



# MEMBERSHIP POLICY

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Mahipal Singh General Manager	1 Feb 2024	Not applicable	1

Singapore Cycling Federation  
OCBC Arena, 5 Stadium Drive  
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## **INTRODUCTION**

The Singapore Cycling Federation's (SCF) Membership Policy encompasses:

- a. the various types of membership available and eligibility criteria.
- b. membership application process.
- c. membership fees payable.

## **SUMMARY – MEMBERSHIP CATEGORIES AND FEES**

SCF's membership consist of (a) Individual Members, (b) Full and (c) Associate Members, where the latter two will collectively be referred to as SCF Affiliates. The list of the approved and most current SCF Affiliates can be found on SCF's official website – [www.singaporecycling.org.sg](http://www.singaporecycling.org.sg).

### **1. Individual Member**

*to also refer to SCF Racing Licence Policy (Version 18):*

The Singapore Cycling Federation (SCF) offers two sub-categories of individual membership viz. (a) An SCF Individual Membership and (b) A UCI Race Licence which comes with an automatic SCF Individual Membership.

An Individual Member shall be any person above twelve (12) years of age, who is willing to observe the rules and regulations of SCF and UCI (Union Cycliste Internationale) including and not limited to:

- a. SCF Constitution
- b. SCF Technical Regulations (for Road and/or MTB)
- c. UCI Technical Regulations
- d. World Anti-Doping Code-compliant anti-doping rules applicable to cycling and the Olympic Movement Code on the Prevention of Manipulation of Competitions

Applicants who are below eighteen (18) years of age must have the written consent of their parent or guardian. Individual Members shall have no voting rights at SCF's General Meetings and shall be approved by the SCF Board or by the Secretary General or General Manager (GM) if delegated by the Board.

#### **(A) SCF Individual Membership**

This is complimentary (signup required – go to below link for registration details).

#### **(B) UCI Racing Licence**

This licence is issued with an automatic SCF individual membership.

For those 19 years old and above – the annual fee is \$100.00

For those who are 18 years old and below – the annual fee is \$60.00

<https://singaporecycling.org.sg/pages/2022-scf-individual-membership-and-uci-racing-licence>

### **2. Full Member**

The annual renewal fee is \$50.00 and for a first-time application the entrance fee is \$100.00



### 3. Associate Member

The annual renewal fee is \$50.00 and for a first-time application the one-time entrance fee is \$100.00

### ABOUT THE SINGAPORE CYCLING FEDERATION

The Singapore Cycling Federation (SCF) was established in 1958 and is registered with the Registry of Societies. It is recognized by Sport Singapore (Singapore Sports Council) as the national governing body for the promotion and development of the sport of cycling. It is affiliated to the Singapore National Olympic Council (SNOC), the Asean Cycling Association (ACA), the Asian Cycling Confederation (ACC) and Union Cycliste Internationale (UCI). The SCF is also a Charity and an Institution of Public Character (IPC).

SCF is responsible for the licensing of competitive cyclists, sanctioning of local cycling events, and to ensure compliance with UCI international regulations in competitions world-wide, involving Singapore-registered cyclists and Singapore-registered teams.

SCF represents the interests of six main cycling disciplines of Road, Track, Mountain Bike (MTB), BikeTrial, Cycling Esports and BMX racing.

### SCF VISION, MISSION AND VALUES



### FULL MEMBERS (as extracted from SCF's Constitution):

1. Full Members shall be legal entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHL) and Government Ministries and Statutory Boards that are willing to observe the rules and regulations of SCF.



2. Full Members shall be involved in the promotion, training and / or development of Cycling in Singapore.
3. Full Members shall have participated in the competitions, programs, courses and activities organised by SCF with a total of at least twenty-five (25) registered participants within the last twenty-four (24) months.
4. Full Members shall have at least twenty-five (25) registered and paying members and who are not members of another Full Member.
5. At least half of the Board of the Full Member shall be Singapore citizens.
6. Full Members shall have full voting rights at SCF's General Meetings.
7. With effect from [1 January 2023], Full Members shall be approved by a special resolution at an AGM and may only exercise their voting rights at subsequent General Meetings.
8. With effect from [1 January 2023], Full Members may only be removed as a member of SCF by a special resolution at an AGM unless for the reason stated in Article 13.3.

