Officials will be appointed for races identified by TS to be allocated direct funding. All travelling expenses for appointed Team Officials will be paid for by TS

At times, the TS MC may also approve any candidate to understudy appointed Team Official, on a self-funding basis.

For any other races, there will not be any Team Officials appointed by TS. However, athletes may write in to TS to nominate a Team Official. Any such nominated Team Official must have met the eligibility and requirements as stated in the "Team Official Policy". Approved Team Officials in this case will be on a self-funding basis.

In competitions where there will not be any appointed Team Officials, TS will endorse a minor athlete's participation, only if a guardian/chaperon had been arranged to travel with the athlete. Any appointed guardian/chaperon should undertake the roles and responsibility similar to that of a "Team Official", where necessary.

Crisis Management Guideline

When a negative incident occurs (health/Natural disaster, civil unrest, acts of terrorism etc),

A) Team is in accommodation:

- Remain in room
- Lock all doors and windows
- Establish communication with the rest of the team members where possible

- Contact LOC or TS for further instructions
- Where communications cannot be established, wait patiently to respond.
- Assess the situation and make any appropriate decision on next course of actions where necessary.

B) Team is outside Accommodation:

- Return to accommodation, if possible.
- If not possible, take cover at any safe place. Seek advice from LOC if possible.
- Establish communication with the rest of the team members where possible.
- Assess the situation and make any appropriate decision on next course of actions where necessary.

In the event where there an injury or death occurs,

A) In accommodation:

- Seek for medical assistance immediately
- Inform MFA and next of kin.
- Contact TS for advice
- Assess the situation and make any appropriate decision on next course of actions where necessary.

B) During race:

- Ensure that LOC is assisting.
- Inform MFA and next of kin.
- Appoint next senior person in team to take over your role for the rest of the team. Where no one is available, seek the help of the LOC or other NF.
- Accompany casualty to hospital, and ensure that everything is taken care of until discharge. Seek for LOC's assistance where possible.
- Contact TS for advice.
- Assess the situation and make any appropriate decision on next course of actions where necessary. (change of flights, transport arrangements, insurance, payments etc)

Code of Conduct

Athletes shall abide to the relevant rules and conducts as stipulated in the "Athlete's agreement".

Team officials shall abide to all points as stipulated in the "Team Official Policy' and "Team Official Agreement".

Otherwise, a general guideline of the conduct required is listed down below:

(This Code of conduct had been made with reference and adoption of certain points to the SNOC's Code of Conduct)

1. Participants shall uphold the good name of the Republic of Singapore, TS and our affiliate partners, and display exemplary behavior at all times.
2. Participants shall not at any time engage in conduct which will bring or have the tendency to bring themselves, their sport, the Team, any other member of the Team or TS into disrepute or censure, or which is or would have the tendency to be inconsistent with, contrary to or prejudicial to the best interests, image or values of the TS or our partners.

3. Participants shall conduct themselves so as to obtain and maintain the best possible mental and physical fitness and health of themselves and the Team, to perform to the highest possible standard at the competition/games and carry out their duties to the Team to the best of their abilities;
4. Participants shall not at any time be convicted of, or charged with, any serious offence involving violence, alcohol or drugs, any sex offence, any offence relating to any gambling activities on sport, or any offence which is punishable by law.
5. Subject to the minimum age and other restrictions relating to the legal consumption of alcohol in the country or jurisdiction in which the Competition/Games are held (including in the Competition/Games Village and other venues), Participants may only consume alcohol after they have completed all their respective competitions. In doing so, Participants are to always exercise reasonable restraint so as to avoid the excessive consumption of alcohol such that their behaviour and conduct will bring or have a tendency to bring themselves, the Team, TS or the Republic of Singapore into disrepute.
6. The Team is a "Family" and Participants should mix freely and at all times display solidarity.
7. Participants *accredited must respect the spirit of fair play and non-violence, and behave accordingly.*
8. Participants must always consider and respect the interests of other Team members and must not comment or behave in a way which, in TS opinion, may be damaging, humiliating or defamatory to the Team, a Team member, TS, or any other team or competitor.
9. Participants shall dress appropriately and be punctual for all appointments, briefing, competitions, meals and official functions.
10. Participants shall travel to and depart from the Competition/Games accommodation on the dates and in the manner determined or approved by TS
11. Participants shall reside in the competition/Games accommodation for the whole of the period determined by the TS or at such other location during the Competition/ Games period as directed or approved by the TS.
12. Participants shall inform the Team Manager/Coach during the Games period of their whereabouts if they leave the Competition/Games accommodation.
13. Participants, including team managers and coaches, shall familiarize themselves with the competition programme and be present at the competition venue no later than the time or times stated in the applicable technical regulations or as notified at the respective technical meetings for the purpose of registration and /or competition, as the case may be.
14. Participants acknowledge and agree that the appointed Team Manager/Coach shall be the spokesperson on all matters concerning the Team, arrangements for the Competition/Games, the management of the Team and fellow Team members provided that the appointed Team Manager/Coach may in his/her discretion delegate the responsibility in whole or in part to other team officials or team captain to act as spokespersons on matters relating to the events, prospects or performances of those Athletes within their sport whom they are managing or coaching. Participants shall comply with all directions of, and arrangements made by, the

appointed Team Manager/Coach and any person appointed by him.

15. Unless certified medically unfit by the doctor or approved by TS, Participants are to compete in all competitions including training sessions to the best of their abilities.
16. Participants are not allowed to pursue their own activities without the prior approval of their respective Team manager or coach.
17. "Lights out" is from 2300 hours to 0600 hours (or such other time set by the respective Team manager) daily and shall be strictly observed by all Team members. Team managers will be responsible for supervising this.
18. At no time shall any Participant argue or otherwise misconduct himself with referees, umpires, judges, opponents or officials. Sportsmanship should prevail at all times.
19. Participants shall not destroy misuse or keep any property not belonging to them and shall not take souvenir items such as towels, ashtrays etc from the competition/Games Village, hotels or other places.
20. Participants shall not litter and shall be responsible for the cleaning and tidying of their own rooms. Laundry shall be hung at the appropriate and assigned places. All Participants and Officials shall observe proper standards of personal hygiene and refrain from using foul language.
21. Participants shall be responsible for their personal luggage and other belongings. Luggage should be kept within the maximum allowable weight of thirty kilograms (30kg) only or as stipulated by the airline.
22. Gambling and smoking are prohibited at all times.
23. Participants must not consume any drugs or medication without the prior consent of a doctor
24. Participants shall strictly observe all safety and security arrangements and instructions which may be implemented by or which they may receive from TA, the appointed Team manager/Coach, the race organizing committee and in particular, shall not bring or facilitate the entry of non-accredited persons into the Competition/Games Village and other accredited venues or permit the use of their accreditation cards by non-accredited persons.
25. All cases of misconduct shall be dealt with by the TS Disciplinary Committee.