

Singapore Ice Skating Association

Registered Address:

No 6 Temasek Boulevard
#09-05 Suntec Tower Four, Singapore 038986
Website: www.sisa.org.sg ROS: 0253/1998/SPO
Tel: 65 8200-0474 Fax: 65 6722-0774



8 September 2011

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Singapore Ice Skating Association will be held on Friday 23 September 2011 at 12:30 pm at Rivergate Condominium, 97 Robertson Quay, Function Room.

AGENDA

1. To approve and confirm the minutes of the Annual General Meeting held on Monday 27 September 2010. (Appendix 1)
2. To receive the President's Report. (Appendix 2)
3. To approve and adopt the audited Annual Statement of Accounts for the period from 1 April 2010 to 31 March 2011. (Appendix 3)
4. To appoint S B Tan & Co as auditors for the financial year ending 31 March 2012.
5. To consider and decide on matters of which not less than 7 days prior written notice has been given to pass the following resolution.
6. To appoint the 2011/2012 Executive Committee of the Singapore Ice Skating Association:
 - i) President
 - ii) Vice President
 - iii) Honorary Secretary
 - iv) Honorary Treasurer
 - v) Committee Member
7. Any other business.

By order of the Executive Committee

Alison Chan
Secretary General
Singapore Ice Skating Association

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Note 1:

At least twenty five percent (25%) of the total voting member present at an Annual General Meeting shall form a quorum. Any amendment to the constitution requires the consent of two-thirds (2/3) of the voting members present.

Note 2:

That, pursuant to Article 4 Paragraph 2 (e) of the Association's Constitution:-

(a) The duly authorized officer of the Club Ordinary Member shall deposit the certificate appointing one (1) delegate at the Association's place of business at No. 6 Temasek Boulevard, #09-05 Suntec Tower Four, Singapore 038986 not less than twenty-four (24) hours (excluding non-business days) before the time for the holding the general meeting. (Please see Appendix 4).

(b) The appointed delegate shall be entitled to one (1) vote at the general meeting

Note 3:

Please see Appendix 5 for the Nomination Form.

APPENDIX1

Minutes of the Annual General Meeting of the Singapore Ice Skating Association was held on Monday 27th September 2010 at 6:41 pm at No. 6 Temasek Boulevard, #09-05 Suntec Tower Four, Singapore 038986.

Quorum was finally established with the following 15 voting members, out of 53. In attendance: Liza Wang, Elaine Toh, David Chong, Karen Tan, Judy Lim, Tan MeiMei, Rosa Koo, Lim Chee Kian, Sonja Chong, Sherri Fergus, Alison Chan, Ronnie Ng Teow Kheng, Teresa Hangchi, Kaori K Zage, Kevin Tan

Observers present from the Singapore Sports Council were Ms. Helen Lee and Mr Tan Kok Leng SISA President, Ms. Sonja Chong, chaired the proceedings.

1. Confirmation and approval of the minutes of the last AGM and adjourned meeting held on Friday, 19 June 2009 respectively were adopted and proposed by Sherri Fergus and seconded by Elaine Toh.
2. The president's report was received with unanimous decision.
3. To approve and adopt the audited Annual Statement of Accounts from 1st April 2009 – 31st March 2010. The decision was unanimous. Adoption of the accounts was proposed by Kaori K Zage and seconded by Ronnie Ng.
4. S B Tan & Co was appointed as auditors for financial year ending 31st March 2011. This was proposed by Sherri Fergus and seconded by Teresa Hangchi.
5. The following amendments to the constitution has been proposed Sherri Fergus and seconded by Alison Chan:
 - (a) Subject to the approval of the Registrar of Societies, the constitution of the association be amended in the manner as set out in Appendix 4 and be approved and adopted in its entirety.
 - (b) Upon the amendments to the constitution referred to in (a) above being approved at the Annual General Meeting, to submit the amendments or repeal such amendments as may be directed by the Registrar of Societies.
6. The following Executive Committee for year 2010 – 2011 has been appointed:

Position	Appointee	<i>Proposer</i>	<i>Seconded</i>
President	Mrs. Sonja Chong	Liza Wang	Tan Guek Yong
Vice President	Ms. Kaori K Zage	David Chong	Lynne Ong
Secretary General	Ms. Alison Chan	Ng Chuck Wei	Liza Wang
Hon. Treasurer	Ms. Teresa Hangchi	Ng Teow Kheng	Alison Chan
Committee Member	Ms. Belinda Chua	Lynne Ong	Sonja Tan Mee Sim

The vote was unanimously carried and the motion was adopted. The proposal was made by Sherri Fergus and seconded by Ronnie Ng.

