



OVERSEAS TRIP POLICY

1 DOCUMENT INFORMATION

Document Title:	Overseas Trip Policy
Date Created:	12 th April 2016
Created By:	Farhana Rosli
Position Held:	High Performance Executive
Published Date:	30 th April 2016

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
12/06/17	4	Amendment of Clause 4.5 and addition of new Clause after 4.5	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 (FS) strictly for Fencers, officials, and the parent/guardian of Fencers who are aged 18 and below. Any additional baggage on top of the allowance given by the airline will not be borne by FS.
- 4.4. Should a Fencer and the accompanying parent/guardian be unable to adhere to FS' flight schedule and require separate flight arrangements, he will need to inform FS in writing with strong justifications and details of the separate arrangements, within the response time line allowed in the announcement/invitation. For the purpose of deriving the performance subsidies, the lower of the contingent's flight costs and the approved separate flight costs will be used.
 - 4.4.1. In the event that further modifications of the flight schedule are requested after FS has approved of the separate arrangements, FS is entitled to charge an administration fee of no less than S\$50.00 per modification request (amount dependable on the complexity of the modification). For the avoidance of doubt, the said administration fee is payable to FS and is on top of any amendment charge that the travel agency may levy to modify the flight schedule (which will be payable to the travel agency directly by such fencer's parents/guardian). FS reserves the right to refuse to have tickets issued for travel should the administration fee is not fully paid for.



OVERSEAS TRIP POLICY

- 4.4.2. Should the Fencer be not based in Singapore and travelling to the training camp or competition location separately from the contingent departing from Singapore, FS shall make the flight arrangements and bookings in consultation with the said Fencer's preferred schedule, within the response time line allowed in the announcement/invitation. The administration fee in clause 4.5.1. will similarly be charged should further arrangements be requested.
- 4.5. 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.
- 4.5.1. If rooming arrangements are such that there is an odd number of gender, parents will be allowed to room with their child. Priority is given to the parent whose child is aged 18 and below.
- 4.6. Should a Fencer and the accompanying parent/guardian desire to vary the accommodation arrangements from the contingent's arrangements, he will need to inform FS in writing and obtain FS's approval.
- 4.6.1. Such Fencer shall be personally responsible for any variations of the accommodation arrangements, including but not limited to contacting the official hotel to vary the check-in/out dates, payment for any additional charges, and any additional transfer arrangements. For avoidance of doubt, such Fencer will not be allowed to utilize the official hotel room rates and any other benefits provided to FS for the purpose of the training camp or competition.
- 4.6.2. For avoidance of doubt, if the request for a variation to the accommodation arrangements results in a modification to the flight arrangements, and is received after the expiry of the response timeline allowed in the announcement/invitation, the variation will be treated as a further modification request and FS is entitled to charge such Fencer the administration fee in accordance to clause 4.5.1.
- 4.6.3. For avoidance of doubt, staying at a different accommodation from the contingent during the training camp and competition period is strictly not allowed.
- 4.7. 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.
- 4.8. 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.
- 4.8.1. 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

4.8.2. 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, SNOG, 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	