



Team Official Policy

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2017	1	Eugene Ong	Created
2018	1.01	Eugene Ong	Reworded & Updated
13 May 2019	1	Eugene Ong	Updated whole
29 Jan 2020	1.1	Lee Eugene	Updated to include coaches guidelines
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11 Feb 2020	1.3	Eugene Ong	Updated Per Diem Info and guidelines

Definitions

Abbreviation	Definition
TS	Triathlon Singapore
SNOC	Singapore National Olympic Council
ITU	International Triathlon Union
ASTC	Asian Triathlon Confederation
LOC	Local Organizing Committee / Host Federation
NF	National Federation
MC	Management Committee
Major Games	Olympics, Commonwealth Games, Asian Games, Southeast Asian Games
Overseas competitions	Any competitions organized or sanctioned by ITU, ASTC or NF Members of ITU/ASTC
Team Officials	Refers to Team/Assistant Manager, Team/Assistant Coach
Minor athlete	Athletes below the age of 21 years old

Introduction

This policy is created to provide a set of guidelines for the selection of Team Officials for overseas competition and Major Games supported by Triathlon Singapore.

Objectives

Providing a support system for the Team, and creating an environment that allows the Team to maximise and optimize their performance to achieve their goals.

Eligibility

1. Be a current financial member of TS, for at least 6 months.
2. Be in good-standing with TS and its affiliate partners
3. Have a passport with 6 months validity
4. Singapore Citizen or Singapore PR for at least 3 years

For Team Coaches, the additional requirements:

- Be a current NROC accredited Triathlon Coach
- Minimum ITU Level 2 coaching accreditation or equivalent

- ITU Level 1 Coaching or SG Coach Level 1 accreditation will be considered on a case-by-case (In an Assistant Team Coach Role, or if the coach is currently coaching athletes who will be participating in the competition/Games etc)

Selection Guidelines

The following skills and factors will be considered:

- Advanced competitive technical knowledge of the sport at elite level. (For Coach)
- Coaching experience with the athletes in the competition Team. (For Coach)
- Medal Potential of the athletes in the competition Team (For Coach)
- Number of athletes he/she is coaching directly in the competition Team (For Coach)
- Well-versed with ITU Competition rules.
- Well-versed in procedures at ITU sanctioned races.
- Good management and organisational skills
- Good interpersonal and communication skills
- Ability to multi-task
- Compatibility and ability to liaise and work with other team officials and TS Administrators
- Suitability in terms of behaviour, ethics and attitude
- Ability to stay calm and handle unexpected situations in a timely and professional manner
- Commitment to advocacy of the country, the sport and the athletes.
- Good personal hygiene, physical and mental health

Key Duties of Team Official

- Be responsible for the management and control of the Team from day of departure until return to Singapore), and to ensure this by making reference to the “Team Officials Checklist”
- Ensure communication with TS, LOC, ITU, SNOG (where necessary), to get any necessary information, and then pass them down to the Team in a proper and timely manner
- Establish communication with family members of minor athletes (where necessary)
- Arrange for all uniform measurements and collections, where required
- Arrange for all necessary forms to be completed and submitted to the necessary agencies.
- Liaise with the team on their requirements: letter of absence, special meal requirements, special training etc
- Foster close relationship within the Team (including Supporters), ensure team spirit and cohesiveness, create an environment for success.
- Check and solve any issues to do with travel, accommodation, transportation, accreditation.
- Ensure all administrative matters are sorted out with the LOC (if any): prize money, payments for entry fees, payment for accommodation, payment for transports etc
- Handling and planning Crisis Management situations
- Attend all official meetings and briefings, including for media and sponsors.
- Be familiar with ITU Competition Rules
- Be familiar with Doping Control procedures and rules.
- Be familiar with the Technical handbook (if any).
- Be familiar with Branding rules/Guidelines (if any).
- Be familiar with all necessary information: schedules, venues, race courses, travel arrangements, transport arrangements etc.
- Be familiar with contingencies/emergencies procedures (if any).
- Serve as Media Liaison, should there be any engagements.
- Ensure the discipline of the team, compliance with all rules, schedules and code of conduct.
- Ensure the well-being and safety of the Team

Additional Duties of Team Coach

Besides the above key roles of a team Official (where the Team Manager might delegate certain duties to the Team Coach), the Team Coach is expected to undertake additional but necessary duties.

