



# PROGRAMMES & ACTIVITIES MEMBERSHIP POLICY

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## **1. Policy Statement**

- 1.1 As the National Sport Association for Aquatics in Singapore, Singapore Swimming Association (SSA) endeavours to look into the interests of our aquatic's community in the various membership categories - athletes, coaches, officials, parents, legacy, and friends of SSA.

## **2. Purpose & Scope**

- 2.1 This document outlines the Policy that has been adopted by SSA on memberships and covers individual memberships in the following categories - athletes, coaches, officials, parents, legacy, and friends of SSA.
- 2.2 The scope of this Policy does not include/cover membership rights per SSA Constitution (Article 6), which applies to Ordinary Members, Associate Members and Honorary Members.

## **3. Membership Period and Subscription Fees**

- 3.1 The annual membership period runs from 1 January to 31 December of each year.
- 3.2 Members shall pay the annual subscription fees at the beginning of each year, or in the case of new members, before being admitted into membership.
- 3.3 If a Member falls into arrears with their subscription fee or other dues, they shall be informed by the Association. If they fail to settle the arrears within four (4) weeks of becoming due, they are denied the privileges of membership until they settle their outstanding fees.
- 3.4 For individuals admitted to membership during the year, the full annual subscription fee for that year shall be payable without deduction or pro-ration.

## **4. Types of Membership**

### **4.1 Athlete Membership**

- a) Any active participants in swimming, water polo, artistic swimming, diving or open water swimming, and paying the prescribed yearly subscription fee, is eligible to be admitted as an Athlete member. Athlete Members may be competitive or non-competitive.
- b) Athlete Members are entitled to all Athlete Member benefits prescribed by the Association, as may be offered/amended from time to time.
- c) No athlete shall be allowed to participate in any competition in Singapore organized or sanctioned by the Association unless the athlete is an Athlete Member of SSA, or provided the Executive Committee waive this requirement with respect to any particular competition/s.

#### 4.2 Coach Membership

- a) Any individual interested in the coaching of the aquatic sports are eligible to be admitted as a Coach Member. Individuals may apply to be a CoachSSA Member or TeachSSA Member, or both.
- b) Coach Members are entitled to all Coach Member benefits prescribed by the Association, as may be offered/amended from time to time.
- c) Individuals must have a valid CoachSSA membership to be selected for Major Games or National Youth/Age-Group Championships. The validity of which must cover the period of the event(s).

#### 4.3 Technical Officials Membership

- a) Any individual interested in the officiating of the aquatic sports are eligible to be admitted as a Technical Official Member.
- b) Technical Official Members are entitled to all Technical Official Member benefits prescribed by the Association, as may be offered/amended from time to time.
- c) Individuals must have a valid Technical Official Membership to be selected/supported for officiating at Major Games or National Youth/Age-Group Championships. The validity of which must cover the period of the event(s).

#### 4.4 Parent Membership

- a) Any parent involved in the aquatic sports are eligible to be admitted as a Parent Member.
- b) Parent Members are entitled to all Parent Member benefits prescribed by the Association, as may be offered/amended from time to time.
- c) Parent Members must have a child registered with a valid Athlete Membership in order to be eligible.

#### 4.5 Legacy Membership

- a) Any individual who has represented Singapore in the aquatic sports (including youth/age-group competitions) are eligible to be admitted as a Legacy Member.
- b) Legacy Members are entitled to all Legacy Member benefits prescribed by the Association, as may be offered/amended from time to time.

#### 4.6 Friends of SSA Membership

- a) All other individuals who wish to join SSA membership are eligible to be admitted as a Friends of SSA Member.
- b) Friends of SSA Members are entitled to all Friends of SSA Member benefits prescribed by the Association, as may be offered/amended from time to time.

## **5. Application/Renewal/Cancellation of Membership**

- 5.1 All memberships are based on calendar year
- 5.2 Application for new membership shall be done through SSA's membership portal.
- 5.3 Existing memberships shall be automatically rolled over on 1 January every year. Members will receive an invoice through SSA's membership portal to make payment for the annual subscription fees due.
- 5.4 If membership is to be cancelled, please write in to [membership@swimming.org.sg](mailto:membership@swimming.org.sg), with a minimum of 4 weeks in advance.

## **6. Privacy Statement**

- 6.1 The Association collects personal data about its members, employees, customers, business partners, sub-contractors, vendors and/or suppliers for specified purposes like provisioning of our services, conducting business activities, administering operations, and complying with statutory regulations. In respect of any personal data (as defined in the Personal Data Protection Act 2012 of Singapore ("PDPA") that you may provide or that we may collect in connection with the provision of services to you and to the extent that your consent is required under law, you agree and consent that we (together with our service providers and third parties appointed by us on your behalf) may collect, use, disclose and process such personal data for the purposes identified in our personal data policy, available at <https://www.swimming.org.sg/> or on request ("PDPA Policy").
- 6.2 If you provide us with any personal data relating to a third party, by submitting such personal data to us, you also represent to us that you have obtained the consent of that third party to you providing their personal data for the relevant purpose and must have ensured that you have notified the third party of the terms of the PDPA Policy and obtained his/her consent thereto.
- 6.3 Apart from the mandatory exceptions specified in the PDPA relating to situations where the Association must not provide access, individuals who had provided their personal data to the Association possess the right to see and correct any inaccurate data at any time. Should the individual requests for his or her personal data, the Association shall, as soon as reasonably possible, respond to the request.
- 6.4 The consent provided for the collection, use and disclosure of personal data will remain valid until such time that it is withdrawn in writing. An individual may withdraw consent and request that the Association stops using and/or disclosing his or her personal data for any or all of the purposes listed above by submitting a request in writing or via e-mail to the Association. Upon receipt of the said request, the Association may require reasonable time to process the request and for the Association to notify the individual of the consequences of acceding to the same. Whilst the Association respects any individual's decision to withdraw his or her consent, please note that depending on the nature and scope of the request for withdrawal, the Association may not be in a position to continue the provision of services, and will, in such circumstances, notify the individual of the same before completing the processing of the withdrawal request. Please note that the aforementioned withdrawal of consent does not affect the

Association's right to continue to collect, use and disclose personal data where such collection, use and disclosure without consent is permitted or required.

## **7. Protection, Access to and Correction of Personal Data**

- 7.1 If an individual wishes to make (i) an access request for access to a copy of the personal data which the Association holds about the said individual or information about the ways in which the Association uses or discloses the said individual's personal data, or (ii) a correction request to correct or update any of the said individual's personal data which the Association holds about the said individual, a request may be submitted to the Association in writing or via e-mail and the Association will respond to any such requests as soon as is reasonably possible.
- 7.2 To safeguard personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, the Association has introduced appropriate administrative, physical measures to secure all storage of personal data stored by the Association and disclosing personal data both internally and to our authorised third-party service providers and agents only on a need-to-know basis.
- 7.3 An individual should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. Whilst security cannot be guaranteed, the Association strives to protect the security of personal information and is constantly reviewing and enhancing its information security measures.

## **8. Review/Changes to the Policy**

- 8.1 Singapore Swimming Association is committed to ensuring all policies are up-to-date and reflect current practices. This Policy shall be reviewed yearly and any changes to the policy shall be approved by SSA EXCO and will be updated and posted on SSA's website.