7. A.O.B:

Elain Toh posed a question on membership. She mentions that the Article 4 the constitution may marginalize her Club as she doesn't have 30 voting members. Sherri Fergus adds that the ordinary Associate member/Association member is not limit impediment provided they pay the fee structure. David Chong suggests allowing all Constitution amendments to make it absolutely crystal clear, and authorize the President, Secretary and their lawyers to come up consequential amendments. This was proposed Sherri Fergus and seconded by Alison Chan

There being no other business, the meeting adjourned at 7.20pm.

There being no other business, the meeting adjourned at 6.35pm with a vote of thanks to the chairman.



Alison Chan
Honorary Secretary General
Singapore Ice Skating Association



Sonja Chong
President
Singapore Ice Skating Association

APPENDIX 2

PRESIDENT'S REPORT 2011

SONJA CHONG

This report covers the financial year 1st April 2010 to 31st March 2011.

The last year has been a defining moment for SISA as the Association embraced a long term vision of cultivating an ice culture and vibrant ice skating fraternity here in Singapore.

Firstly, in recognizing the important role that clubs can play in promoting ice skating and reaching out to the community, SISA has adopted a club based membership framework to better meet individual needs and sporting preferences.

SISA also established a broad strategic blueprint VISION 1418 to grow the sport of ice skating in Singapore and to qualify for 2014/18 Winter Olympic Games. Vision 1418 outlined plans to build a broad base of athletes through a National SkateStar programme and develop coaching and technical capabilities to support the professional development of the sport in Singapore. The blue print also outlined plans to develop talented athletes towards qualification for the 2014 or 2018 Winter Olympic Games.

In September 2010, we conducted our first speed skating talent identification camp, which was very successful. A total of 80 participants turned up to test their skills and ability. The results were very encouraging and 12 skaters were identified to undergo a centralized training programme in Changchun, which saw their racing times improve tremendously.

SISA participated in the ISU Regional Short Track Training Camp which was held in Changchun, China from 18-25th of September. A total of 6 Ladies and 6 Men as well as 3 coaches were selected by ISU moderators Mr Yves Nadeau from Canada and Mr Akos Bandhini from Hungary to attend the camp. The first Singapore National Short Track Speed Skating Championships was also held in Changchun due to the lack of an Olympic size ice skating rink with safety padding in Singapore.

For the first time, Singapore participated in the Asian Winter Games. Mr Lucas Ng competed in both the 500m and 1000m in Almaty, Kazakhstan in January 2011. He finished third in his four-man Heat 3 with a personal-best time of 50.124s

In January 2010, we were proud to have Michelle Kwan, a two-time Olympic medalist, five-time World Figure Skating Champion and nine-time US Champion, to conduct a learn to skate workshop for 80 figure skating students. The participants left the workshop inspired.

Our figure skaters continued to participate in ISU and ASU sanctioned competitions internationally and show tremendous commitment and potential.

As in previous years, as SISA is both a charity and an Institution of Public Character (IPC), all executive committee members signed a conflict of interest policy document and the incoming executive committee members will likewise be required to do the same.

Finally, I would like to thank my executive committee, our administrators, coaches, parents, officials, skaters and all volunteers for their hard work and dedication over this past year. Looking forward, the 2011-2012 ice skating season will go down in history as the year that Singapore's first Olympic-size rink, Jcube, finally opens.

Eagerly anticipated, JCube will mark a turning point in the history of winter sports in Singapore and will allow SISA to move towards fulfilling its vision "to cultivate an ice skating culture in Singapore, to participate in major competitions within the next decade and develop Singapore as a center of excellence in ice sports in South East Asia, while providing opportunities for all (from toddlers to seniors) to learn to skate in a safe and fun environment."

This is an opportune time to reiterate SISA's Mission: "SISA is the national governing body for figure and speed skating in Singapore, providing recreational and competitive programs and athlete development pathways as well as organizing local and international competitions, seminars and clinics for all levels of athletes, coaches and officials in order to promote, nurture and develop the sport. SISA is dedicated to developing personal excellence and sportsmanship through participation in skating."

In conclusion, I would like to remind everyone that most important of all, whatever part you play in Singapore's unfolding ice skating story, remember always to play, and skate, by SISA's values, which is "sportsmanship, integrity, discipline, respect and commitment to excellence".