- Liaise with the Team athlete's personal Coach to obtain any appropriate and necessary information to ensure the athlete is able to achieve their optimum performance.
- Establish an appropriate training program for the duration of the trip
- Supervise all Training Sessions
- Set race targets for the team (if appropriate)
- Ensure good appearance, good eating habits and diets, good system for a conducive competition performance.
- Ensure that a first aid kit is available
- Ensure Training Equipment (trainers, belts etc) is available (if appropriate)
- Ensure all technical issues and challenges of the race during race briefing, and briefing the athletes where appropriate.

(Note: For Major Games, a separate set of terms of reference will be provided by SNOC)

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)

Team Official Checklist

(This checklist is non exhaustive, and Team Official might be required to take on additional checks where and when necessary)

Before Travel	Check?
Check training/race schedule, plan travel dates	
Check allocated budget, and advance cash issuance from TS	
Check and arrange best flight schedule (where necessary)	
Check and arrange registration/accreditation for the team (where necessary)	
Check and arrange accommodation (where necessary)	
Check and arrange local transportation (where necessary)	
Check team's passport validity, visa requirements, insurance, emergency contact list	
Check team's eligibility to race: PPE, athletes agreement, draft-legal endorsement	
Check team's attire: Tri suit and Bikes must be compliant to ITU rules	
Check team's drugs and medication and TUE: ADS and WADA compliant	
Process leave of absence from work/study, exit permit for NS	
Check on any required health and vaccination needs, other potential risks like terrorism, natural disasters etc	
Inform Ministry of Foreign Affairs of team's travel	
Attend any Team Manager's briefing (where necessary)	
Attend any media training or sponsor's meeting (where necessary)	
Collect and distribute Team Kit, and ensure sizing fits (where necessary)	
Brief and prepare the team on any instructions given by TS, SNOC, ITU, LOC.	
Brief and prepare the team on any pre-media engagements	
Before Departure	
Ensure team do a group check-in together (at least 2.5 hours before flight time)	
Take a team photo and send it to TS	
Do a final briefing on team requirements (where necessary)	
Do a final equipment check (where necessary)	
Maintain baggage receipts	
Ensure team be at gate 30 mins before flight, and ensure everyone boards the plane	
Upon Arrival	
Check all luggage are collected and accounted for	
Report missing items	
Arrange transport for team to accommodation.	
Upon reaching place of accommodation	
Check in, ensure rooming list. Ensure items in the rooms.	
Check meal timings, procedures for packed meals (where necessary)	
Check locations: training venue, race site, race office, medical center, evacuation plan, athlete's services, bike storage, mechanics etc. (if any)	
Check transport schedule: to and from hotel for training and competition etc	
Check competition schedules, arrangements and venues: training, race briefing, race familiarization, uniform and bike checks etc	
Check and pay any bills where necessary (entry fees, accommodation, transport etc) – Please collect any original receipts and invoices are issued.	

Ensure that the team have enough supplies of water	
Clear any doubts from the team at the race briefing	
Race Day	
Ensure that all athletes get to race site and follow the necessary race schedule	
Ensure Wheels Drop, and collect back wheels after race	
Ensure that all athletes complete the race safely: Please refer to crisis management plan where necessary	
Collect official result slips from race office	
Anti-Doping (where necessary)	
After race	
Ensure that airport transport had been arrange for the team	
Ensure all equipment and baggage accounted for	
Settle all outstanding accounts and logistics with TS	
Submit Team Official's report 3 weeks upon return	

