



SINGAPORE
CYCLING
FEDERATION

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ATHLETE'S CODE OF CONDUCT

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1. Introduction

Singapore Cycling Federation (SCF) encourages good sportsmanship and behaviour that is appropriate and respectful at all times. Therefore, SCF believes that all people involved in sports need to advocate and model the fundamentally positive aspects of sports, which include but are not limited to: sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development.

2. Policy Statement

This Code of Conduct (Code) has been prepared to provide a clear framework for SCF Athletes to act responsibly and with honesty and dignity in pursuit of excellence. The Code demands high standards of SCF Athletes and provides sanctions for unacceptable behaviour and attitudes. The Code also provides a means where:

- a. Concerns about the conduct of the athlete can be addressed; and
- b. A formal complaint can be made of unbecoming behaviour of any athlete

This Code will inform you and your parents on SCF's expectations of its athletes; so that you can exercise good judgement and conduct yourself with honesty, integrity and respect for others at all times. It is critical for athletes to be aware of the need to be mindful of their behaviour at all times.

SCF Athletes are advised to read the content of this Code carefully as signing this Code means you agree to commit to the rules and regulations related to SCF's Code of Conduct presented herein.

3. General Provisions Governing Athlete

3.1 Athlete must be a citizen of Singapore or Singaporean Permanent Resident (PR), and should have an intention to obtain Singapore Citizenship.

3.2 Athletes must abide by policies and rules in accordance with UCI, SCF, Sport Singapore (SportSG) and Singapore National Olympic Council (SNOC).

3.4 Athletes, upon fulfilling the selection criteria and after approval from the SCF Athlete Selection Committee (ASC) is given, may be considered a member of the National Developmental/Training Squads, after submission of the following:

3.4.1 A signed copy of the Athlete's Agreement, which includes acknowledgement of the Athlete's code of conduct and SCF media policy

3.4.2 A completed General Questionnaire Form

3.5 Athlete seeking coaching outside of the SCF National setup, must receive prior approval from SCF. This includes coaching from, but not limited to, technical specialists, parents, personal coaches etc.

3.6 Athlete on signing this Code, automatically grants the SCF the right in perpetuity, to make, use and show, and at the SCF's discretion, any data, motion pictures, still motion pictures and live, taped or filmed television and other reproductions of athlete during this agreement without any compensation.

3.7 Athlete should complete all necessary forms and/or questionnaires issued to him/her within the designated time frame required.

3.8 Athlete must submit himself/herself to all medical examination as may be necessary and give consent that his/her medical-confidential information may be used as UCI, SNOC, SportSG or SCF deems fit.

3.9 Athlete shall not have any romantic or dating relationship with any coach.

3.10 All Athlete engaged in a romantic or dating relationship with any staff of SCF or coach is required to notify the SCF immediately. Failure to notify may render Athlete in breach of Code.

4. Guiding Principles for Athlete's Conduct

4.1 When participating in or attending any activities including training sessions and competition events; Athlete shall:

- 4.1.1 Be expected to attend all required training sessions, meetings, official functions and competitions. Athlete shall notify the SCF in writing, 24 hours in advance; if Athlete is unable to attend.
- 4.1.2 Attend all required training sessions, meetings, official functions and competitions on time, taking into account time for travel and in proper attire (well groomed, uniforms, etc.) unless alternative arrangements have been made with the appropriate coach prior to these activities (24 hours in advance in writing).
- 4.1.3 Familiarise himself/herself with the competition program and be present at the competition venue at least an hour before the start of his/her event, or as directed by the competition or SCF officials
- 4.1.4 Abide by the schedules and all reasonable requests made by SCF and the National Coach regarding but not limited to training, diet, rest and competitions.
- 4.1.5 Exhibit good sportsmanship at all times and shall not argue with coaches, competitors and officials from Singapore or other countries.
- 4.1.6 Conduct himself/herself at all times, in a manner responsible for safeguarding the reputation the sport in the perception of all people and organization external to SCF; and in a manner that does not bring cycling or themselves into disrepute.
- 4.1.7 Treat team members, opponents and coaches with respect regardless of race, language, religion, sex or physical ability.
- 4.1.8 Refrain from engaging in activities unbecoming of a SCF Athlete including but not limited to the following:
 - 4.1.8.1 Making derisory or derogatory comments about another athlete's performance
 - 4.1.8.2 Smoking and/or consuming alcohol at training, major championships and international events; and
 - 4.1.8.3 Be involved in any form of altercation with any other athlete, spectator or other person, and shall not engage in abusive or disorderly conduct
- 4.1.9 Comply with the International Olympic Committee ("IOC") Medical Code and in particular, not be involved in the consumption of, the use of any banned substance or engage in any prohibited methods of doping or chemical or drug abuse.
- 4.1.10 No distribution of banned substances including illegal and "performance enhancing drugs"; or take prescription drugs unless they have been prescribed by a medical professional.

