



**SPORTS EDUCATION PROGRAMME 2010  
PROGRAMME ENDORSEMENT  
APPLICATION GUIDELINES**

**1. Applicants Who May Apply**

- 1.1 Applications are open to individuals or organisations that have the passion and objective to promote physical sports activities
- 1.2 Applications by 'Individuals' refer to applications submitted by a person in his or her own name and who will be conducting the Events / Programmes in person. All Individuals should be Singapore Citizens or Permanent Residents. The Individual should not be representing any Organization
- 1.3 Applications by 'Organizations' refer to an application submitted by any group of individuals and include all sports and recreation clubs, societies, associations, institutions, non-profit organisations and self-help groups incorporated or registered in Singapore. All Organizations must be registered under the Business Registration Act, the Companies Act, the Societies Act or any other relevant laws

**2. Definition of 'Endorsement'**

- 2.1 'Endorsement' under SEP refers to the recognition of Events / Programmes provided by the Individual(s) or Organization(s) which are of suitable quality for implementation at the Primary, Secondary and/or Junior Colleges / Centralized Institute levels
- 2.2 You may submit Events / Programmes for endorsement under any of these categories:
  - 2.2.1 **Sports Exposure** – These would involve one-off Events / Programmes aimed at introducing a sport or a sporting lifestyle to the masses and should convey the message that sport is fun and that it is easy to do. Sports Exposure Events / Programme can be in the form of sports clinics, tryouts or carnivals within the school
  - 2.2.2 **Sports Play** – These are structured, regular instructional courses that facilitate the learning of a sports skill at the beginner level. Students will have learnt basic information and skills about the sport after attending such Events / Programmes, which will enable them to participate in the sport and enjoy it at a recreational level
  - 2.2.3 **Sports Development** – These are structured, regular instructional courses that facilitate the learning of a sports skill at a more advanced level. These Events / Programmes should follow on from Sports Play Events / Programmes, providing higher-level and age-appropriate skills that are still presented in a fun and engaging way. As an end-result, students will have learnt higher skills and gained more knowledge needed to play the sport after participating these Events / Programmes
  - 2.2.4 **Sports Leagues** – These Leagues comprise of intra-school competitions (e.g., inter-class competitions) that take place over a prolonged period of time, where participating teams have the opportunity to play with each other (e.g., weekly or twice a week etc) in the chosen sporting activity
- 2.3 'Endorsement' would cover Events / Programmes for "Sports Exposure", "Sports Play", "Sports Development" and "Sports Leagues" as defined in clauses 2.2.1, 2.2.2, 2.2.3 and 2.2.4 but shall specifically exclude the following types of activity:

- 2.3.1 Events / Programmes that are classroom-based and do not have substantial physical sport components
- 2.3.2 Events / Programmes where physical sporting activity is only incidental to the main objective. E.g., Events / Programmes where there are no clearly defined sports component; Events / Programmes where the focus is primarily fundraising and / or for charity
- 2.3.3 Events / Programmes that do not directly promote team-building, character development or interest in sports
- 2.3.4 \*Events / Programmes that are directly linked to formally setting up any school sports club / team / CCA
- 2.3.5 \*Events / Programmes that are catered specifically for school sports teams in schools
- 2.3.6 \*Events / Programmes that are catered specifically for elite athletes to train for competitive events
- 2.3.7 Events / Programmes that involve travelling or training out of Singapore; (e.g., a rock climbing camp in Johore, Malaysia or a scuba diving appreciation event in Bali, Indonesia.)
- 2.3.8 Events / Programmes that are directly related to assisting the schools in their building, upgrading, maintenance or curriculum needs including upgrading of buildings or facilities, purchase of equipment, transportation of participants and rental of facilities in connection with the school curriculum
- 2.3.9 Events / Programmes that do not meet the minimum instructor / coach certification requirements
- 2.3.10 Events / Programmes that are already presently covered under other form(s) of funding
- 2.3.11 \*Events / Programmes that involve payment by more than one school
- 2.3.12 Events / Programmes with drill-based syllabus (Non-alignment with MOE PE syllabus, skills-in-context)

\*Do not apply to Events / Programmes for Special Education (SPED) schools

- 2.4 'Endorsement' for SEP 2010 will be for the period starting 01 Jan 2010 and ending 31 Dec 2010 (inclusive of both dates). The 'endorsement' status will automatically lapse at the end of the period and the Individual or Organization will have to submit a fresh application to reapply for endorsement. Every programme submitted needs to qualify for the current year's evaluation criteria to be considered for endorsement

### **3. Event / Programme Eligibility**

#### **3.1 Event / Programme Merit**

Events / Programmes submitted should achieve the following objectives:

- 3.1.1 Increase active mass participation and make sports accessible to individuals especially those who are not actively involved in sports
- 3.1.2 Cater for development of individual sports skills and knowledge
- 3.1.3 Promote MOE's direction of a games-concept approach to learning sport, rather than drill-based learning

- 3.1.4 Provide opportunities for character building, improving self-esteem and nurturing of life skills (e.g., teamwork) through sports
- 3.2 Event / Programme submitted should fulfil the following criteria:
- 3.2.1 Include a strong element of physical activity
- 3.2.2 Have a defined skill set identified
- 3.2.3 Be a recognized activity that has an identifiable set of rules for participation or competition
- 3.2.4 At point of submission, ensure that the number of eligible instructors / coaches meet the instructor / coach-to-student ratio for the indicated group size (e.g., an Event / Programme needs 2 eligible coaches if the ratio stated is 1:10 with a indicated group size of 20). Failing which SSC reserves the right not to endorse the Event / Programme
- 3.3 Submission of Event / Programme details
- 3.3.1 Event / Programme details should include the following:
- 3.3.1.1 Event / Programme Name
- 3.3.1.2 Event / Programme Type - One of the following: Sports Exposure / Sports Play / Sports Development / Sports Leagues
- 3.3.1.3 Overall Event / Programme objective
- 3.3.1.4 Detailed description of the Event / Programme, including but not limited to):
- Learning objectives and goals
  - Type and/or level of skills to be acquired
  - Method of instruction (sample activity)
- The Event / Programme may also include:
- Teaching of Olympic values
  - Relevance of programme to indicated target audience. Please also state the difference in appropriateness of learning objectives / skills / method of instructing / coaching when more than 1 target audience had been indicated. (i.e. learning objectives / skills / method of instructing / coaching will defer according to the level of the target audience, e.g., upper primary versus junior college students)
- 3.3.1.5 Sports Type - For Multisport carnivals, please select "Sports Carnival" as the sport type
- 3.3.1.6 Target Audience – Event / Programme must be appropriately suited for the specific target audience
- 3.3.1.7 Venue and Equipment requirements provided by the school and by the provider, including equipment necessary for the conduct of the Event / Programme
- 3.3.1.8 Number of sessions (not applicable for Sports Leagues)
- 3.3.1.9 Duration of every session

- 3.3.1.10 Group Size (not applicable for Sports Leagues)
- 3.3.1.11 Minimum number of students to start Event / Programme
- 3.3.1.12 Cost of Event / Programme: To provide either “Cost per pax” OR “Cost per programme”. Event / Programme should achieve the aims of SEP with cost effectiveness and value for money
- 3.3.1.13 Instructor / coach-to-student ratio: Please note that there should be enough instructors / coaches submitted for each programme based on the group size stated for the programme
- 3.3.1.14 Attachment of detailed description of league plan (only applicable to sports leagues)
- 3.3.1.15 Attachment of detailed and relevant risk assessment management plan
- 3.3.1.16 Attachment of photos of your sport and / or Event/ Programme (if applicable)
- 3.3.1.17 Copies of any insurance coverage (if applicable)
- 3.3.1.18 Contact information of provider

Please note that applications that are incomplete, lacking in vital information and / or supporting documents for assessment may be rejected. Information submitted will be displayed only for viewing by schools. Members of the public will not be able to view sensitive information like cost, detailed description of programme etc

#### **4. Instructors / Coaches Eligibility**

- 4.1 Eligible Instructors / coaches conducting Events / Programmes must adhere to the following criteria:
  - 4.1.1 Be equipped with a valid recognized Standard First Aid Certification at point of submission and conduct
    - 4.1.1.1 First Aid Certifications submitted should be valid until the end of submission window
    - 4.1.1.2 List of recognized first aid course certification is available at <http://sep.ssc.gov.sg>
    - 4.1.1.3 First Aid Certifications not stated in this list may be subjected to rejection
  - 4.1.2 Be equipped with minimum of NCAP Theory Level 1 certification or its equivalent. Instructors / coaches who possess a certification that may be equivalent to the NCAP Theory standards are encouraged to obtain accreditation from either their respective NSAs or SSC's Coaching Department. Instructions on accreditation by SSC's Coaching Department can be found at <http://sep.ssc.gov.sg>. Please submit detailed course syllabus of the equivalent certificate(s) for evaluation if you are unsure of the eligibility of your qualifications
  - 4.1.3 There are 29 National Sports Associations (NSAs) in Singapore that offer NCAP Technical certifications. The sports types include:
    - 1. Archery
    - 2. Athletics
    - 3. Badminton
    - 4. Basketball

5. Bowling
6. Canoeing
7. Cricket
8. Cuesport
9. Dragonboat
10. Floorball
11. Football
12. Hockey
13. Ice-Skating
14. Judo
15. Netball
16. Karate-Do
17. Rowing
18. Rugby
19. Sailing
20. Sepak Takraw
21. Shooting
22. Silat
23. Squash
24. Swimming
25. Table-Tennis
26. Taekwando
27. Tennis
28. Volleyball
29. Wushu

Sports Providers offering the above sports but do not have the NCAP Technical Certification are encouraged to obtain accreditation from the relevant NSAs. You may access the contact information of these NSAs at <http://coaches.ssc.gov.sg/publish/Coaches/home.html>

- 4.4 For Sports Providers that offer the sport type where there is no NCAP Technical certification available locally, please submit all relevant technical certifications of instructors / coaches with clear indications of the country/institution of origin and accompanying course syllabus for evaluation purposes
- 4.5 Sports Providers are also encouraged to submit instructors / coaches testimonials from schools or previous clients attesting to the instructor's / coach's possession of the relevant technical skills required for the proposed programme, and other information attesting to the instructor's / coach's relevant experience in that particular sport and for the specified target audience
- 4.6. The onus lies with Sports Providers to provide detailed evidence of technical certifications and / or experience of their instructors / coaches for evaluation. SSC will make the final decision on the relevance of the submitted certificate / testimonial for evaluating the instructor's / coach's eligibility for SEP
- 4.7 Optional: To submit any other information to further emphasize that the instructor / coach has relevant experience in instructing / coaching that particular sport for the relevant target audience etc
- 4.8 Display professionalism in the execution of the Event / Programme in the following manner:
  - 4.8.1 Ensure care should be taken to ensure that safety procedures are adhered to
  - 4.8.2 Ensure that health conditions of the instructors / coaches / participants are sufficient to enable them to coach / participate in the Event / Programme
  - 4.8.3 Ensure that the contents of the Event / Programme are suitably catered to meet the needs of the target audience
  - 4.8.4 Ensure that there should be adequate insurance coverage
  - 4.8.5 Ensure that there will be enough facilities or place of an appropriate environment to conduct the Event / Programme
- 4.9 SSC will make the final decision on whether any certificate / testimonial is deemed relevant for the evaluation of instructor's / coach's eligibility for SEP

## **5. Application**

- 5.1 To apply, you must have met the eligibility requirements as laid down in point 3 and point 4 above
- 5.2 An individual can only submit his / her personal name as an instructor / coach conducting the proposed Events / Programmes. An organization may submit as many instructors / coaches as necessary
- 5.3 'Eligible Instructor / coach' means an instructor / coach who fulfils the criteria in point 4 above. SSC shall in its absolute discretion decide if the certifications submitted are sufficiently adequate and its decision shall be final

## **6. Application Period**

- 6.1 All applications for SEP 2010 should be submitted online via the SEP portal <http://sep.ssc.gov.sg>. The Application Period will be from 1 June – 31 July 2009. The online system will be closed to all applications by 31 July 2009 at 2359hrs. Late applications will not be entertained. Please note that the timing is accurate based on the clock set within the SEP portal

## **7. Terms & Conditions**

- 7.1 SSC reserves the right to request for relevant or additional information and / or view Events / Programmes as part of the assessment process.
- 7.2 SSC reserves the right not to disclose reasons for approving or disapproving an application for endorsement.
- 7.3 SSC reserves the right to withdraw an Endorsement without any prior notice.
- 7.4 All short-listed applicants must sign a contract with SSC incorporating all the terms of this application and in the format prescribed by SSC in order for the endorsement to be effective and for the Event / Programme to be confirmed as an endorsed Event / Programme.
- 7.5 After endorsement, when a school has chosen the endorsed Event / Programme, the Individual / Organization must enter into an agreement with the particular school involved and such agreements shall contain clauses pertaining to payment, instructor / coach qualification checks, and safety. In particular, SSC strongly advises that insurance coverage for the endorsed Events / Programmes should be provided for by the successful applicant. SSC will not bear any liability for the endorsed Events / Programmes.
- 7.6 SSC reserves the right to observe endorsed Events / Programmes conducted in the schools.
- 7.7 The successful applicant agrees to implement safety and / or emergency procedures proposed in its application and / or approved by SSC or otherwise required by SSC, during the Event / Programme. Notwithstanding the approval or recommendation by SSC of any emergency and / or safety procedures, the successful applicant agrees to be solely and completely responsible for the safety aspects or measures for all participants in the Event / Programme. In this respect, all applicants are to note SSC's exclusion of liability as per clause 7.10 below and intention to obtain an indemnity from successful applicants as per clause 7.11 below.
- 7.8 Only instructors / coaches listed as eligible instructors / coaches within the endorsed Events / Programmes online at [www.sep.ssc.gov.sg](http://www.sep.ssc.gov.sg) will be allowed to conduct the endorsed Events / Programmes. Sports Providers who use instructors / coaches not listed as eligible within the endorsed Events / Programme will result in the immediate suspension of the Event / Programme, and possible withdrawal of endorsement and this will also affect the outcome of future applications.

- 7.9 The successful applicant will not be allowed to let other instructors / coaches run their endorsed Events / Programmes in schools. The successful applicant will be immediately terminated from SEP when found out and may be prosecuted.
- 7.10 The successful applicant accepts that SSC's role in SEP is one of a facilitator, involving amongst other things, a collaborative effort with MOE to link schools with sports service providers to facilitate quality sports Events / Programmes being delivered to the schools. Accordingly, the successful applicant unconditionally and irrevocably accepts that SSC has stated and communicated its intention to exclude SSC's liability for any losses, damage, injury or death that may arise out of or related to the Events / Programmes endorsed under the SEP and the successful applicant further acknowledges, accepts and consents to SSC's exclusion of liability.
- 7.11 The successful applicant, in accepting SSC's intention to exclude its liability as set out as per clause 7.7 above, unconditionally and irrevocably agrees to indemnify SSC (including its employees, servants and/or agents) against all demands, claims actions and/or legal suits that may arise against SSC which are related or connected to the SEP, and do hereby unconditionally and irrevocably hold SSC harmless against all demands, claims, actions and/or legal suits that may arise including, when SSC is made liable to meet such demands, claim actions and/or legal suits by the order of any Court or any orders or judgement given by any authority.
- 7.12 The successful applicant is also required to ensure that the information provided by them in relation to instructors / coaches and their relevant certifications are true to the best of their knowledge and that the instructors / coaches are properly qualified to conduct such Events / Programmes. The instructors / coaches conducting programmes in schools are listed as eligible instructors / coaches within the endorsed programme(s) online at [www.sep.ssc.gov.sg](http://www.sep.ssc.gov.sg).
- 7.13 The successful applicant shall ensure its instructors / coaches observe the Youth-related Ethics in Sports (YES!) when instructing the youth. They are required to be familiar with these ethics and to practise them in the course of instructing –
- 7.13.1 Place the youth's interest before yours
- Put the emotional and physical well-being of the youth ahead of your personal desire to win or produce results
- 7.13.2 Be a Role Model
- Adopt a professional attitude and maintain the highest standards of personal conduct
- 7.13.3 Have FUN, Winning isn't everything
- Provide a sporting experience that is fun and engaging; where winning is NOT the sole measure of success but part of the fun

For more information, please log on to <http://sep.ssc.gov.sg/>

- 7.14 The successful applicant shall ensure that all instructors / coaches have complied with all the rules and regulations as set by the Ministry of Manpower from time to time and in this respect, the successful applicant is deemed to be the employer or supervisor of any of the instructors / coaches used for the Events / Programmes and shall at all times comply with the requirements of the Ministry of Manpower.
- 7.15 The successful applicant must not proselytise any particular faith in the carrying out of the Events / Programmes. The Events / Programmes shall be open to and cater for all regardless of their faith, religion, ethnicity, the language they speak or the communities that they belong to and no community shall be excluded.
- 7.16 Failure to comply with any of the above mentioned terms and conditions will result in the immediate suspension of the programme and possible withdrawal of endorsement and this will also influence the outcome of future applications.

- 7.17 SSC reserves the right to impose additional terms and conditions on the successful applicant.
- 7.18 SSC reserves the right to suspend any individual / company with endorsed programme(s) if they are found to violate any of the terms & conditions list above.

**8. Manner Of Notification Upon Successful Endorsement Of Events / Programmes**

- 8.1 The successful applicant will receive a formal reply via email from SSC on the outcome of the application. The processing time for your application will be approximately two and a half (2.5) months upon the closing date of this application exercise.

**9. Enquires**

For enquiries / feedback on SEP or the SEP portal, please contact us during office hours (Operating hours: Mondays to Fridays, 830 am -1230 pm, 230 pm - 530 pm) at:

Tel: 6342 5368  
Fax: 6346 1842  
Email: [ssc\\_sep@ssc.gov.sg](mailto:ssc_sep@ssc.gov.sg)

**IMPORTANT:**

**CONFIRMATION AND ACCEPTANCE OF THESE POINTS REQUIRED:**

- I acknowledge only eligible instructors / coaches are allowed to conduct or instruct / coach the Event / Programme
- I acknowledge that I have been strongly advised by SSC to arrange for my own insurance policy / coverage while conducting the endorsed event(s) / programme(s) for the schools
- I acknowledge and declare that the Events / Programmes that are being proposed are not presently covered under nor receiving funding under any other funding programme
- I accept that SSC will be excluded from any liability that may arise
- I acknowledge that my previously endorsed programme may not be endorsed if it does not meet the current year's evaluation criteria

**DECLARATION**

- I declare that I have read and understood the Programme Endorsement Application Guidelines
- I unconditionally accept and agree to all the requirements and terms set out in the Programme Endorsement Application Guidelines