



## **Athlete and Parent Handbook**

# **Official Handbook for all Sport Boules Singapore National Training Centre Athletes and Parents**

Date of published: Jan 2022  
Date reviewed: Jan 2022  
Date to be reviewed: Jan 2023  
Date effective Jan 2022

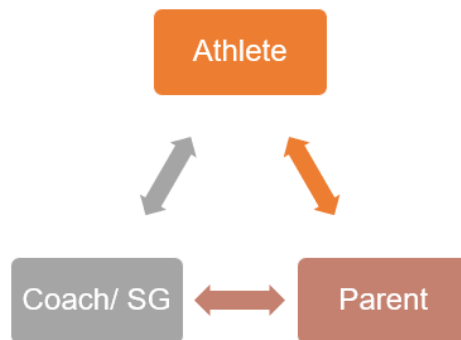
### A. Preface

Sports Boules Singapore (SBS) would like to welcome you/ or your family to the National Training Centre (NTC) High Performance Programme.

The purpose of this Handbook is to give you an idea of what the NTC goals are and how we are working towards achieving them. It contains information that if translated into action, will give the athlete good chances of progressing in the sport of Pétanque to a high level that they are capable of achieving.

### B. POLICY OF TRIPARTITE SUPPORT

We believe that the success of the SBS NTC is dependent on a good tripartite relationship – where there are mutual support and respect between the coach, parent and athlete.



If, after reading this Handbook, you have any questions/suggestion about any aspect of the NTC, please let us know and we will handle accordingly.

You should read this document carefully, understand all the requirements binding on you and the consequences from any breach of the terms. Should you have any questions, please email the Sports Development Manager at [admin@sportsboules.org.sg](mailto:admin@sportsboules.org.sg).

# Contents

<b>1</b>	<b>GENERAL INFORMATION ABOUT SPORTS BOULES SINGAPORE VISION</b>	<b>4</b>
<b>2</b>	<b>ATHLETE CODE OF CONDUCT</b>	<b>5</b>
	2.1 Training, Competition & Performances	5-6
	2.2 Fitness & Injury Prevention	6
	2.3 Clothing & Equipment	6
	2.4 Code of Conduct & Ethics	6-7
	2.5 Media, Publicity and Public Appearances	7
	2.6 Anti-Doping	7-8
	2.7 Intellectual Property	8
	2.8 Indemnity and Insurance	8
	2.9 Disclosure of information	8
	2.10 Disputes and/or Conflict Management	8
	2.11 Breach of Agreement	8
<b>3</b>	<b>PARENT/ GUARDIAN CODE OF CONDUCT</b>	<b>9</b>
<b>4</b>	<b>COACH CODE OF CONDUCT</b>	<b>10-12</b>
<b>5</b>	<b>Administration Team</b>	<b>12</b>
<b>6</b>	<b>CONFIDENTIALITY</b>	<b>12</b>
	ANNEX A – PÉTANQUE DECLARATION OF MEDICATION STATUS	13
	ANNEX B – REQUEST FOR ADDITIONAL TRAINING HOURS FORM	14
	ANNEX C – DISCIPLINARY PROCEDURES	15
	ANNEX D – ABSENCE REQUEST FORM	16

## 1 GENERAL INFORMATION ABOUT SPORTS BOULES SINGAPORE VISION

**Vision:** To be an NSA reputed for developing Pétanque as a sport for all

**Purpose:** Every player strives to be physically fit, mentally strong and socially competent in an excellence driven environment

**Values:** Friendship, Excellence, Respect

### **SBS's Responsibilities SBS agrees to:**

**1.1** Prepare and submit a Multi-Year Sports Plan (MYSP) to Sport Singapore requesting funding for training, overseas competitions, development camps, and local competitions. SBS's Executive Committee will manage and operate a program for competitive Pétanque to the best standards achievable within the available funding received from SportSG.

**1.2** Prepare and submit documentation to Sport Singapore (and other related organizations) in order to maintain good standing as a National Sports Association (NSA).

**1.3** Endeavour to obtain funding through private donations for the development of the sport of Pétanque in Singapore and whereby possible, maintain charity status for SBS.

**1.4** Maintain a good relationship with key members of the FIPJP, ABSC, SNOC & Sport Singapore to represent the needs of the Athletes and to promote the sport of Pétanque in Singapore.

**1.5** Identify and/or provide International and National training and competition opportunities when funding allows for such activities.

**1.6** Provide information and instructions as the Athlete may reasonably require in order to enable the Athlete to perform her/his obligation under this Agreement and to publish written policies and procedures including:

- i. Eligibility requirements;
- ii. Selection Criteria;
- iii. Anti-Doping Rules;
- iv. FIPJP/ABSC Circulars;
- v. Competition Rules and Regulations;
- vi. Funding

As the National Sports Association (NSA) for Pétanque in Singapore, SBS aims to lead and support the continuous growth of its affiliated clubs, schools, members, Pétanquers, coaches, officials and volunteers. The strong partnership and continued support provided by our primary funding partner, Sport Singapore (SportSG), contributes greatly to the advancement of Pétanque in Singapore. It is important that SBS continues to work to broaden its reach and undertake new initiatives to drive the development of Pétanque in Singapore.