4.1.11 Report any injuries or illness to the National Coach immediately upon occurrence.

4.1.12 Refrain from any activity that could be considered bullying, harassment, hazing and/or intimidation.

4.1.13 Report any suspected misconduct that comes to athlete's knowledge to the National Coach or any SCF authority immediately. Failure by athlete to report any act of misconduct which comes to athlete's knowledge may render athlete in breach of the Code if the said misconduct results in a serious offence being committed.

4.2 Equipment, SCF Academy, SSI/NYSI Facilities and Properties

Athlete must take appropriate care of all equipment, training facilities, and properties failing which Athlete will be held financially responsible for any damage or loss through their negligence, at the replacement cost.

4.3 Violence

4.3.1 Athlete shall not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing, stalking, sexual violence/impropriety or any other conduct prohibited by law.

4.3.2 If athlete witnesses such acts perpetrated by others, athlete shall report them to the National Coach or any SCF authority immediately.

4.3.3 Athlete acknowledges that SCF may in its discretion immediately suspend athlete from squad and prohibit athlete from training and competition until further notice in the event that athlete is accused of a crime of violence or sexual assault or sexual misconduct.

4.4 Communications with media, any organization and on any social media platforms

4.4.1 Any communications with the media or any organization or person(s) on all matters relating to SCF, Team Singapore, National / National Development Training Squads, and competitions, shall require prior written approval of the SCF or its designated person(s). SCF policies are for internal use only and shall remain confidential.

4.4.2 Be careful and respectful when using Internet as a means of social networking. There will be no tolerance for any harmful or disparaging actions on social media towards anyone. This includes negative comments and/or posts on Facebook, Instagram, Twitter, Snapchat, Vine or any other platform for online interaction.

4.4.3 Athlete shall not author, forward or post vulgar or offensive notes, texts, photographs or other content that reflects negatively on athlete, team, other individuals or SCF, or that conflicts with the spirit and intent of this Code. Where possible to discourage others from posting text or photographs that could be deemed unflattering or damaging to athlete or reputation of others, or the reputation of Cycling. Athlete acknowledges that he/she is required to comply with the SCF Media Policy.

4.5 To abide by any additional rules and regulations presented to all squad members by the coaches and/or SCF as may be notified to the athletes from time to time in writing during the duration of this Agreement.

5. Categories of Breaches of Code

5.1 Level One – Tardiness / Nuisance Behaviour

This includes tardiness by athlete and behaviours that are irritating, unpleasant but not physically dangerous or likely to cause concern to the reputation of Cycling

Examples include, but are not limited to the following:-

- 5.1.1 Tardiness in attendance
- 5.1.2 Failure to wear the right attire
- 5.1.3 Tardiness in submission of deadlines
- 5.1.4 Failure to follow official instructions
- 5.1.5 Poor language during competition and/or training

5.2 Level Two – Offensive Behaviour

This includes behaviours where there may be some physical danger to individuals or property and/or where the behaviour is likely to lead to some damage of reputation of Cycling. Offensive behaviours may also reflect repeat incidents of nuisance behaviours, which in spite of attempts to highlight and provide guidance to athlete, the athlete continues to behave in a manner that breaches the Code.

