

# **ATHLETE ASSISTANCE HANDBOOK**

# A GUIDE TO SSC'S HIGH PERFORMANCE SUPPORT SCHEMES

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(as at 13 March 2007)

## 1.0 INTRODUCTION

The High Performance Management Division (HPMD) in the Singapore Sports Council (SSC) firmly believes in long-term sport and athlete development. To help athletes reach their highest sporting potential in the international arena, HPMD provides a wide range of athlete support programmes and services. Effective long-term athlete development emphasizes

- Effective talent recruitment and development,
- Comprehensively individualized training and competition programmes
- Optimal Sports Medicine & Sports Science support and
- Personal/professional development of athletes' in preparation for life after competitive sport.

Holistic management and support to elite athletes throughout their different stages of development helps these athletes become well-rounded and skilled individuals who excel in and out of sport.

## 2.0 ELIGIBILITY

Central to HPMD's athlete support programmes is the sports excellence Talent Elite Athlete Management (*spexTEAM*) programme. The *spexTEAM* programme aims to identify athletes with the greatest potential to achieve success at major international competitions, including the Asian and Olympic Games. Elite and developmental athletes are categorized ('carded') based on their sporting achievements and potential to excel and given access to comprehensive and customised athlete support programmes and services.

Who is eligible for to apply for *spexTEAM* carding?

- Athletes recognized and managed by sports featured regularly at the 4 major games (SEA, Commonwealth, Asian and Olympic Games) can apply. SSC will also consider carding athletes from other sports on a case-by-case basis.
- Singapore Citizens
- Foreign Sports Talents (FSTs) who are Employment Pass holders or Permanent Residents that are approved by the HiPOP Review Committee.
- Athletes committed to a long-term training and competition programmes for the targeted major games.
- For team sports that permit foreign athlete representation, non-Singapore citizens may also apply. A quota of 1.5 times the total number of foreign athletes eligible to compete under the relevant International Federation rules will apply.

## 3.0 OVERVIEW OF HIGH PERFORMANCE SERVICES

Athletes selected to be on the *spexTEAM* programme and have signed the *spexTEAM* Master Athlete Agreement are granted access to the services provided by HPMD including:

### 3.1 Training Support

- **Financial Assistance**  
Training Support is vital to an athlete's preparation for major competitions. HPMD offers assistance through financial grants to help defray training-related costs and/or minimise loss of income due to full-time training.
- **Holistic Long-Term Athlete Development**  
HPMD also offers a Training Scholarship to our elite athletes. Successful applicants must have comprehensive training and competition plans charting their sporting progression towards their campaign. From a long-term athlete development perspective, it also aims to help the elite athletes balance the conflicting demands of high performance sport, personal and career development. Both elite sport and professional development plans should be integrated to help the athlete become a well-rounded individual.
- **Coaching Expertise**  
Coaching services are also available to athletes to help them achieve their competition and performance goals.
- **Medical Coverage**  
All *spexTEAM*-carded athletes are also medically insured against sports-related injuries sustained during training or competition.
- **Support for Time-off and Unrecorded Leave for training and competition**

### 3.2 Education Support

#### Study Grant

Student athletes in Singapore face many challenges in balancing sports and studies. In recognition of their efforts, HPMD offers a study grant to motivate them in their concurrent pursuit of sports and academic excellence.

#### Education Scholarship (under the ACT Programme)

The Education Scholarship offers our elite athletes the flexibility to train and compete whilst studying and also aims to help them attain the necessary tertiary qualifications and skills towards their professional aspirations in preparation for life after sport.

### 3.3 Lifeskill Management

- **Personal Development Training Courses**  
HPMD is dedicated to nurturing our athletes into well-rounded individuals. Athletes will have access to a spectrum of personal development and skills training talks and workshops. Topics covered include media management, financial planning, time management, stress management and public

speaking.

- Work Placement

Access to career referral networks will be available to help athletes identify potential career interests, sources of employment and gain relevant work experience for their career after competitive sports.