#### **ASSOCIATE MEMBERS**

9. Associate Members shall be organisations, clubs, institutions, schools, academies and Cycling teams that are willing to observe the rules and regulations of SCF but are not eligible for Full Membership.
10. Associate Members shall have no voting rights at SCF's General Meetings.
11. All Associate Membership shall be approved by the Board.

#### **INDIVIDUAL MEMBERS**

12. Individual Members shall have no voting rights at SCF's General Meetings.
13. All Individual Memberships shall be approved by the Board or by the Secretary General or CEO if delegated by the Board.

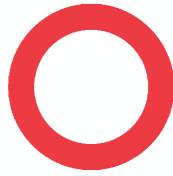
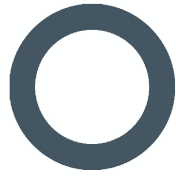
#### **APPLICATION FOR MEMBERSHIP**

14. All membership applications shall be submitted to the Secretary General as prescribed by SCF.
15. Application for membership may be rejected on any of the following grounds:
  - 16.1 The applicant does not satisfy all the relevant membership criteria set out in the relevant membership category in this Constitution;
  - 16.2 The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved.
  - 16.3 Where accepting the applicant would in the Board's absolute discretion be deemed prejudicial to the interest of SCF as a whole.



#### **MEMBERSHIP FEES**

16. Members shall pay a one-time membership entrance fee and an annual membership renewal fee as determined by the Board from time to time. Membership renewal fees shall be paid by 1<sup>st</sup> January of each year.
17. The Board may suspend members who have membership renewal fee arrears of one (1) month or more. Suspended members shall not be entitled to any of the rights and privileges of membership including voting rights at General Meetings.
18. The Board shall terminate members who have membership renewal fee arrears of more than one (1) year. Terminated members may only apply to be reinstated as a member after a lapse of one (1) year.
19. The list of suspended and terminated Affiliates shall be posted on SCF's official website along with the effective date of their suspension or termination.
20. The income and property of SCF whensoever derived shall be applied towards the promotion of the objects of SCF as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of SCF or to any of them or to any person claiming through any of them.



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### **MEMBERSHIP BENEFITS – FULL AND ASSOCIATE MEMBERS**

21. Monthly update of on-going and upcoming activities, initiatives – through a Key Outcomes Summary (KOS) and periodic Townhall sessions.
22. Preferential race registration fees and priority registration for SCF organised local competitions.
23. Professional development opportunities for affiliate club coaches and riders – through engagement opportunities with SCF’s High Performance Director, National Coaches and network of international subject matter experts.
24. Opportunity for involvement in the development of SCF’s strategic plan / annual planning exercise.
25. Participation in SCF’s Annual General Meeting (Full and Associate Members) – with voting rights for Full Members.

### **PERSONAL DATA – COLLECTION, USE AND DISCLOSURE**

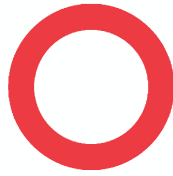
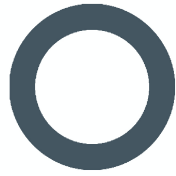
26. As a Full, Associate or Individual Member, you agree that the SCF may collect, use, share and disclose your personal data, obtained with your consent, to our partner (e.g. Sport Singapore) to serve you in a most efficient and effective way, unless such sharing is prohibited by the Personal Data Protection Act 2012 or other relevant legislation.
27. Please see [Annex A](#) for SCF’s Data Protection Notice for more information.

### **CODE OF CONDUCT – INDIVIDUAL, FULL AND ASSOCIATE MEMBERS**

28. The members’ code of conduct has been developed and serves as a guide for all members to maintain a high standard of conduct and integrity at the local, regional and international levels.
29. In general, members should:
  - a. treat the well-being and safety of fellow cyclists, support and working crew, officials and yourself as a priority – during training, competitions and when in a non-competitive environment for e.g. leisure, recreational ride.
  - b. Adhere to “*an athletic environment that is respectful, equitable and free from all forms of non-accidental violence ...*” - International Olympic Committee Consensus Statement (2016) – extracted from Safe Sport Unified Code at [Safe Sport Unified Code v4.pdf](#)
  - c. Live up to the ideals and values of Olympism – Excellence, Respect and Friendship.
  - d. Adhere to relevant local and international rules and regulations including and not limited to:
    - i. SCF’s Constitution
    - ii. SCF and UCI Technical Regulations
    - iii. SCF’s Safe Sport Policy  
(*all of the above are available on SCF’s website – [www.singaporecycling.org.sg](http://www.singaporecycling.org.sg)*)
    - iv. Anti-Doping Rules of the SCF and agree to abide by these Anti-Doping Rules. For more information, refer to ADS website [here](#).