The behaviours in this category will include those that appear to have a negligent aspect. Examples include, but are not limited to the following:-

- 5.2.1 Disrespect towards fellow athletes, SCF staff and officials
- 5.2.2 Disrespect for team rules when travelling with SCF
- 5.2.3 Behaviour in public that brings athlete or SCF in disrepute or is likely to lead to some damage to reputation of athlete and/or SCF
- 5.2.4 Using social media in a way that brings the athlete of SCF into disrepute or is likely to lead to some damage to the reputation of the athlete and/or SCF
- 5.2.5 Deliberate marking or damaging of property, equipment or facilities
- 5.2.6 Illegal Gambling
- 5.2.7 Spreading of fake news and misinformation

5.3 Level Three – Serious Misconduct

This includes behaviours that may be of dangerous where there may be some physical danger to individuals or property, damage to reputation of individual and are highly likely to lead to significant damage of reputation of Cycling or team members. The behaviours in this category will include those that appear to have a reckless and/or an intentional aspect and shall include sexual misconduct/impropriety. Examples include, but are not limited to the following:-

- 5.3.1 Sexual and Physical Misconduct/Impropriety, Assault or Rape

- 5.3.2 Criminal Breach of Trust actions
- 5.3.3 Cheating in competitions
- 5.3.4 Vandalism/Property Damage
- 5.3.5 Use/Involvement with firearms or hazardous chemicals
- 5.3.6 Excessive use of alcohol and/or other drugs that leads to behaviour that is deemed unlawful and is made public through various mediums
- 5.3.7 Behaviour in public setting that is likely to lead to a significant damage to reputation of athlete and/or SCF
- 5.3.8 Using social media in a way that is found to be harassment or discriminates unfairly against any other person
- 5.3.9 Using social media in a way that is likely to lead to significant damage to the reputation of the athlete and/or SCF
- 5.3.10 Wilfully participating in any behaviour which is by law illegal
- 5.3.11 Making a false incident report
- 5.3.12 Bullying/Harassment
- 5.3.13 Disrespecting policies and processes
- 5.3.14 Contravention of Anti-Doping Policies of WADA, ADS Singapore, UCI and SCF
- 5.3.15 Insubordination
- 5.3.16 Altercation

6. Procedures for Responding to Breach of Code

6.1 The procedures for responding to breaches of the Code provide a framework for athlete to manage the case of inappropriate behaviour as governed by the Code.

6.2 Specific factors to consider as part of determining the appropriate response to an alleged breach of the Code includes but is not limited to:-

- 6.2.1 The nature of the behaviour and the level of incident;
- 6.2.2 The impact of the behaviour on the well-being of the athlete and those affected
- 6.2.3 The extent to which the incident will threaten the reputation of Cycling
- 6.2.4 The level of disruption to staff members and/or use of the facility and equipment of SCF
- 6.2.5 The competition, training and natural age of athlete
- 6.2.6 Historical and personal characteristics of athlete and incident
- 6.2.7 Whether the alleged behaviour was a first or one of a serious of repeated incidents where a pattern appears to emerge to describe the motive of the cyclist

7. Range of Repercussions

The range of repercussions would include the issuance of Incident reports, warning (verbal or written), remove of any financial and/or carding support from SCF, NYSI, SSI, being placed on probation, suspension from training and or suspension from competitions, removal from team (expulsion). An athlete out of the National Training/Developmental Squads will not be eligible to be selected for races representing Singapore.

8. Process for Investigating Complaints

8.1 Where SCF receives information that an athlete may have committed a breach of the Code, the SCF Management Committee (MC), General Manager (GM) and the High Performance Team (comprising the Technical Director, National Coaches and High Performance Executives) in conjunction with any other SCF staff will investigate the matter. The GM may consult affected/interested parties about their participation in any investigation. In consultation with the MC and High Performance Team, the GM will determine the severity of the alleged breach and commence the process as outlined.