### 3.4 Sports Medicine & Sports Science

Comprehensive medical and musculoskeletal screening will be conducted for all successfully carded athletes to certify that they are fit to train and compete and to identify potential areas to enhance performance and minimise / prevent injury.

*spexTEAM*-carded athletes can also access a large network of sports medicine and sports science programmes and services such as:

- Sports medicine
- Sports physiotherapy
- Strength & Conditioning
- Sport Psychology
- Sport Nutrition
- Sport Biomechanics
- Sport Physiology

### 3.5 Depending on their needs, athletes with Provisional carding may be provided non-financial support towards:

- Medical Insurance Coverage
- Support for Time-off and Unrecorded Leave for training and competition
- Sports Medicine & Sports Science support
- Personal Development Training Courses
- Work Placement

### 3.6 Detailed information with regards to programme-specific eligibility, terms and conditions, application procedures and reporting processes are enclosed as annexes A-I.

## **4.0 APPLICATION PROCEDURES**

In adopting an integrated and customised approach to providing athlete support, the *spexTEAM* & High Performance Athlete Assistance application form enables Athletes, in consultation with the NSAs, to holistically plan their sporting and personal development pathways. Athletes and NSAs need only submit this application form with the relevant supporting documents for HPMD's consideration of their carding and athlete assistance.

## 5.0 IMPORTANT DATES

- Closing date for 1<sup>st</sup> application exercise **20<sup>th</sup> Apr 07**
- Assessment of applications and short-listed ACT applicant interviews **30<sup>th</sup> May 07**
- Announcement of successful applications **1<sup>st</sup> Jun 07**
- Appeals submission within 7 working days of notice **12<sup>th</sup> Jun 07**
- Finalised list of successful *spex*TEAM applicants **19<sup>th</sup> Jun 07**
- Submission of new applications and **quarterly** Progress Report & Statement of Accounts **2<sup>nd</sup> week of Jun / Sep / Dec 07**
- Medical and musculoskeletal screening at SSC's Sports Medicine and Research Centre (SMRC) **30<sup>th</sup> Sep 07**
- Submission of FY2008 Annual Budget, Revised Performance Targets and updates of individual athlete development plans for continued support **31<sup>st</sup> Dec 07**

## 6.0 HPMD CONTACT INFORMATION

For further information about the High Performance Management Division (HPMD) and its programmes and services, please contact:

High Performance Management Division  
Singapore Sports Council  
15 Stadium Road  
National Stadium  
Singapore 397718

Tel: +65 6342 5108/111  
Fax: +65 6348 3252  
Website:  
<http://www.ssc.gov.sg/SportsWeb>

## **7.0 Sports Excellence Talented Elite Athlete Management (spexTEAM) CARDING GUIDELINES**

- (a) Consideration will be given to athletes competing in sports and events within the following categories (in order of priority):
- i. Sports and events on the 2008 and 2012 Summer Olympic and Paralympic Games, as well as the 2010 Asian Games programmes;
  - ii. Sports and events on the 2010 Commonwealth Games programme;
  - iii. All other sports and events on the 2007 and 2009 SEA Games and ASEAN Paralympic Games programmes and
  - iv. All other sports with significant Asian and/or World Championships and not featured regularly in any of the 4 major games programmes.
- (b) Carding levels will be assigned based on an athlete's/team's past performance and potential to achieve at the major games. The prerequisites for each level are as follows:
- A1 / TA1:**
- At least top 8 placing at previous Olympic Games or won a medal at the previous Asian / Commonwealth Games
  - Potential medallist at Olympic Games and/or Gold medallist at Asian and/or Commonwealth Games
- A2 / TA2:**
- Won a Gold medal at the previous SEA Games
  - Potential medallist at 2010 Asian and/or Commonwealth Games
- B1 / TB1:**
- Won a Silver or Bronze medal at the previous SEA Games
  - Potential Gold medallist at SEA Games
- B2 / TB2:**
- Individual sport: National open champion in the previous year
  - Team sport: Regional champion with at least 6 participating countries in championship in the previous year
  - Potential medallist at SEA Games
- B3 / TB3:**
- Individual sport: Achieved at least National open / age-group Bronze medal in the previous year
  - Team sport: National open / age-group teams that have achieved at least Bronze medal at regional / age-group championships with at least 6 participating countries participating in the championship
- B4 / TB4:**
- Non major games sports with consistently improving performance track record and potential to achieve exceptional performance at significant World Championships

