



**SINGAPORE WUSHU DRAGON & LION DANCE FEDERATION**

**ATHLETES HANDBOOK**

新加坡武术龙狮总会

运动员手册

SINGAPORE WUSHU DRAGON & LION DANCE FEDERATION

*Edited by* Elite Development Committee

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## **SWDLDF Athletes Vision & Motto**

Towards Excellence and National Glory.

追求卓越 为国争光!

### **1. Code of Conduct**

- **Respect:** Respect the rights, worth and dignity of fellow athletes, coaches, officials, judges, staffs of Singapore Wushu Dragon and Lion Dance Federation (SWDLDF) and spectators.
- **Attitude:** Take all training seriously, train cooperatively with coaches/ officials, and uphold team spirit and honesty. Accept and respond in positive manner to feedback from coaches, officials and fellow athletes.
- **Behaviour:** Conduct oneself in a professional manner relating to personal behavior, ethical standard, language, manner and punctuality when in competitions, travelling, training or at other official functions.
- **Sportsmanship:** Abide by the rules of competition and respect the decisions / results of the judges. Accept victory and defeat with dignity and grace.
- **Safety:** Contribute to a safe training and competing environment. Neither possess nor use prohibited drugs, or participate in practice prohibited by SWDLDF.
- **Attire:** Wear the official designated attire or uniform for training, competition, or on the podium at presentation and other official functions.
- **Compliance:** Abide by the Food & Beverages program as detailed by the Coaches and nutritionists. Athletes are to comply to SWDLDF development plan for athletes as designed by the EDC (Elite Development Committee). Parents are not allowed to interfere with the training and competition preparation program of an athlete.

***Disciplinary actions by the Coaches and Team Manager will be taken against athletes who are found to be in misconduct. Serious misconduct will be referred to the Management Committee for consideration.***

## 2. Training Program and Training schedule

- **National Team**

Mon to Fri                      7.30pm to 10pm  
Saturday                        10am to 12.30pm

- **National Youth Team**

Mon to Fri                      4pm to 6.30pm  
Saturday                        3pm to 5.30pm

- **Competition Intensive Training (CIT)**

CIT refers to the period where athletes are required to train intensively after being selected to represent the Nation for International Tournament. The minimum attendance standard is 90% during the CIT.

- **Make Up Training (MUT)**

Tuesday and Thursday      2pm to 4.30pm

Make Up Training is opened to all athletes to make up for loss of training time and will be considered part of attendance.

- **Supplementary Training**

Athletes are required to attend trainings that are essential in building the character and professionalism of athletes. Courses such as National Education, Team Building, etc are compulsory for all athletes.

- **Cohesion Program**

Cohesion program will be organized for the National Team, National Youth Team, Parents and Committee Members so as to build better rapport and relationship for stakeholders.

The Activity will be held once every alternate month and is compulsory for all athletes.

**Rules on Training sessions:**

- There will be no training on Sunday and Public Holidays
- Athletes are expected to arrive 10 minutes earlier for training
- Athletes must clock their training time when they start and end each training session
- Athletes who have leave approved yet unable to attend the Make-Up Training sessions can arrange with the coaches for a specific date/ time for Make-Up training
- Arrangements must be made at least one week in advance

### **3. Attendance**

#### **3.1. Attendance**

- Athletes have to fulfill at least an average of 70% training attendance quarterly in order to qualify for Selection Trial.
- After passing the selection to take part in International Tournament. Athletes are required to attain a minimum training attendance of 90% during CIT. Athletes who do not meet the minimum 90% attendance will be dropped from the tournament and has to repay all fees involved in the development of the athlete. Fees include Registration fees, Accommodation, Gears and attire and Air Tickets.
- Athletes may apply for leave to be excused from training session. The leave form should be submitted 2 weeks in advance with valid documentation. The leave will be subjected to approval.
- Athletes who are unable to attend training sessions due to sickness or injuries, must submit their medical certificate to the secretariat at their soonest opportunity. MCs obtained from TCM will not be recognized.