8.2 Level 1 Breach – Tardiness / Nuisance Behaviour

8.2.1 For 1st & 2nd Offence - Respective Coach in charge of athlete will make an Incident Report to the GM, which will be included in the athlete's personal file and taken into consideration in the Major Games and SCF Events Selection Criteria Ranking Sheet for Squad Selection.

8.2.2 For 3rd Offence – Respective Coach in charge of athlete will make an Incident Report to GM and issue a written warning letter and removal of financial and carding support. This will be included in the athlete's personal file and taken into consideration in the Major Games and SCF Events Selection Criteria Ranking Sheet for Squad Selection.

8.2.3 For 4th Offence – Respective Coach in charge of athlete will make an Incident Report to the GM. The High Performance Team will deliberate and submit a written report to Disciplinary Committee (DC) and recommend whether the athlete shall be suspended. DC will evaluate and recommend to MC if suspension is required and provide the period of suspension. MC will make the final decision on the suspension recommendation. Athlete will be informed of MC's decision accordingly by way of written letter. This will be included in the athlete's personal file and taken into consideration in the Major Games and SCF Events Selection Criteria Ranking Sheet for Squad Selection.

8.3 Level 2 & 3 Breaches – Offensive Behaviour and Serious Misconduct

8.3.1 It is the policy of SportSG, SCF, DC and staff that any action taken by a coach, under the general rules and regulations, against an athlete may result in an indefinite suspension for the athlete from Team Singapore, and/or National Training and Squads. A SportSG and/or SCF official, National Coach, any law enforcement agency, Event Official or the parent of the athlete in violation must observe the infraction.

8.3.2 If SCF receives a notice or a formal complaint, or the MC following an investigation, reasonably believes an athlete may have committed a level 2 or level 3 breach; the MC will send the athlete a notice ("infraction notice") via email with a confirmation receipt which:-

- i) Notifies athlete of the alleged breach of Code and the basis of such allegations, clearly stipulating the level and implied seriousness by which SCF views the breach
- ii) Outline the process for investigating the matter

- iii) Inform athlete of immediate suspension from all squad activities pending findings/outcome of hearing and that further disciplinary action such as extended suspension or expulsion from the squad could be taken.
- iv) Gives the athlete at least 14 days written notice of when and where the matter shall be heard
- v) Advise the athlete that should athlete fail to attend the hearing or to make alternative arrangements within 3 days of receiving notice, the panel may hear the matter in absentia and SCF may apply sanctions based on facts accordingly.
- vi) Enclose a copy of the Code
- vii) Inform athlete that any question regarding infraction(s) are to be made directly to

Chairman
 DISCIPLINARY COMMITTEE
 Singapore Cycling Federation
 E: admin@singaporecycling.org.sg

The athlete must attend the hearing in front of the DC at the agreed time. The hearing must be no less than 14 days from the date the athlete received the notice of the alleged breach. Hearing may be conducted in person or electronically via conference facilities. The hearing must be recorded and transcribed, and a copy of the transcript signed by athlete and each member of the DC. The signed transcript is deemed to be a true and accurate record of hearing.

8.3.3 Within 21 days of the hearing, the DC must forward a written statement of its findings and recommended sanctions to the High Performance Team who would then submit a written report to the MC. MC will evaluate the recommended sanctions and make its decision. The MC's decision is final to which there will be no avenue for appeal.

8.3.4 Written notice of the sanctions must be served via email with confirmation of receipt on the athlete, within 7 days from MC's decision.

8.3.5 If for any reason circumstances arise that are not covered by the rules and regulations within this document, the MC's decision on the matter will be final.