Appointment of Team Officials

- Team Officials will be appointed for the following:
 - Major Games: where TS athletes qualified for and selected by SNOC to compete in.
 - Direct Funded Races: TS will identify the races to be given direct funding at the start of the financial year. The number of races and officials will be dependent on the amount of available funding for that financial year, the number of athletes travelling, type of competition and the cost of travel for the identified race.
- All Travelling expenses for appointed Team Officials will be paid for by TS
- Per Diem will be provided for appointed Team officials in the following structure:
 - Secretariat (\$100 per day)
 - Non Secretariat (\$150 per day)
- TS will call for nominations for the appointment of Team Officials at least 2 months before the race. Invitations might be send to eligible candidates, otherwise, interested candidates whom have met the eligibility and requirements, can also write in to TS (eugene.ong@triathlonsingapore.org)
- The TS MC shall approve any appointment. Only successful candidates will be informed.
- 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 this policy.
 - Approved Team Officials in this case will be on a self-funding basis.
 - Subject to availability of funding or resources (where some host NF might provide complimentary rooms or transportation for TS, for participating in their races), TS might offer a per diem, or complimentary room or local transportation. There should not be any expectations on this though.
- 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.

Requirements

- Team Officials are expected to read and sign the Team Officials agreement, and abide to any relevant rules and conduct as stipulated in that document.

- Team Officials are expected to read and understand the Athlete’s agreement, and ensure that the competition Team abide to the relevant rules and conduct as stipulated in that document.
- Team Officials are required to submit a report (with completed Team Official Checklist) to TS MC, no later than 3 weeks upon their return from the competition.

Team Officials Agreement

I’ve read and agree to abide to all points stipulated in this agreement and in the Team Official’s Policy. I will also read the athlete’s agreement and ensure that ensure that the competition Team abide to the relevant rules and conduct as stipulated in that document, for the duration of the competition.

I, the applicant, on behalf of myself, members of my family, my heirs, executors, administrators and assigns, hereby forever release, discharge, and hold harmless TS, its representatives and agents, for any injury, loss or damage to my person or property, howsoever caused, arising out of any connection with taking part in this program, and notwithstanding that the same may have been contributed to or associated by the negligence of TS, its representatives and agents.

I will also indemnify TS against all claims, actions, suits or proceedings whatsoever which may be taken or made against TS, for any act or omission by myself in relation to fulfilling my obligations and responsibilities as a Team Official.

Name	
Date of Birth	
TAS Membership Number	
NRIC (Last 4 Digits)	
Contact Number (Handphone)	
Email Address	
Competition Name	
Competition Period	
Related athletes in Competition Team (If any)	

Emergency contact Name and Number	
Sign / Date	

Obligation		
1	<p>I shall abide to the Code of Conduct as set out in Annex A of this agreement, at all times</p> <p>I will exhibit good leadership at all times, and will treat all other athletes, officials, volunteers and spectators with respect and manners.</p> <p>I will not engage in any activities or conduct that is contrary to the laws of Singapore or in any place where competition or training is held, nor will I bring myself, my nation, TS and its affiliate partners into disrepute.</p> <p>I recognized that I am appointed as a TS Team Official, and will not engage in any activities or promotional activities to solicit for my personal/sponsored brands, Teams, Clubs whatsoever.</p>	Code of Conduct
2	<p>I will make a full and honest declaration of my medical status in the form as set out in Annex 2 of this agreement.</p> <p>I will immediately inform TS of any condition, illness or injury which may affect my ability to perform my duties as an appointed Team Official for the competition.</p> <p>I strive to maintain the highest possible level of personal health, hygiene and physical well-being for the period of competition.</p> <p>I also agree to undertake any further medical assessment, declaration or examinations as required, if any.</p>	Medical
3	<p>I agree to and will comply with the WADA Code and all anti-doping rules of ITU, ADS and TS, including by submitting myself to medical controls and examinations at any time.</p>	Anti-Doping
4	<p>I will not make any public statement which is derogatory of TS, nor make any critical statement or disparaging remarks upon another Team, be it on a personal basis or with regards to any competition.</p> <p>I will also obtain prior consent and approval from TS before engaging in any interview with any member of the media with regards to the related competitions.</p>	Media