(c) Other Criteria

- i. Athlete's current age
  - ii. Peaking age of sport
  - iii. Athlete's/Team's performance and results in major international competitions from the last Olympic, Asian, Commonwealth and/or SEA
  - iv. Competition analysis at regional / international competitions
  - v. Number of competitors and countries competing in the sport at an international level
  - vi. National Coach's assessment of an athlete's level of performance and technique and his/her prospect of selection to the national training squad for the major games and achievement of potential
  - vii. SSC's SMSS assessment of the different areas of sports medicine and sports science disciplines.
  - viii. For Individual sports:  
Achievement in a team event e.g. doubles or relay events, will be considered. The potential of the athlete will however, be assessed on an *individual* basis.
  - ix. For Team sports  
The team should comprise 60% of team members that achieved the performances submitted for consideration and remain carded for the period of commitment to the multi-year training and competition programme.
- (d) Provisional carding (based on the *spexTEAM* criteria) may be accorded to athletes under the following circumstances:
- Injured athletes undergoing a rehabilitation programme with SMSS
  - FSTs who are Employment Pass holders and Permanent Residents approved by the HiPOP Review Committee
  - Athletes who have achieved at the international level but were out of the competitive sports system for a period of time
  - Athletes under other extenuating circumstances.
- (e) A panel comprising of the HPMD's performance and programme managers may also interview athletes applying for A1 and A2 carding to assess the applications.
- (f) The period of carding is valid for the cycle of the particular major games that is targeted i.e. campaign-specific.



## 7.1 CONDITIONS OF *spex*TEAM CARDING

- (a) An annual review of athletes' plans will be conducted to assess their performances against agreed targets and activities. Continued carding and support will depend on this review.
- (b) *spex*TEAM athletes are required to sign the *spex*TEAM Athlete Agreement with SSC and their National Sports Association (NSA) agreeing to abide by the following conditions:
1. Commit to a major games-based training and competition programme under a designated High Performance Coach endorsed by the respective NSA and SSC
  2. Meet 90% of agreed annual performance targets
  3. Maintain an adequate training and competition regime throughout the year, satisfactory to SSC and the NSA.
  4. Undergo comprehensive medical and musculoskeletal screening at SSC's Sports Medicine and Research Centre (SMRC) by 30<sup>th</sup> September 2007.
  5. Comply with the World Anti-Doping Agency (WADA) Code and:
    - i. be knowledgeable of and comply with all applicable anti-doping policies and rules adopted pursuant to the Code;
    - ii. be available for sample collection;
    - iii. take responsibility, in the context of anti-doping, for what they ingest and use;
    - iv. inform medical personnel of their obligation not to use prohibited substances and prohibited methods and to take responsibility to ensure that any medical treatment received does not violate anti-doping policies and rules adopted pursuant to the Code;
    - v. update the NSA and SSC on his/her Whereabouts information, including personal particulars, school/work schedules and the training and competition programme.

Athletes may refer to the WADA website at [www.wada-ama.org](http://www.wada-ama.org) for more information on the Code or contact the SMRC at Tel: 6340-9682

6. Submit performance plans, targets, achievements, budgets and reports in a timely manner, as required by the NSA and SSC, to enable effective monitoring of the athlete's progress and performance in the sport
7. Seek prior consent and approval of the SSC before engaging directly or indirectly in any endorsement and sponsorship agreements and declare annually the details of such endorsement and sponsorship agreements in the *spex*TEAM application.
8. Declare annually details of competition winnings and cash awards received from sources other than SSC.
9. Not have any disciplinary and criminal records and be deemed to be

exemplary role models.

