



## SPORTS EDUCATION PROGRAMME 2011 PROGRAMME ENDORSEMENT APPLICATION GUIDELINES

### 1. Applicants Who May Apply

- 1.1 Under SEP 2010, all endorsed programmes will be valid from January 2010 to December 2011. Sports Service Providers with endorsed programmes in SEP 2010 need not resubmit the same endorsed programmes for SEP 2011. In view of the transition to a two-year endorsement system, we are opening a one-off application window for sports programmes to be endorsed under SEP 2011 from January 2011 – December 2011. The application process will be completely migrated to a two-year endorsement system from 2012 onwards (SEP 2012/13).
- 1.2 For Sports Service Providers who are new to SEP, please register for an SEP portal account (<http://sep.ssc.gov.sg>) before your programme(s) can be submitted during the Programme Application period from 1 September – 30 September 2010.
- 1.3 Applications are open to individuals or organisations that have the passion and objectives to promote physical sports activities.
- 1.2 Applications by 'Individuals' refer to applications submitted by a person in his or her own name and 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 applications 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.
- 1.6 Applications by National Sports Associations (NSAs) refer to applications submitted by any of the NSAs recognised by the Singapore Sports Council as listed on the website ([www.ssc.gov.sg](http://www.ssc.gov.sg)). NSAs who are currently receiving ANGE funding for their programmes should not be submitting the same programme for endorsement under SEP.

### 2. Definition of 'Endorsement'

- 2.1 'Endorsement' under SEP refers to the recognition of Events / Programmes (and not providers) of suitable quality for implementation in Primary, Secondary, Junior Colleges, Centralized Institutes and Special Education Schools recognized by the Ministry of Education.
- 2.2 Events / Programmes should be submitted for endorsement under any of the following sports categories:
  - 2.2.1 **Sports Exposure** – These would involve one-off Event / Programme aimed at introducing a sport or a sporting lifestyle to the masses and should convey the message that sport is fun and easy to do. Sports Exposure Event / Programme will be in the form of a **ONE SESSION** sports clinic, tryout or carnival 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 level 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' includes 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 instances:

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;

2.3.3 Events / Programmes where the focus is primarily fundraising and / or for charity;

2.3.4 Events / Programmes that do not directly promote team-building, character development or interest in sports;

2.3.5 \*Events / Programmes that are directly linked to formally setting up any school sports club / team / CCA;

2.3.6 \*Events / Programmes that are catered specifically for school sports teams in schools;

2.3.7 \*Events / Programmes that are catered specifically for elite athletes to train for competitive events;

2.3.8 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.);

2.3.9 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;

2.3.10 Events / Programmes that do not meet the minimum instructor / coach certification requirements;

2.3.11 Events / Programmes that are already presently covered under other form(s) of funding such as MOE's Programme for Active Learning (PAL), National Arts Council's Art Education Programme (AEP) and MCYS-MOE SwimSafer Programme Co-Funding Scheme;

2.3.1 \*Events / Programmes that involve payment by more than one school;

2.3.13 Events / Programmes with drill-based syllabus (Non-alignment with MOE PE syllabus, skills-in-context);

2.3.14 Events / Programmes conducted during Physical Education (PE) lessons and as part of Programme for Active Learning (PAL).

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

2.4 'Endorsement' for SEP 2011 will be for the period starting 1 January 2011 and ending 31 December 2011 (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 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 an indicated group size of 20). Failing which SSC reserves the right not to endorse the Event / Programme.

3.3. Event / Programme details should include the following:

- 3.3.1 Event / Programme Name
- 3.3.2 Event / Programme Type - One of the following: Sports Exposure / Sports Play / Sports Development / Sports Leagues
- 3.3.3 Overall Event / Programme objective(s)
- 3.3.4 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)
  - Detailed description of each session / league

- 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. 5 Sports Type - For Multisport programmes, please select the sport types that are being offered.
  - 3.3. 6 Target Audience – Event / Programme must be appropriately suited for the specific target audience.
  - 3.3. 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. 8 Number of sessions (not applicable for Sports Exposure and Sports Leagues programmes)
  - 3.3. 9 Duration of every session
  - 3.3. 10 Maximum Group Size Per Session (not applicable for Sports Leagues)
  - 3.3. 11 Minimum number of students to start Event / Programme
  - 3.3. 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. 13 Instructor / coach-to-student ratio: Please note that there should be enough **eligible** instructors / coaches submitted for each programme based on the maximum group size per session stated for the programme.
  - 3.3. 14 Attachment of detailed description of league plan (only applicable to sports leagues)
  - 3.3. 15 Attachment of detailed and relevant risk assessment management plan
  - 3.3. 16 Attachment of photos to illustrate the sport and / or Event/ Programme (if applicable)
  - 3.3.17 Contact information of provider
  - 3.3.18 Details of the coach(es) / instructor(s) submitted under the programme

Please note that applications that are incomplete, lacking in vital information and / or supporting documents for assessment may be rejected. Programme details that have been submitted will only be accessible by SSC and the schools. Members of the public will only be able to view basic information like programme objectives, sports type, target audience, venue and equipment requirements and the provider’s contact details.

