

**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.