10. Extend co-operation as required by SSC in the promotion of Team Singapore (e.g., use of photographs, attend functions, give talks, etc).
  11. Keep a personal log of all training, competition, SMSS, SSC-organised workshops / talks and publicity activities.
  12. Allow personal confidential medical information and sports science test results to be made available to the coach, NSA management, SSC's High Performance Group (HPE) when required to assess an athlete's potential or continuity on the programme and for enhancing performance and quality of support. Such information will be kept strictly confidential.
  13. Allow information derived from SMSS services to be used anonymously for the purpose of research and/or coach education.
  14. Keep SMSS staff informed of the state of an athlete's health and physical condition (e.g. illness, injury and fitness) at all times during the period of carding to receive safe and effective support.
- (c) SSC may at any time during the terms of the agreement, by written notice to the athlete, terminate the agreement should the athlete breach any of the conditions. At the discretion of SSC, further funding to the athlete may be pro-rated for the remaining part of the financial year or the athlete may be required to return all / partial HPMD athlete assistance scheme grants disbursed for the financial year.
- (d) The *spexTEAM* Athlete Agreement serves as the main agreement between SSC, NSA and Athlete and sets out all the main/essential clauses that will apply to all athlete support programmes offered by HPMD. Where necessary, programme-specific conditions will apply.

# ATHLETE SUPPORT PROGRAMMES & SERVICES

**TRAINING ASSISTANCE**

Programmes	spex TAG	ACT Training Scholarship	spex GLOW	spex MEDIC	SAF Sportsmen Scheme	Full-Pay Unrecorded Leave	SMSS
spexTEAM Carding							
<b>A1 / TA1</b>	\$7,200 (Ind) \$60,000 pa (Team)	up to \$50,000pa (Individual)	up to \$2,000 pm; up to 6 mths per FY	up to \$4,000 pa per injury; Reimbursement for Pre-Existing / Chronic injuries	↑ Increasing Priority Up to 50% of NS time as time-off; Unlimited FPUL for competitions; 14 days FPUL for intensive training	up to 90 days per calendar year; inclusive of 14 days for intensive training	Services allocated on a needs basis
<b>A2 / TA2</b>	\$4,200 (Ind) \$40,000 pa (Team)	up to \$30,000pa (Individual)					
<b>B1 / TB1</b>	\$1,200 pa (Ind) \$20,000 pa (Team)	Not eligible				up to 30 days per calendar year; inclusive of 14 days for intensive training	
<b>B2 / TB2</b>	\$600 pa (Ind) \$10,000 pa (Team)						
<b>B3 / TB3</b>	\$100 (Ind) \$2,000 (Team)						
<b>B4 / TB4</b>	Not eligible						Not eligible

## EDUCATION & LIFESKILL MANAGEMENT

<u>Programmes</u> spexTEAM Carding	ACT - Education Scholarship	SPEX Study Grant	PEAC	Lifeskill Management
<b>A1 / TA1</b>	Only athletes receiving SPEX Training Scholarship are eligible	↑ Increasing Priority FT Degree: \$3,000 FT Diploma: \$1,500 PT Degree: \$1,500 PT Diploma: \$1,000 JC/C/I/TE: \$1,000	↑ Career Profiling; Job Placement; Professional Devt; Flexible work schedule	Career & Education Counselling; Media Public Speaking & Media Presentation; Personal Grooming; Financial Planning & Management; Stress & Time Management; Resume Writing & Job Interview Skills; Computer Literacy
<b>A2 / TA2</b>				
<b>B1 / TB1</b>	Not eligible	Not eligible	Not eligible	Not eligible
<b>B2 / TB2</b>				
<b>B3 / TB3</b>				
<b>B4 / TB4</b>				