APPENDIX 4

Singapore Ice Skating Association

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CERTIFICATE OF APPOINTMENT

Pursuant to Article 4 Paragraph 2(e) of the Constitution of SINGAPORE ICE SKATING ASSOCIATION (the "Association"), we, _____ [Name of Club], being a Club Ordinary Member of the Association, hereby appoint the following registered member of our Club:

Name _____ NRIC/Passport No. _____

and failing him,

Name _____ NRIC/Passport No. _____

as our delegate to vote for us and on our behalf at the Annual General Meeting of the Association to be held on **23 September 2011** at **Rivergate Condominium, 97 Robertson Quay, Function Room at 12:30pm** and at any adjournments thereof and without prejudice to the generality of the foregoing to exercise the same powers on our behalf as we could exercise as a registered member of the Association.

Signed by

(SIGNATURE OF AUTHORISED OFFICER)

(NAME OF AUTHORISED OFFICER)

(DATE)

APPENDIX 5

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SISA NOMINATION FORM FY 2011/2012

Nomination for election to the SISA Executive Committee for the year 2011/2012 at the AGM, which is on Friday 23 September 2011 at 12:30pm at Rivergate Condominium, 97 Robertson Quay, Function Room.

_____, [Name of Club Ordinary Member], do hereby nominate _____, IC\Passport No. _____ for the post of _____.

Signature of Proposer	Signature of Seconder
Name:	Name:
IC\Passport No:	IC\Passport No:
Date:	Date:

I, _____, IC\Passport No. _____ accept the above nomination.

Nominee's Signature / Date

In accordance with the constitution of the Singapore Ice Skating Association, "The posts of President and Secretary shall be persons who have served not less than 6 months prior to their nomination, as an officer in the Executive Committee Provided that this qualification may be waived if there are no such eligible persons being nominated for such posts."

Nominations will close and should be deposited at the Association's place of business at No. 6 Temasek Boulevard, #09-05 Suntec Tower Four, Singapore 038986 not less than seven (7) working days before the time for holding the general meeting.

Nominees must declare to the Secretary any personal or business interests related to the sport and/or the NSA. If no nominations are lodged, the election may be opened to the voting members present at the AGM.

APPENDIX 6

MEMBERSHIP FEE STRUCTURE

<u>Membership Type</u>	<u>Fees (SGD\$)</u>
Club Ordinary Members	80
Club Associate Members	30
Individual Members	45
Basic Skills Members	10 (Included within SkateStar Programme)
Honorary Members	Free

Note

Please note that for membership year April 2011 to March 2012, all membership fees have been waived. Members are however required to update their membership status with the Association by 15 November 2011 in the membership forms included. Clubs or individual members failing to do so will be removed from the membership registrar.

Membership fees will be payable from the membership year April 2012 onwards.

**SINGAPORE ICE SKATING
ASSOCIATION
POLICES AND PROCEDURES**

**SISA POLICY: APPLICATION TO BECOME A CLUB
ORDINARY MEMBER OR A CLUB ASSOCIATED MEMBER
UNDER THE SINGAPORE ICE SKATING ASSOCIATION**

For a definition of Club Ordinary Member or Club Associated Member please see the Constitution of the Singapore Ice Skating Association (SISA) available on the SISA website: www.sisa.org.sg

Any club making an application for membership in SISA shall forward a written application containing such information as the SISA Membership Director may require and request on the SISA Membership Application Form. For a club to become a member club of SISA, the club must submit an application form and pay a club membership fee.

SISA reserves the right to request additional information of a general or specific nature regarding the applicant.

Applications shall be posted to The Administrator, Singapore Ice Skating Association, 6 Temasek Boulevard, Suntec Tower Four #09-05 Singapore (038986). A scanned copy of the application should be sent via email to administration@sisa.org.sg

In the event that an application is denied, the applicant may appeal in writing within 3 weeks of the date of the letter of notice of the failed application. The Appeal should be posted to The Administrator, Singapore Ice Skating Association, 6 Temasek Boulevard, Suntec Tower Four #09-05 Singapore (038986). A scanned copy of the appeal should be sent to administration@sisa.org.sg. An appeals committee will be set up to hear the appeal within 3 weeks of receipt of the appeal.

The Appeals Committee shall make a recommendation to the Executive Committee as to the action to be taken.

REGISTRATION PROCESS:

1.0 Application forms are available on request by emailing administration@sisa.org.sg

2.0 An application must include:

- Club Application Form
- List of Executive Committee members with contact numbers & email addresses etc
- List of Club Members
- Club Constitution
- Cheque made payable to "Singapore Ice Skating Association"

3.0 Fill out the Club Application Form and attach all documents as listed above and send it to the SISA Administrator. Only fully completed applications will be considered. Partially completed applications will be returned unapproved to the applicant.

4.0 Once the SISA Administrator is satisfied that the application is complete, he/she will forward the application to the SISA Executive Committee for approval at the next Executive Committee Meeting.

