



## OVERSEAS TRIP POLICY

### 1 DOCUMENT INFORMATION

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Position Held:	High Performance Executive
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### 2 VERSION CONTROL RECORD

Date	Version	Amendment Summary	Amended by
12/04/16	1	Original	Farhana Rosli
13/05/16	2	Clean up and rewrites	Exco
28/02/17	3	Point 4 updates on logistic arrangements	Exco



## OVERSEAS TRIP POLICY

### 1. PREAMBLE

- 1.1. This document supplements the Fencer Agreement. Where the contents of this document are contrary to the former, the Fencer Agreement shall prevail.
- 1.2. In the interpretation of this document, Clause 1 of the Fencer Agreement (Definitions And Interpretations) shall apply.

### 2. ELIGIBILITY OF FENCERS

- 2.1. Only nominated Fencers will be eligible unless stated otherwise.

### 3. FUNDING

- 3.1. Funding, if available, will be specific to training camps and competitions. Each tranche of funding will be determined separately and will be released in advance, before the commencement of training camps or competitions.

### 4. LOGISTICS FOR FENCING SINGAPORE'S FUNDED COMPETITIONS / TRAINING CAMPS

- 4.1. Fencers, officials and the accompanying parent/guardian (for Fencers who are aged 18 and below) are to travel together as a Contingent.
- 4.2. Each accompanying parent/guardian shall submit a completed Code Of Conduct (Parents And Guardians) (Appendix A) before embarking upon the trip, so as to be designated a member of the Contingent. Failure to do so will mean the parent/guardian will not be considered part of the Contingent.
- 4.3. Flights: Air tickets will be arranged and booked by Fencing Singapore strictly for Fencers, officials, and the parent/guardian of Fencers who are aged 18 and below.
- 4.4. Accommodation: Accommodation will be arranged and allocated by FS, strictly only for those in the Contingent, and the parent/guardian of Fencers who are aged 18 and below. Rooming arrangement will be made strictly by FS, by gender, weapon, and event in best effort to optimise fencers' sleep/wake cycle timing.
- 4.5. Should a Fencer and the accompanying parent/guardian be unable to adhere to FS' travel schedule and require separate arrangements, he will need to inform FS in writing with strong justifications, within the response time line allowed in the announcement/invitation. If permitted by FS, such fencer's parent/guardian will have to bear the full flight cost of the fencer.
- 4.6. The accompanying parent/guardian of Fencers are to reimburse FS promptly for their flights and accommodation within the timeline specified by FS, failing which FS reserves the right to refuse to have tickets issued for travel.
- 4.7. At the point where FS issues tickets and/or other travel details and documents, the receiving Fencer, official or accompanying parent/guardian shall be responsible for ensuring all information and details are correct.
  - 4.7.1. FS must be immediately informed of errors in information and details so that the situation can be remedied without affecting travel schedules.



## OVERSEAS TRIP POLICY

4.7.2. FS will not be liable for any costs, inconveniences, or losses resulting from such errors in information and details that causes the Fencer, official, or accompanying parent/guardian to be unable to travel as scheduled.

### 5. TRAVEL INSURANCE

5.1. Each Fencer (and his accompanying parent/guardian, if any) will be fully responsible for his own travel insurance.

### 6. REIMBURSEMENTS

6.1. To submit all claims and receipts as necessary within 1 month from the end of the competition and/or training camp and understand that FS reserves the right not to reimburse any amount after the 1 month deadline.



## OVERSEAS TRIP POLICY

APPENDIX A

### CODE OF CONDUCT (PARENTS AND GUARDIANS)

#### 1. PREAMBLE

- 1.1. This document sets out the code of conduct expected of an accompanying adult who is a parent or guardian (the "Adult") of a Fencer aged 18 and below, at competitions and training camps overseas, or at training at the NTC.
- 1.2. In the interpretation of this document, Clause 1 of the Fencer Agreement (Definitions And Interpretations) shall apply.

#### 2. PRIVILEGES

- 2.1. The Adult may be present for the duration of the Training, Competition, and/or Camp at the venue where such an activity is held to observe the Fencer, but only within the designate area(s) permitted by the HPM and other FS officials.
- 2.2. The Adult may speak to, support, help, or otherwise aid the Fencer during lulls in the activity that does not disrupt, distract, or otherwise interfere with the activities of the Fencer, the Fencer's team mates, the Coaches present, and any officials involved in the activities.

#### 3. CODE OF CONDUCT

- 3.1. The Adult shall not distract, disrupt, or otherwise interfere with any official activity that he finds himself accompanying the Fencer to.
- 3.2. The Adult shall not argue, rant, or otherwise conduct himself inappropriately with coaches, referees, umpires, judges, opponents or officials.
- 3.3. The Adult shall abide by relevant clauses in the Fencer Agreement and its Supplementary Documents that specifically refer to accompanying adults.
- 3.4. When at NTC Training with the Fencer:
  - 3.4.1. The Adult shall cooperate and have open communication with the HPM and other FS officials.
  - 3.4.2. The Adult shall acknowledge that the HPM and other FS officials will be the main facilitators of training logistics and shall abide by their rules and directions within the NTC.
- 3.5. When travelling overseas with the Fencer:
  - 3.5.1. The Adult shall cooperate and have open communication with the Team Manager.
  - 3.5.2. The Adult shall acknowledge that the Team Manager shall be the spokesperson on all matters concerning the National Training/Games Squad, arrangements for the competition, the management of the National Training/Games Squad and fellow National Training/Games Squad members.



## OVERSEAS TRIP POLICY

- 3.5.3. The Adult shall inform the Team Manager before pursuing a separate activity with the Fencer.
- 3.6. If the Adult performs any of the following, this Code Of Conduct shall be deemed violated:
- 3.6.1. Any inappropriate sexual contact or advance or any other inappropriate sexually oriented behaviour towards other Fencers or FS officials.
  - 3.6.2. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance on the World Anti-Doping Agency's (WADA) recognized list of banned substances.
  - 3.6.3. Providing alcohol or cigarettes to a Fencer when the Fencer is under the legal age and therefore prohibited from purchasing or consuming alcohol or cigarettes.
  - 3.6.4. Any other act, conduct or omission not provided in this code which is detrimental to the image or reputation of FS, Singapore, or which violates a rule established by the FIE, SNOC, or IOC.
4. VIOLATIONS
- 4.1. If the Adult fails to abide by the Clauses set out in this document, this Code of Conduct shall be deemed violated.
  - 4.2. Any violation of this Code Of Conduct will result in the termination of the privileges of the Adult as set out in Clause 2.

AFFIRMATION: I have read and accept this Code of Conduct and rules, guidelines, jurisdiction and procedures stated in this document as a condition of being authorized to participate as an Accompanying Adult for the Fencer named below.

The Accompanying Adult	The Accompanied Fencer
Name	Name
Signature / Date	