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

- 4.1 Instructors / coaches submitted for every Event / Programme must adhere to the following criteria in order to be listed as eligible:

- 4.1.1 Be equipped with a valid recognized Standard First Aid Certification at point of submission and at point of conduct -
- 4.1.1.1 First Aid Certifications submitted should be valid until the end of submission window on 30 September 2010
- 4.1.1.2 List of recognized standard 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 to obtain accreditation from 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 Be equipped with minimum NCAP Technical Level 1 certification or its equivalent. There are 31 National Sports Associations (NSAs) in Singapore that offer 32 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. Lawn Bowls
16. Netball
17. Karate-Do
18. Rowing
19. Rugby
20. Sailing
21. Sepak Takraw
22. Shooting
23. Silat
24. Squash
25. Swimming
26. Table-Tennis
27. Taekwando
28. Tennis
29. Volleyball
30. Water Polo
31. Wrestling
32. Wushu

Sports Providers offering the above sports but do not have the NCAP Technical Certification are 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>

- 4.2 Sports Providers offering swimming programmes will also need their instructors / coaches to be SwimSafer Certified in addition to meeting the requirements of having minimum NCAP

Theory Level 1 (or its equivalent), minimum NCAP Technical Level 1 (or its equivalent) and valid recognised first aid certification. The instructor to students' ratio for all swimming programmes must be kept within 1:10.

- 4.3 Sports Providers offering the SwimSafer syllabus for Stage 1 to 6 will have to submit separate programme application for each stage. E.g. SEP Programme ID: 1234 – SwimSafer Stage 1 and SEP Programme ID 1235 – SwimSafer Stage 2.
- 4.4 For Sports Providers that offer sports 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 adherence to safety procedures
  - 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' refers to 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 2011 should be submitted online via the SEP portal <http://sep.ssc.gov.sg>. The Application Period will be from 1 September – 30 September 2010. The online system will be closed to all applications by 30 September 2010 at 2359hrs. Late applications will strictly 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 observe 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 acknowledge an online SEP Agreement 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 advise 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 and publish or display the name, picture taken during the SEP observations in all publicity materials as deemed fit. Written permission will be obtained from SPED Schools to have the name and picture approved for release.
- 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 8.1 below and intention to obtain an indemnity from successful applicants as per clause 8.2 below.
- 7.8 The Sports Service Provider shall ensure that all Event(s) / Programme(s) are conducted by eligible instructors / coaches within the endorsed event(s) / programme(s) online at the SEP Website. Sports Providers who use instructors / coaches not listed as eligible within the endorsed Event / Programme will result in the immediate suspension of the Event / Programme, and withdrawal of Endorsement for SEP 2011. The Sports Service Provider will still be able to submit their event(s) / programme(s) for Endorsement in the subsequent SEP Programme submission period. However, the withdrawal and/or suspension of Endorsement will also affect the outcome of future applications.
- 7.9 The Sports Service Provider shall have the continuing responsibility to submit eligible instructors / coaches for endorsement. An organisation may submit as many instructors / coaches as necessary. If the Sports Service Provider is an individual, he or she must be the only instructor / coach conducting the proposed Events /Programmes.
- 7.10 The Sports Service Provider must ensure that at the point of conduct, the number of eligible instructors / coaches must meet the instructor / coach-to-student ratio for the indicated group size (eg: an Event / Programme needs 2 eligible coaches if the ratio stated is 1:10 with an indicated group size of 20).
- 7.11 The Sports Service Provider shall fulfil the employer's role and practices as set by the Ministry of Manpower.
- 7.12 The Sports Service Provider is not allowed to assign to or engage alternative Sports Service Providers or coach(es) /instructor(s) not currently endorsed under their Event(s) / Programme(s) to run their endorsed Event(s) / Programme(s) in schools. They will be immediately terminated from SEP when found out and may be prosecuted.

- 7.13 Except for minor changes such as relating to number of sessions and / or duration of each session (with a proportionate adjustment to the fee / charges as applicable without compromising the programme objectives) the Sports Service Provider is not allowed to make any changes to the Event(s) / Programme(s) endorsed under SEP.
- 7.14 The Sports Service Provider is allowed to give concessions / discounts for the Event(s) / Programme(s) but may not increase the charging rate per student.
- 7.15 The Sports Service Provider shall 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 certified to conduct such Event(s) / Programme(s).
- 7.16 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/>

- 7.17 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.
- 7.18 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.
- 7.19 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.
- 7.20 SSC reserves the right to impose additional terms and conditions on the successful applicant in their sole discretion as and when the need may arise.
- 7.21 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.

## **8. Exclusion of Liability and Indemnity**

- 8.1 The Sports Service Provider accepts that as a Statutory Board, the role played by SSC is as that of a facilitator in the promotion of sports in Singapore and accordingly the Sports Service Provider unconditionally and irrevocably accepts that SSC has stated and communicated its intention to exclude its liability for any losses, damage, injury or death that may arise out of such delivery of the Event(s) / Programme(s) and the Sports Service Provider acknowledges, accepts and consents to such exclusion of liability by SSC.

8.2 The Sports Service Provider, in accepting the intention of SSC to exclude all liability as set at 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 provision of the Event(s) / Programme(s) 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. Without prejudice to the generality of the foregoing, the Sports Service Provider shall be solely responsible for all aspects of safety and organisation of Event(s) / Programme(s) and SSC shall under no circumstances be made to bear any liability for such matters and the Sports Service Provider shall indemnify SSC against all such claims.

**9. Manner of Notification Upon Successful Endorsement of Events / Programmes**

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 months upon the closing date of this application exercise.

**10. Enquiries**

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

**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