9. Sanctions for Breaches

9.1 Where the panel from the DC hearing determines that the athlete is guilty of **level 2 breach of Code** they may recommend any one or more of the following:-

- 9.1.1 Dismiss the disciplinary hearing with an oral reprimand and no further action
- 9.1.2 Ban the athlete from using SCF facilities and from participating in SCF activities for a specified period. This includes usage of the Wattbikes and gym facilities in SSI and NYSI.
- 9.1.3 Ban from participating in local and/or overseas competition
- 9.1.4 Order athlete to undergo counselling for a specified period
- 9.1.5 Athlete to have their NDS/NTS status withdrawn, which can include financial and carding benefits

9.1.6 Apply any other appropriate sanction that provides an opportunity for both education and compliance to be achieved.

9.2 Where the panel from the disciplinary hearing determines that the athlete is guilty of **level 3 breach of Code**, they may recommend any one or more of the following:-

9.2.1 The athlete is banned from selection to represent SCF for a specified period of which can include a permanent ban

9.2.2 Ban athlete from using SCF facilities permanently. This includes usage of the Wattbikes and gym facilities in SSI and NYSI.

9.2.3 Athlete to have their NTS/NDS status withdrawn permanently, including all financial and carding benefits

9.2.3 Athlete to be expelled

9.2.4 Apply any other appropriate sanctions

9.3 DC may expel a athlete or deny a athlete who engages in any criminal activity or violations of civil law participation in Team Singapore, and/or Squads activities. Recognizing the varying degrees of the severity of the violations (misdemeanors vs. felonies), consequences for such involvement may result in a minor reprimand, denial of participation depending upon the nature of offense or expulsion, which will be enforced immediately.

9.4 Where a breach is deemed to be of the same severity but it is committed within 12 months of the previous breach, the sanctions available for the subsequent breach will be those available in the subsequent category, e.g where complaint of second Level 1 breach is received within 12 months, this will permit panel to impose one or any of the sanctions in Level 2.

10. Sponsorships and Gifts

10.1 All sponsorships, events appearance and/or endorsements secured by the athletes have to be pre-approved by SCF officially in writing.

10.2 Athletes are not allowed to accept any gifts from organizations/individual sponsors without first seeking written approval from SCF; whose decision is final.

11. Selection of Major Games and UCI Events

11.1 The announcement of the team representatives for any major game or UCI Events will be done by the High Performance Team via email.

11.2 Athletes who have made the team, as well as the reserve team (when required), will be responsible in committing to the preparation programme set by the National Coach/SCF.

11.3 Athletes who were unsuccessful in the team selection, may request for a meeting with the GM and High Performance Team to raise any queries regarding the selection.

11.4 In the event where an athlete does not agree with the results of the team selection, the athlete must write in to the Athlete Appeals Committee (AAC) strictly within seven (7) days after official team announcement is made/ informed to the athletes via email. Appeals made after the seven (7) will not be entertained.

The appeal shall be made to:
Chairman
ATHLETE APPEALS COMMITTEE
Singapore Cycling Federation
E: admin@singaporecycling.org.sg

11.5 The AAC will review the case to ensure that the decision-making process is thorough and based on information provided by the national coach and that exceptionalism was not demonstrated.

11.6 The AAC would consider if there are sufficient grounds for overturning the decision of the Athlete Selection Committee and make a recommendation to MC within two weeks of receiving the appeal, whether to uphold or overturn the decision of the Athlete Selection Committee.

11.7 The decision of MC is final to which there will be no avenue for appeal.

11.8 ANY REQUEST MADE BY AN ATHLETE REGARDING THE RULES AND REGULATIONS MUST BE MADE IN WRITING (24 hours in advance). A copy will be kept in the athlete's file.

11.9 The full details of the selection and appeal process can be found in the SCF Athlete Selection Policy.

12. Roles of Disciplinary Committee, Selection Committee and Appeals Committee

Disciplinary Committee (DC) role is to review and investigate complaints concerning breach of conduct or grievances of Squad athletes.

Athlete Selection Committee (ASC) role is to review data relating to Squad Selection and National representation only.

Athlete Appeals Committee (AAC) role is to consider formal appeals relating to Squad Selection and National representation only.