5.0 The applicant will be notified once a decision is made. If the application is denied, the applicant may appeal to SISA in writing.

6.0 If you have any questions, do not hesitate to contact the SISA Administrator at administration@sisa.org.sg

7.0 See Policy on Club Membership Fees.

PROCEDURE: CLUB ORDINARY MEMBER OR CLUB ASSOCIATED MEMBERS ANNUAL REGISTRATION

1.0 GENERAL INFORMATION

The membership year runs from 1st April to 31st March. All member clubs must register annually.

If you have any questions, do not hesitate to contact the SISA Administrator at administration@sisa.org.sg.

2.0 REGISTRATION APPLICATION:

2.1 CLUB EXECUTIVE LISTING:

Together with the cheque for the annual club membership fee and after each Club Annual General Meeting, a report must be provided to SISA listing the names and contact details of the Club's Executive Committee Members.

The information provided on the Club Executive Committee Listing is used by SISA to contact key people in the club.

2.2 DECLARATION OF HOME CLUB

An eligible person may be a member of more than one club, but can only have one home club. Unless otherwise informed, the club listed in the SISA individual membership form will be considered to be the Home Club. All individual members must be registered with either a Club Ordinary Member or a Club Associated Member. For purposes of competing or participating in any competition, workshop seminar or any event other than Learn to Skate events or competitions, an individual person must be registered in a Club Ordinary Member (not a Club Associated Member). A member may change his/her Home Club during the financial year by submitting a letter to both the SISA Executive Committee and the Club Executive Committees.

2.3 SKATING NAMES:

A member's first and last name must be shown on the club Registration Listing.

3.0 THE CLUB MEMBERS LISTING:

3.1 SUMBIT THE UPDATED CLUB MEMBERS LISTING:

The updated club members listing must be submitted annually together with the cheque for the club membership fee by end of February.

3.2 DELETIONS:

Review your club registration listing. For members who are not returning to your club, enter D under the member's registration number. Do not cross out the existing registration number or names, as these records are required. Indicate deletions with the Letter D.

3.3 RETURNING CLUB MEMBERS:

Review the remaining member's information and make changes as follow:

3.4 NAMES:

Review the member's names making sure the spelling is correct.

3.5 ADDRESS:

Ensure that the full address and postal code for each member is up to date.

3.6 TELEPHONE NUMBERS:

Please provide the member's home telephone number and handphone number on the club registration listings. If possible, a member's business telephone number and fax number should also be provided.

3.7 EMAIL ADDRESS:

All official correspondence from SISA will be via email. Please ensure that the member's email address is current.

3.8 GENDER:

Enter the member's gender: F for female, M for male.

3.9 LANGUAGE:

Indicate the member's language: E for English, M for Mandarin, O for Others.
(Please specify if others)

CLUB ORDINARY MEMBERS AND CLUB ASSOCIATED MEMBER ANNUAL MEMBERSHIP FEES

1.0 CLUB FEES

Clubs must be registered with the Singapore Ice Skating Association and pay an annual club membership or affiliation fee.

The Club Membership fee shall be determined by the SISA Executive Committee subject to change from time to time.

1.1 CLUB ORDINARY MEMBERS: (CLUBS WITH VOTING RIGHTS)

New Club Ordinary members shall pay an initial club fee of SGD 80.00. Such fee shall cover the club until 31st March of the current “membership year” and shall be payable immediately upon request by SISA. There is no pro-rating of membership fees.

The annual club fee for each successive “membership year” shall be SGD 80.00 payable to SISA by 31 March yearly.

Entrance fees have been waived till further notice.

1.2 CLUB ASSOCIATED MEMBERS: (CLUBS WITH NO VOTING RIGHTS)

New Club Associated Members shall pay an initial club fee of SGD30.00. Such fee shall cover the club 31st March of the current membership year and shall be payable immediately upon request by SISA.

The annual Club Associated membership fee for each successive “membership year” shall be SGD 30.00 payable to the Singapore Ice Skating Association by 31 March yearly.

2.0 The Club Ordinary Member or Club Associate Member is responsible for registering all club members with SISA and keeping the contact details including email addresses up to date. The main form of correspondence to SISA members is via email.

INDIVIDUAL MEMBER REGISTRATION FEE

1.0 INDIVIDUAL

Individual members who are in the SISA Learn to Skate program are considered to be Basic Skills Members and pay a nominal membership fee. All other members are considered normal individual members and pay an annual individual membership fee to SISA.

The annual individual membership fee is set by the SISA Executive Committee and is subject to change from time to time.

The Individual Members registration annual member fee is payable directly to the Singapore Ice Skating Association.