	I agree to be filmed, televised, photographed or identified as determined by the organizer of the competition in relation to promotion of the competition.	
5	I must wear the given team attire whilst in all official travel, venues, meetings or functions.	Attire
6	I will fulfil any engagements as required by TS sponsors for the competition, if any. I will take care to avoid any conflicts between individual sponsors and those of TS. Any sponsor's image on Team attire needs to be approved by TS.	Sponsors
7	I agree and consent to TS collecting, processing, disclosing and using personal information for <ul style="list-style-type: none"> - the purposes of disclosures to entities like LOC, WADA, ADS, SNOOC, Sponsors, Insures, Law enforcement agencies, and/or any other entities that TS deems to require access to the data in order to achieve the purposes. - the implementation of this agreement, any registration, disciplinary proceedings, historical and statistical records, any other reasonable purpose in order for TS to discharge its administrative and management functions. 	Data Privacy
8	I acknowledge and accept that TS owns all intellectual Property rights used in relation to this agreement and the competition, and shall not do anything to cause such rights to be interfered with, diminished, lost and/or damage. I understand and consent that the utilization of all images (still or moving), names, logos, programmes, events, materials, by TS or approved by TS, will be permitted during and after the termination of this agreement for promotion purposes. I will seek for prior approval before using them, or allowing sponsors to use them, for commercial or any other purposes.	Intellectual property
9	I agree not to engage in any form of discriminatory behavior or sexual harassment. I also agree to abide to the Safe Sport policy of TS and SportSG, and will do my utmost best to prevent any such incidents from occurring.	Safe Sport
10	All Parties will mutually respect and maintain reciprocal confidentiality of information at all times, both during and after the termination of this Agreement.	Confidentiality

Breach of this Agreement & Disciplinary Procedure		
11	<p>TS Disciplinary Committee shall have the rights to investigate any complaints about my behavior, or any incidents with any reasonable grounds that I may have breached this agreement. For the avoidance of doubt, the expiration of this agreement shall not in any way affect or impair the TS Disciplinary Committee's authority and rights under this procedure</p> <p>If found guilty of any breach of this agreement, the TS Disciplinary Committee shall have the sole authority and discretion to determine any penalty to be imposed on me, which may include:</p> <ul style="list-style-type: none"> - Suspension of good standing - Suspension of TS Membership - Suspension of any coaching certification - Ban from future competition <p>If accused of breaching this agreement (whether during or outside of the competition Period), I will be given an opportunity to meet with TS Disciplinary Committee to discuss the allegations made.</p>	Disciplinary Procedure
12	<p>I shall attempt to resolve any dispute arising out of or relating to this agreement, which includes any decisions made by the TS Disciplinary Committee, in good faith. I shall endeavor to resolve all issues in tandem with the spirit of cooperation and collaboration.</p> <p>I may put in my appeal by submitting a written request for a hearing of my case, within 7 days from receipt of written notice that a dispute has arisen.</p> <p>Any disputes which has not been settled within 14 days of receipt of my request, shall be referred to SportSG.</p> <p>In the event that the dispute cannot be resolved, the Parties agree the dispute shall be referred to the Singapore Mediation Centre for mediation and arbitration in accordance with the Framework for Alternative Dispute Resolution for Sports. The parties agree to participate in the mediation in good faith and undertake to abide by the terms of any settlement reached.</p>	Dispute Resolution / Appeal Procedure

Annex A: TS CODE OF CONDUCT

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

In addition to the Participant's other obligations in this Agreement, the Participant hereby agrees and undertakes to at all times abide by the following rules 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.

Annex B: Declaration of Medical Status

I Declare That (Please tick the appropriate box):

Past Medical History (Have you had any of the following?)	No	Yes	Name & Dosage of Medication
Heart Disease			
High Blood Pressure			
Diabetes			
High Cholesterol			
Cancer			
Asthma			
Fainting Spells			
Family History of Death < 40 years of Age			
Any other medical conditions			
Any known Drug Allergies			

Name/Address of Source of Medication/Drugs (e.g. Doctor's or Clinic/Hospital Name & Address:
