



SINGAPORE ICE SKATING ASSOCIATION

FIGURE SKATING

UNIFORM POLICY For 2016/2017

(June 2016)

1. Purpose of the Policy

This Policy establishes the guidelines and procedures for obtaining an official Singapore Representative uniform for use at international events, seminars or other activities where the wearer has been selected to represent Singapore.

2. Application of Policy

This policy applies to all Singaporean International Representatives.

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 logo	The formal symbol for Singapore Ice Skating Association
Uniform	Jacket and other items of clothing
SISA EXECUTIVE	Singapore Ice Skating Association Board of Management
SISA Uniform logo	The official logos used on SISA Representative uniforms
SISA	Singapore Ice Skating Association
International Competitions	International competitions listed on the ISU Calendar
ISU Championships	ISU Championships include: Four Continents, Junior Worlds, Worlds
Selected	Athletes/teams who have achieved a minimal required standard and have been selected by Singapore Ice Skating Association
SNFSC	Singapore National Figure Skating Championships

4. Policy Statement

4.1 International Representative Uniform Design and Approval

- A Uniform Delegate will be appointed by the SISA EXECUTIVE to manage arrangements for the design, purchase and distribution of the official Singapore Representative Uniform.
- The Uniform Delegate will review the design of the uniform each season, based on compliance with ISU Rule 102, paragraph 6, and relevant ISU Communications.
- The Uniform Delegate will obtain requirements from the SISA EXECUTIVE and suggestions and feedback from athletes and coaches on the uniform.
- The Uniform Delegate will provide uniform recommendations, a final design (if relevant) and supplier to the SISA EXECUTIVE for endorsement.

4.2 Advertising/Sponsorship on Representative Uniform

- Personal sponsorship may not be included on Singapore Representative uniforms.
- Individuals may include personal sponsorship on other items of clothing, but must adhere to the following:
 - a) Advise SISA EXECUTIVE of the details of the personal sponsorship
 - b) Agree to adhere to ISU Rule 102, paragraph 6, and relevant ISU Communications.

4.3 Use of Representative Uniform

- The designated SISA Representative Uniform is the only official jacket for international events and must be taken to each international event.
- The designated SISA Representative Jacket should be worn at international events and SNFSC during warm ups and at other official occasions where appropriate i.e. starting order draw.
- The representative uniform is for the sole use of the athlete it was assigned to.
- Under no circumstances should the SISA Representative Jacket be loaned, traded or sold to anyone.
- The Representative Uniform or a facsimile of it may not be worn by non-international representative athletes or coaches.

4.4 Types of Uniforms

4.4.1 Development Squad

- Uniform for athletes within the Development Squad who have been chosen by Singapore Ice Skating Association to represent Singapore at selected International Events.

4.4.2 International Representative

- Uniform for athletes who have been selected by Singapore Ice Skating Association to represent Singapore at ISU Championships and/or International Competitions in Junior or Senior (Singles, Pairs, Ice Dance)

4.4.3 Representative at other events

- Uniform for athletes who have been approved by Singapore Ice Skating Association to represent Singapore at Regional Club Competitions or Adult International competitions as listed on the ISU calendar.

4.4.4 Use of Logos on other items

- Individuals may not wear or use the SISA Logo or SISA Uniform Logos on other items of clothing without written permission from SISA EXECUTIVE.

5. Procedure

The SISA Administration Officer will regularly supply the details of those athletes who are eligible for the Representative Uniform to the Uniform Delegate.

5.1 Uniform Delegate responsibilities

- Coordinate and manage uniform orders for those athletes who have been confirmed as eligible to obtain a Representative Uniform
- Place orders from the designated suppliers
- Liaise and arrange orders with the designated embroider for the relevant international representative logos
- Maintain records of orders received and processed
- Distribute uniform to athletes
- Provide to the SISA Executive on a regular basis, the list of uniforms that have been purchased

5.2 Approved Supplier, Embroider and Silk Screener responsibilities

- Manufacture and supply uniform as per orders from Uniform Delegate
- Complete embroidery and/or silk screening as per orders from Uniform Delegate
- Be notified that they are not to accept orders directly and that only orders supplied to them by the SISA Uniform Delegate are to be processed
- No facsimile apparel should be manufactured

5.3 Athlete responsibilities

- Liaise with the SISA Uniform Delegate in a timely manner to allow sufficient time for the uniform to be supplied and/or embroidered prior to when they are required.
- Ensure the completed SISA Representative Uniform Order Form is submitted to the SISA Uniform Delegate. Incomplete forms will not be accepted and will result in a delay in the jacket being provided.
- Ensure any required payments are made when the order is submitted. Uniforms will not be ordered, if payment is not made at the time of submitting the order.
- Collection of their uniform from the SISA Uniform Delegate.