



PROGRAMME ENDORSEMENT APPLICATION GUIDELINES

1. Category of Applicants Who May Apply

- 1.1 Applications are open to individuals or organisations who have the passion and objective to promote physical sports activities.
- 1.2 Applications by 'Individuals' refer to an application submitted by a person in his or her own name and who will be conducting the event / programme 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, Junior Colleges / Centralized Institute levels and/or Special Education Schools.
- 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 event(s) / programme(s) can be in the form of sports clinics, tryouts, events 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 event(s) / programme(s), 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 event(s) / programme(s) should follow on from Sports Play event(s) / programme(s), 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 attending these event(s) / programme(s).
- 2.2.4 **Sports Leagues** – These Leagues comprise 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 each other (e.g., weekly or twice a week etc) in the chosen sporting activity.
- 2.3 You may also propose activities that are suitable for or cater programmes aimed at developing the potential of special needs pupils and helping them to be independent, self-supporting and contributing members of society. Please add “For Special Education” behind the programme name so that the programmes can be identified during evaluation.
- 2.4 ‘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:
- 2.4.1 Events / programmes that are classroom-based (with low physical activity) and do not have substantial physical sport components;
 - 2.4.2 Events / programmes where physical sporting activity is only incidental to the main objective. For example: events / programmes where there is no clearly defined sports component; events / programmes where the focus is primarily aimed at fundraising and / or charity;
 - 2.4.3 Events / programmes that do not directly promote team-building, character development or interest in sports;
 - 2.4.4 Events / programmes that are directly linked to formally setting up any school sports club / team / CCA;
 - 2.4.5 Events / programmes that are catered specifically for school sports teams in schools;
 - 2.4.6 Events / programmes that are catered specifically for elite athletes to train for competitive events;
 - 2.4.7 Events / programmes that involve travelling or training out of Singapore; (For example a rock climbing camp in Johore, Malaysia or a scuba diving appreciation event in Bali, Indonesia.)
 - 2.4.8 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;
 - 2.4.9 Events / programmes that do not meet the minimum instructor/ coach certification requirements;
 - 2.4.10 Events / programmes that are already presently covered under any other form of funding.
 - 2.4.11 Events / programmes that involve payment by more than one school

2.4.12 Events / programmes with drill-based syllabus (Non-alignment with MOE PE syllabus, skills-in-context)

2.5 'Endorsement' for SEP 2009 will be for the period of Jan 09 to Dec 09. 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.

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 for individuals especially those who are not actively involved in sports;

3.1.2 Cater for skills development that promote / improve individual skills and develop sports knowledge;

3.1.3 Inculcate 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 **Credentials** – All instructors/ coaches conducting events/ programmes should:

3.2.1 Be equipped with Standard First Aid Certification at point of conduct.

3.2.2 Be equipped with NCAP Theory Level 1 certification. Instructors/ Coaches without NCAP Theory Level 1 certification but have prior learning, coaching experience or other relevant qualifications will need to seek accreditation to NCAP theory certification before the application can be considered further for Endorsement. Instructors / coaches who already have NCAP certifications, who are NROC registered, or have recognised certifications from National Sports Associations, Regional Federations, or International Federations for your sport, may be treated as having satisfied the criteria of having NCAP Theory Level 1. SSC will make the final decision on whether such certifications are acceptable.

3.2.3 Display professionalism in the execution of the event / programme in the following manner:

(a) Care should be given to ensure that safety procedures are adhered to;

(b) Make sure that health conditions of the coaches/participants are sufficient to enable them to coach/ participate in the event / programme;

(c) Ensure that the contents of the event / programme are suitable and aptly designed to cater to the needs of the target audience;

(d) That there should be adequate insurance coverage; and

(e) That there be enough facilities or place of an appropriate environment to conduct the programme.

3.3 **Event / Programme Packaging** – Events / Programmes put forward should include the following characteristics:

3.3.1 Be appropriately packaged for its target audience;

- 3.3.2 Be cost effective, productive and fruitful and have achieved the aims of SEP and are at the same time worthwhile in view of the monetary value invested toward the event / programme; and
- 3.3.3 Include equipment necessary for the conduct of the event / programme.

4. Application

- 4.1 To apply, you must have met the general eligibility requirements as laid down in the application guidelines and / or any specific criteria pertaining to your application.
- 4.2 Applications that are incomplete, lacking vital information and / or supporting documents for assessment will be rejected.
- 4.3 Applications for endorsement should include the following:
- Copies of ALL relevant coaching certifications
 - Copies of any relevant certificates or proof of accreditation
 - Copies of a Standard first aid certification issued by one of the first aid clinics recognised by us
 - Copies of relevant testimonials from schools and other agencies (if applicable)
 - Copy of the League Plan / Risk Management Plan of the programme
 - Photographs of the event / programme (if applicable)
- 4.4 There must be a minimum of one (1) eligible instructor/ coach in order for any event / programme to be endorsed. An individual can only submit his / her personal name as an instructor/ coach conducting the proposed event(s) / programme(s). An organization may submit as many instructors/coaches as necessary. 'Eligible Instructor/ Coach' means an instructor/coach who holds a valid Standard First Aid certification as well as valid certification specifically related to the content of the event / programme being proposed. SSC shall in its absolute discretion decide if the certifications submitted are sufficiently adequate and its decision shall be final.

5. Application Period

All applications for SEP 2009 should be submitted online via the SEP portal <http://sep.ssc.gov.sg>. The Application Period will be from **16 June – 31 July 2008**. Applicants are to apply for an account on the portal and login to submit their application to by 31 July 2008. The online system will stop receiving applications by **31 July 2008 at 1200hrs**. Late applications will not be entertained.

6. Terms & Conditions

- 6.1 SSC reserves the right to request for relevant or additional information and / or view events / programmes as part of the assessment process.
- 6.2 SSC reserves the right not to disclose reasons for approving or disapproving an application for endorsement.

- 6.3 SSC reserves the right to withdraw an Endorsement without any prior notice.
- 6.4 All short listed applicants must sign a contract with SSC incorporating all the terms of this application and in the format as prescribed by SSC in order for the endorsement to be effective and for the event / programme to be confirmed as an endorsed event / programme
- 6.5 After endorsement, when a school has chosen the event / programme being offered, the Individual / Organization must enter into an agreement with the particular school involved and such agreement shall contain clauses pertaining to payment, instructor qualification checks and safety. In particular, SSC strongly advises that insurance coverage for the endorsed event / programme should be provided for by the successful applicant. SSC will not bear any liability for the events / programmes.
- 6.6 SSC reserves the right to observe endorsed event(s) / programme(s) conducted in the schools.
- 6.7 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 at clause 6.8 below and intention to obtain an indemnity from successful applicants at clause 6.9 below.
- 6.8 The successful applicant will not be allowed to let other coach(es)/instructor(s) run their endorsed programmes in schools. They will be immediately terminated from SEP when found out and may be prosecuted.
- 6.9 The successful applicant accepts that SSC's role in SEP is as 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.
- 6.10 The successful applicant, in accepting SSC's intention to exclude its liability as set out at clause 6.8 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.

- 6.11 The successful applicant is also required to ensure that the information provided by them in relation to instructors / coaches and their relevant certification are true to the best of their knowledge and information and that the instructors / coaches are properly qualified to conduct such event / programme. The instructors / coaches conducting programmes in schools are listed as eligible instructors / coaches within the endorsed programme(s).
- 6.12 The successful applicant shall ensure that the original, replacement instructor / coach or otherwise 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 directly the employers or supervisors 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. The successful applicant must also ensure that the replacement instructor / coach complies with the terms and conditions as set out in this application and the contract entered into with SSC.
- 6.13 The successful applicant must not proselytise any particular faith in the carrying out of the event / programme. 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.
- 6.14 Failure to comply with any of the above mentioned terms and conditions will result in the immediate withdrawal of endorsement and will also influence the outcome of future applications.
- 6.15 SSC reserves the right to impose additional terms and conditions on the successful applicant.
- 6.16 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.

7. Manner Of Notification Upon Successful Endorsement Of Event / Programme

- 7.1 The successful applicant will receive a formal reply via email from SSC on the outcome of your application. The processing time for your application will be approximately two (2) months upon the closing date of this application exercise.

8. Enquires

For any enquiries, please contact SSC at 6342 5368 or email: ssc_sep@ssc.gov.sg

IMPORTANT:

CONFIRMATION AND ACCEPTANCE OF THESE POINTS REQUIRED:

- I acknowledge that soft copies of all the relevant documents (as stated above in clause 4.3) need to be submitted for application submission
- I acknowledge that all coaches and replacement coaches must be certified with a valid standard first aid certification
- I acknowledge that there must be a minimum of one eligible coach for any event / programme to be eligible for endorsement
- 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 event / programme that is being proposed is not presently covered under nor receiving funding under any other programme
- I accept that SSC will be excluded from any liability that may arise

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