



SINGAPORE ICE SKATING ASSOCIATION

TEAM LEADER POLICY

(Updated on July 2019)

1 Purpose of Policy

This policy establishes the guidelines for selection of Team Leaders at International events for the best possible performance of the Singaporean Team.

2 Application of Policy

This policy applies to all, Singapore Ice Skating Association officials, accredited coaches, registered members and former athletes who are over the age of 21.

3 Definitions

In this policy the following definitions apply:

Abbreviation	Definition
Current International Skating Season	Commences 1 st July and concludes 31 st May the following year
SISA	Singapore Ice Skating Association
International Competitions	International competitions listed on the ISU Calendar – including Junior Grand Prix and World Cups
ISU Championships	ISU Championships include: Four Continents, Junior Worlds, Worlds
Singapore Team	Singapore Team includes athletes, coaches, chaperons and officials
Team Leader	Person appointed by Singapore Ice Skating Association who is responsible for the overall management of the team during the organising phase and the assigned international event.

4 Policy Statement

Team leaders are selected depending on the number of Singapore competitors and the type of international competition. Six or more athletes within the Singapore team are required for Assistant team leader positions to be selected.

4.1 Eligibility

To be eligible for selection as Team Leader for Singapore all nominees must:

- Be a current member and be in good standing with SISA
- Have a valid and current passport, with 6 months validity
- Complete a Team Leader Application Form and return it by the due date

Volunteers who meet the criteria listed below are eligible to apply for Team Leader positions.

4.2 Selection Guidelines

The strategy for selecting team leaders is to support volunteers who have the ability to encourage and develop relationships with athletes, coaches, and officials while creating an environment that allows the team to achieve their goals.

Team leaders are selected based on their overall management and organisation skills, ability to think on their feet, willingness to provide a total support system for the team and their knowledge of the sport.

Desired experience and skills include:

- Good organisational skills
- Good interpersonal and communication skills
- Knowledgeable of ISU and SISA rules and the procedures at ISU Competitions
- Previous team leader experience
- Compatibility with, and ability to liaise and build rapport with athletes, coaches, officials and administrators
- Suitability in terms of behaviour, ethics and attitude to represent Singapore
- Ability to handle unexpected or emerging situations in a timely manner
- Related professional experience such as physician, coach, sports personnel etc.
- Commitment to advocacy of Singaporean athletes and the sport
- Good physical and mental health

Selected Team leaders will be required to agree to and complete the requirements and duties required as listed in the Team Leader Position Description document (Attachment A).

4.3 Procedure

4.3.1 ISU Championships

The SISA Executive Committee will make Team Leader appointments with the consideration of:

- Experience and skills
- Size and composition of team
- Athletes and coaches attending the competition
- Opportunities to enhance international relations

Should there be no application received by the nominated closing date, or should the received application not fulfil the above criteria, the SISA Executive Committee can make an appointment at its discretion.

4.3.2 International Competitions

Team leaders for International Competitions will be allocated according to the assigned size and composition of the team attending and at the discretion of the SISA Executive Committee.

4.4 Expenses

- Travel to events is at the person's own expense
- Accommodation and meals for the team leader are covered by ISU/OC at ISU Figure Skating and Short Track Speed Skating Championships for the specified dates as stated in the competition announcement. Any additional nights prior to or after the specified dates are at the person's own expense.
- Accommodation and meals at all other ISU international competitions and JGP's (figure skating) and World Cups (short track) are at the person's own expense unless stated and provided by the ISU/OC.

4.5 Evaluation

Team leaders will be required to submit a report to SISA General Manager, no later than three (3) weeks after returning from the event.

Team Leader Position Description

Attachment A

Role of Team Leader

The Team Leader is SISA's representative at overseas competitions. The role of the Team Leader is to uphold the values of SISA and good sportsmanship, provide a total support system for the athletes and coaches to enable the athlete(s) to perform to their highest potential at international competitions.

Reporting Relationship

The Team Leader will report directly to the SISA General Manager and to the SISA Executive Committee.

Key Focus Areas

Responsibilities and duties include, but are not limited to:

- **Managing the team**
 - Establish communication linkages with team members so that information can be transmitted in a timely manner (mobile phone numbers, WhatsApp Group or other methods of verbal or written communication)
 - Oversee the team members for the duration of the event and assist the Coach/s.
 - Communicate information between the LOC, ISU and team members when necessary
 - Enforce ISU Regulations and SISA regulations and policies.
 - Attend all team practices and competition events (as practical)
 - Coordinate media matters in consultation with SISA's appointed publicity manager. (The Team Leader may not accept media requests and is not an official SISA spokesperson unless otherwise determined by the SISA Executive Committee.)
 - Check anti-doping requirements
 - Establish a support system for athletes and coaches
 - Responsible for the conduct, wellbeing and appearance of all representatives
- **Administrative duties**
 - Send all team members a written communication prior to the start of travel (introductions and providing your contact details, advising assigned officials for the competition, confirming travel plans etc)
 - Assist team members to obtain their credentials
 - Solve any accreditation, room or transportation issues (if applicable)
 - Arrange meal vouchers (if applicable)
 - Attend all of the necessary meetings at the event (team leaders meeting etc).
 - For Short Track competitions, the Team Leader is required to ensure that the final distance entries are submitted to the Organisers, indicating the events that the skaters will be participating in. In other words, the Organisers will be requesting that the Team Leader submit the final distance entry form by a stipulated deadline.
 - Organise a team meeting
 - Organise team functions such as a team dinner at members own cost (if applicable)
 - Arrange prize money forms (if relevant)
 - Make sure all payments of team members are finalised with LOC and/or hotel. And in particular for Short Track Speed Skating competitions, ensure that the Team Leader or team members

have cash in hand during the team registration process as there is a need to make a deposit for the helmet covers and transponders

- Ensure that all team members are on the transportation departure schedule
- Liaise with Singapore Ice Skating Association on all logistics concerning the team members
- **Team support and spirit**
 - Develop rapport and camaraderie within the team
 - Communicate and provide a support network between and for team members
 - Building harmonious relationships between team members including family members of athletes, and other team personnel
 - Take photos of the team and skating where appropriate and send back to SISA
 - If possible provide an update at the end of each day of the competition of the days happenings, with any photos to the SISA Administration Officer for SISA to post onto Social Media.
- **Handling crisis management situations**
 - Discipline and behaviour management issues
 - Medical Emergency - work with the medical team and coaches to handle all medical emergencies
 - Liaise with either the SISA General Manager or SISA Executive Committee should major issues or problems arise
 - In the event of disciplinary, personal or medical issues involving the team, stay composed and use your best judgement.

The Team Leader is not:

- The guardian of minors on the team
- The coach of skaters who do not have a coach at the event
- Responsible for making travel arrangements for team members or changing travel arrangements
- Financially responsible for any team member other than themselves (this includes damage to rooms, providing bail for team members jailed, etc.)

Level of Commitment

- Complete and submit required forms to SISA in a timely manner
- Attend all necessary and required meetings at the event
- Attend the entire duration of the Competition
- Attend all draws, training sessions and competition events as required
- During the event wear Team uniform (if supplied)
- Conduct in a professional manner
- Conduct all activities in accordance with the ISU Code of Ethics Policy
- Conduct all activities in accordance with the SISA Media Policy
- Be willing to spend time and resources required to ensure team is organised and prepared for the competition
- Submit report within three (3) weeks following the event

As Team Leader I have read the Team Leader Policy, the ISU Code of Ethics, and the SISA Social Media Policy and I agree to conduct my role as described.

Name

Date

Signature