#### **3.2. Progress Assessment Trial (PAT)**

- To ensure the athletes in the respective National Teams meet the required standards and commitment for training, Progress Assessment Trial (PAT) will be conducted quarterly for athletes who did not meet the minimum attendance target of 70%.
- The tests will include stringent physical fitness, aerobics and anaerobic exercises, and routine performances. (Please refer to appendix G)
- It is mandatory for athletes to pass the PAT if he/she does not achieve the minimum 70% attendance target.
- Athletes who fail the 1<sup>st</sup> PAT will be issued with 1st warning letter. Athlete who fails his 2<sup>nd</sup> PAT will be dropped from the National Team.
- PAT will be held once every quarterly namely on the 1<sup>st</sup> week of January, April, July, October.
- Athletes who achieve the minimum 70% monthly attendance target are not required to take part in the PAT.

#### **4. COMPETITION**

##### **4.1. Major Competition Selection Trial (CST)**

- Major Competition Selection Trial will be conducted at least 3 months before any major competition. Athletes will have to satisfy the monthly minimum attendance of 70% to qualify for the trial.
- Under special circumstances, athletes who achieve attendance of 60-70% will also qualify for the trial, however priority will be given to those of higher attendance should there be equivalent in standards during the trial.
- Selection Trial will be conducted with weightage based of 70% on evaluated skills, 20% on training attendance and 10% on daily attitude (Please refer to Appendix B).

##### **4.2. Competition Intensive Training (CIT)**

Upon passing the Competition Selection Trial, an athlete will be required to sign a letter of understanding with the SWDLDF (please refer to Appendix A). Failure to comply by the Terms and Conditions of the letter will result in monetary penalty and disciplinary actions taken against the athletes. Athletes who passed the CST will undergo 3 months of CIT where they are required to meet a minimal attendance of 90% per month. Athletes who meet the above requirements will be granted with a special allowance of \$900 over the 3 months.

##### **4.3. International Invitational Competition (INC)**

Athletes will be selected to take part in International Invitational Competition (INC) should they meet the following criteria:

- a) Athletes who are not selected for Major Competition;
- b) Athletes who possessed good attitude and good attendance.

Athletes will be representing our Nation in the Competition with a 50% subsidy in Travel fees.

## **5. Leave Application**

### **5.1. Urgent Leave (UL)**

- Urgent leave refers to last minute absence from training.
- Athletes are required to call the secretariat office or Chairman of Wushu Committee immediately if they are not able to turn up for training. SMS or phone call made to coaches will not be taken into consideration.
- Athletes are to submit the reason for AWOL (Appendix D) within 3 days.

### **5.2. Approved Leave (AL)**

- Approved leave refers to the time off for preparation of School Examination.
- Leave must be applied at least two weeks in advance by submitting the leave application form (Refer to APPENDIX C) to Secretariat Office.
- Application of leave is only valid if the leave is approved by Chairman of Wushu Committee.
- Athletes are entitled to 12 days of examination leave per curriculum semester (6 months).
- Approved Leave will NOT be considered as absent from training in the attendance rate calculation.

### **5.3. Sick Leave (SL)**

- Athletes are entitled to a maximum of 14 training days sick leave per year.
- Athletes who apply for sick leave must provide a copy of the medical certificate.
- Athlete must inform Chairman of Wushu Committee within the same day.
- In case of long medical absence, athletes may be required to pass a physical examination arranged by SWDLF. Depending on the result, SWDLDF will have option to decide whether to retain or drop the athlete from the National Team.
- Sick leave approved will NOT be considered as absent from training in the attendance rate calculation.

**5.4. Hospitalization / Recuperating Leave (HL)**

- If hospitalization or recuperating from an operation is required, the maximum number of hospitalizing/recuperating leave is 120 days per year (inclusive of the 14 days sick leave).
- Athletes who apply for hospitalizing/recuperating leave must provide a copy of the medical certificate.
- Athlete must inform Chairman of Wushu in advance of the hospitalization.
- In case of long medical absence, athletes may be required to pass a physical examination arranged by SWDLDF. Depending on the result, SWDLF will have option to decide whether to retain or drop the athlete from the National Team.
- Hospitalizing /recuperating leave approved will NOT be considered as absent from training in the attendance rate calculation.

**5.5. Absent without Leave (AWOL)**

- If an athlete is absent from training without any of the above leave application, the athlete will be deemed to have miss the training and is Absent Without Leave (AWOL).
- Athlete will be required to write in to explain on their reason for AWOL (Please refer to Appendix D) within 3 days. If the reasons given are accepted, the athlete will NOT be considered as absent from training.
- If no reply is received, the athlete will be considered AWOL. The athletes will be considered to have missed the training.