30. An Individual, Full or Associate Member of the SCF willingly agrees to abide by the rules and regulations of the SCF.
31. When necessary, aggrieved members may seek redress through the SCF and, as a Member Organisation of the Safe Sport Commission (Singapore), the SCF will make reference to the Safe Sport guidelines for classification of severity and, response and resolution process for cases of misconduct.



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**Annex A**

## **DATA PROTECTION NOTICE**

This Data Protection Notice (“Notice”) sets out the basis which Singapore Cycling Federation (“we”, “us”, or “our”) may collect, use, disclose or otherwise process personal data of our members in accordance with the Personal Data Protection Act (“PDPA”). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

### **PERSONAL DATA**

1. As used in this Notice:

“members” means an individual who (a) has applied to be a member of Singapore Cycling Federation for both racing and non racing memberships, or (b) has applied to be a participant of any of the courses conducted by us, or (c) may, or has, entered into a contract with us for the supply of any goods or services by us; and

“personal data” means data, whether true or not, about a member who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your name and identification information such as your NRIC number, contact information such as your address, email address or telephone number, nationality, gender, date of birth, marital status, photographs and other audio-visual information, employment information and financial information such as credit card numbers, debit card numbers or bank account information.

3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

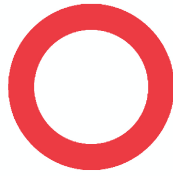
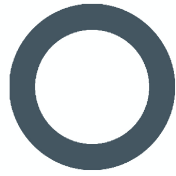
### **COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA**

4. We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us (your “authorised representative”) after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).

5. We may collect and use your personal data for any or all of the following purposes:

- (a) performing obligations in the course of or in connection with our provision of the goods and/or services requested by you;
- (b) verifying your identity;
- (c) responding to, handling, and processing queries, requests, applications, complaints, and feedback from you;
- (d) managing your relationship with us;
- (e) processing payment or credit transactions;
- (f) sending your marketing information about our goods or services including notifying you of our marketing events, initiatives and promotions, lucky draws, membership and rewards schemes and other promotions;





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- (g) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority;
  - (h) any other purposes for which you have provided the information;
  - (i) transmitting to any unaffiliated third parties including our third party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes; and
  - (j) any other incidental business purposes related to or in connection with the above.
6. We may disclose your personal data:
- (a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods or services requested by you; or
  - (b) to third party service providers, agents and other organisations we have engaged to perform any of the functions listed in clause 5 above for us.
7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

#### **WITHDRAWING YOUR CONSENT**

8. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at [admin@singaporecycling.org.sg](mailto:admin@singaporecycling.org.sg).
9. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within ten (10) business days of receiving it.
10. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our goods or services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.
11. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

#### **ACCESS TO AND CORRECTION OF PERSONAL DATA**

12. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to our Data Protection Officer at the [admin@singaporecycling.org.sg](mailto:admin@singaporecycling.org.sg).
13. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.
14. We will respond to your request as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are



unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

15 Please note that depending on the request that is being made, we will only need to provide you with the access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organisation has on record, if the record of your personal data forms a negligible part of the document.

#### **PROTECTION OF PERSONAL DATA**

16. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as minimized collection of personal data, authentication and access controls (such as good password practices, need-to-basis for data disclosure, etc.), securely erase storage media in devices before disposal, and web security measures against risks.

17. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

#### **ACCURACY OF PERSONAL DATA**

18. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

#### **RETENTION OF PERSONAL DATA**

19. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

20. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

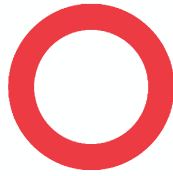
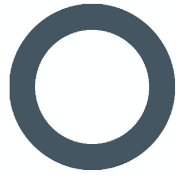
#### **TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE**

21. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

#### **DATA PROTECTION OFFICER**

22. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

DPO Contact  
Mr Chris Chng  
5 Stadium Drive #02-44  
Singapore 397631



**SINGAPORE**  
**CYCLING**  
F E D E R A T I O N

+65 6784 6621

[admin@singaporecycling.org.sg](mailto:admin@singaporecycling.org.sg)

**EFFECT OF NOTICE AND CHANGES TO NOTICE**

23. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

24. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.