



Policy - Coaches on SISA Ice Sessions

This policy only applies when the NSA ice is operated by the figure skating committee.

I. Contracted Local Coaches

- Coaches contracted by SISA are allowed to coach on SISA ice according to the terms and conditions stipulated in the contract.

II. Non-Contracted Local Coaches

- Only NROC registered coaches are allowed to coach on SISA ice sessions provided that a written request, submitted at least 14 days in advance, has been approved by the figure skating committee, unless otherwise stated.
- Non-contracted coaches are required
 - to pay for usage of the ice as determined by the figure skating committee, and such payment must be made in advance according to the published deadlines and
 - to abide by the terms and conditions of the SISA figure skating ice sessions.
- Non-contracted coaches are required to sign an indemnity and release form, and SISA's Coach's Code of Ethics Agreement prior to starting to coach on SISA ice sessions.
- Non-contracted coaches are only allowed on sessions deemed appropriate by the figure skating committee.

III. Foreign Coaches Engaged by SISA for Seminars and Workshops

- Foreign coaches contracted by SISA are allowed to coach on SISA ice according to the terms and conditions agreed upon.

VI. Non-Contracted Foreign

- Foreign coaches who wish to take up short term engagement by a skater to coach during the SISA figure skating ice sessions may apply for written approval from SISA. Foreign coaches will be required to pay for usage of the ice equivalent to that of a skater, as determined by SISA, in advance as required by SISA. They are also required to abide by all the terms and conditions of the SISA figure skating ice sessions and show proof that they have complied with Singapore's visa and income tax regulations. SISA reserves



every right to reject any application that is not compliant or incomplete.

- The application process to coach on SISA's ice sessions as a non-contracted foreign coach consists of the following three steps:
 - 1) Prior to arrival: coaches must submit a pre-approval application packet which is available from SISA upon request and must be submitted at least 14 days in advance. In certain extenuating circumstances, applications submitted less than this time may also be considered. In the application form, foreign coaches must include the following information and/or documentation:
 - a) Proof that the applicant has been certified as a skating coach under his/her home or resident country's national certification system
 - b) Signed indemnity and release form
 - c) Signed acknowledgement letter of the coach's awareness of and agreement to meet all necessary tax obligations to the Inland Revenue Authority of Singapore (IRAS)
 - d) Signed Coaches' Code of Ethics form
 - e) Signed Applicant's Declaration & Agreement form which is included in the application packet.
 - f) Signed Skater's Declaration & Agreement form which is included in the application packet.
 - 2) Upon entry: coaches must show proof that they have entered Singapore legally and are in compliance with Singapore's visa rules. SISA will require the following visa-related documents before allowing any foreign coach on the ice:
 - a) Copy of passport page showing the coach has entered on a "short term social visit pass"



- b) Copy of the e-notification acknowledgment letter indicating that the online notification to perform “Work Pass Exempt Activities” has been successfully filed via the Ministry of Manpower’s (MOM) online portal (after arrival in Singapore).
- 3) Before exiting Singapore: coaches must submit proof that all taxes levied against their earnings in Singapore have been submitted to IRAS by the “payer.” If this documentation is not submitted, coaches may not be allowed to coach on SISA ice again.
- Non-contracted coaches are only allowed on sessions deemed appropriate by the figure skating committee.
 - Foreign coaches who are assigned to accompany a foreign-based skater at the rinkside to take part in the National Figure Skating Championships and other competitions organized by SISA may apply for temporary accreditation from SISA to assist a skater by the board during official practice and the competition. Such application must be submitted according to the deadlines and procedures stated in the competition announcement and is subject to review and final approval by SISA.