**6. Weapon and Costume Subsidy**

- Athletes will be eligible for subsidy for the cost of weapons or costume purchased for usage in training or competitions.
- Eligibility for weapon subsidy is only granted if the minimal 70% attendance rate for every 6 months is achieved.
- Eligibility for costume subsidy is only granted if the athlete is selected for Major competition or Invitational Competition and meets the competition training requirements.
- An athlete is entitled to 2 subsidies per year for weapon and 1 subsidy per year for costume.
- Claim for subsidies is only allowed on January and July of the Calendar year after the secretariat announcement of eligible Candidates.
- If the cost of purchase is lower than the maximum subsidy amount, SWDLF will pay the lower amount.

Maximum subsidy amount:

a. Broadsword/ Sword	\$120.00
b. Dual Broad Sword	\$120.00
c. Spear	\$50.00
d. Cudgel	\$30.00
e. Costume (Wushu)	\$150.00
f. Costume (Sanda)	\$50.00
g. Groin Guard	\$20.00
h. Mouth Guard	\$20.00

**7. Medical and Insurance**

- Subject to athletes' insurability, the insurance scheme provides benefits for the covered expenses or injury as described in the insurance Schedule of Benefits.
- Athletes are required to pay for the medical expense incurred and produce the receipt to SWDLDF for claims against the insurance within 30 days from the date of injury.
- Medical claims are only eligible per condition stated in the insurance document.

**8. Athletes Support Programs & Services from SSC**

- Singapore Sports Council (SSC) provides various programs and services to athletes such as:-
  - i. Sports Excellence Talented Elite Athlete Management (spexTEAM)
  - ii. Sports Excellence Training Assistance Grant (spexTAG)
  - iii. Management of Full Time National Service (NSF) Sportmen
  - iv. Sports Excellence Grant for Loss of Wages (spexGLOW)
  - v. Athletes Career & Training Program
  - vi. SPEX Study Grant
  - vii. Program for Elite Athletes Career (PEAC)
- Athletes, in consultation with SWDLDF can request for such programs and services.
- For more latest information for such programs and services, contact the SWDLDF secretariat or SSC High Performance Management Division or website <http://ssc.gov.sg>

Note

- If there are any discrepancies in interpreting the rules or regulations in the document, English text will be used as the basis for interpretation.
- SWDLDF reserves the right to make changes or amendments to the rules and regulations in the document as and when required.

APPENDIX A – Letter Of Understanding

APPENDIX B – Evaluation for Selection Trial

APPENDIX C – Leave Application Forms

APPENDIX D – Reason for Absent Without Leave (AWOL)

APPENDIX E – Training Map for National Athletes

APPENDIX F – Coach Evaluation for National Athletes

APPENDIX G – Progressive Assessment Trial (PAT) Test Components

## **MEMBERS OF ELITE DEVELOPMENT COMMITTEE**

Advisor:	Mr Liang Eng Hwa PBM, <i>President</i>
Advisor:	Miss Jennifer Lim Lay Choo, <i>2<sup>nd</sup> Vice Chairman</i>
Chairman:	Mr Jeffrey Tan keng Hiang, <i>Secretary General</i>
Vice Chairman:	Miss Eng Ngiuk Lian, <i>Chairman of Wushu Sub-committee</i>
Vice Chairman:	Mr Leo Wen Yao, <i>Vice Chairman, Judging Sub-committee</i>
Secretary:	Miss Lee Tai Tee Ivy, <i>Committee Member &amp; Internal Auditor</i>
Assistant Secretary:	Miss Tan Wei Ting Laura, <i>Programme Executive of Secretariat Office</i>
Members:	Mr Wong Loon Kong, <i>1<sup>st</sup> Honorary Dy Secretary General</i>
	Mr Chan Keng Wee Ken, <i>Chairman of Judges Sub-Committee</i>
	Mr Yap Seow Hong Joseph, <i>Committee Member</i>
	Mr Adrian Chia Jun Yong, <i>Committee Member</i>
	Mr Sheng Shi Jie, <i>National Team Taijiquan Coach</i>
	Mr Yang Ning, <i>National Team Changquan Coach</i>
	Mr Sng Chan Kiah, <i>Chief Executive Officer of Secretariat Office</i>
	Mr Woon Tuck Weng, <i>Assistant Manager of Secretariat Office</i>