## 2 ATHLETE CODE OF CONDUCT

As an Athlete signing this Agreement, I agree on the following:

### 2.1 Training, Competition & Performances

2.1.1 That unless certified medically unfit, I shall compete in all assigned competitions, including training sessions and SBS organised activities to the best of my ability

2.1.2 Inform the coach at least 8 hours in advance, where there will be any interruption to attending training and/or competition. This applies to absence from training, leaving earlier coming later to training sessions

2.1.3 Fulfil the minimum monthly attendance of 75%. Should the Pétanquer fail to do so, SBS may take disciplinary action against the Pétanquer (see Annex C)

2.1.4 Focus on improving and developing their skills and physical preparation to ensure competition readiness

2.1.5 Cooperate as may be required when requested by SBS to be involved in and/ or make appearances at events

2.1.6 Conduct himself/ herself at all times in a manner that does not bring the sport, SG, key partners or himself/ herself into disrepute

2.1.7 Train without the presence of any parent/ guardian in the training arena, unless allowed by SBS

2.1.8 Refrain from engaging in activities or events unbecoming of a Pétanquer, including but not limited to the following:

2.1.8.1 Making derisory or derogatory comments about another Pétanquer's performance

2.1.8.2 Bullying or using bullying tactics to isolate/ upset another person.

2.1.8.3 Harm team members, opponents, or their property.

2.1.8.4 Consuming alcohol or smoking when in training, training camps and/ or competitions.

2.1.8.5 Knowingly cheat by using performance enhancing substances.

2.1.9 Act in accordance with the laws and regulations of Singapore, and those of any other jurisdiction (where applicable)

2.1.10 Project a favorable and positive image of the sport through high standards of behavior and appropriate dress code when carrying out duties in relation to national representation

2.1.11 Direct all requests for interviews/ comments from the media to the Team Manager when overseas and to the General Manager when in Singapore.

2.1.12 Contribute to SBS 20% portion of any prize money received by the Pétanquer for performance at Major Games, in accordance with SportSG guidelines.

## 2.2 Fitness & Injury Prevention

**2.2.1** To use my best efforts to maintain the highest possible level of physical fitness and good health required for consistent training and competition as a competitor in the sport of Pétanque

**2.2.2** To refrain from acting in a reckless manner that may cause or contribute to injury to myself or any other person, and shall maintain a proper lookout to avoid other athletes, objects or conditions in the training and/or competition areas

## 2.3 Clothing & Equipment

2.3.1. To obtain SBS's prior approval before Sponsor logos (either personal or arranged by SBS) can be affixed to the Athlete's team clothing, uniform or equipment which should be in accordance with Sponsorship Guidelines

2.3.2. The Pétanquer undertakes to use actual and future sponsor-distributed products during the term of the Athlete Agreement as stipulated by SBS. This is unless the said products can be shown to specifically interfere with his/her sporting performance or official duties, in which event a written explanation must be sent to SBS for approval.

2.3.3. Under no circumstance is the Pétanquer allowed to accept personal sponsorship from any party without first seeking the written approval of SBS.

2.3.4. That it is my responsibility to ensure that clothing and equipment are well maintained and in accordance with SBS and FIPJP guidelines for competitions

## 2.4 Code of Conduct & Ethics

**2.4.1** To respect the spirit of fair play and non-violence and behave accordingly on the sporting arena. 'Fair Play' is defined as much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, antidoping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

**2.4.2** To conduct myself in the highest standards of honesty, respect, truth, fairness, ethical behaviour and sporting attitude in my oral and written expressions.

**2.4.3** For the duration of this Agreement period:

**2.4.3.1.** I shall adhere to all announced rules, policies and procedures of SBS

**2.4.3.2.** I shall not engage in any activities or conduct contrary to the laws of Singapore or in any place where training or a competition is being held.

**2.4.3.3.** Treat all coaches, officials, staff and team members with respect at all times.

**2.4.3.4.** I acknowledge that if I, or my representative, expresses ourselves in an improper manner towards any officials regarding their decisions (including matters on athlete selection) or regarding the results of any competition, I, and/or my representative, may be suspended and/or excluded from further competitions

**2.4.3.5.** I will exhibit good sportsmanship at all times. I will not argue with coaches, referees, competitors or officials from Singapore or other countries. I understand that protests may be lodged in accordance with SBS and FIPJP rules, only in writing after receiving permission to do so from SBS.

**2.4.3.6.** That I, or my representative, shall refrain from instigating or becoming involved in any type of altercation with any other athlete, spectator or other person, and shall not engage in abusive, abrasive or disorderly conduct.

**2.4.3.7.** Violation of the Code of Conduct on my part is determined also to be “misconduct”. SBS may suspend me for a definite from all SBS and FIPJP events and activities. I understand that all cases of disciplinary proceedings respecting misconduct shall be dealt with by SBS, in consultation with the Sport Singapore and the SNOG if deemed necessary.

## **2.5 Media, Publicity and Public Appearances**

2.5.1. That any contact, interviews or appearances with the media, sponsors, sports, entertainment and other organizations kind must be channelled through SBS, and be conducted with SBS permission.

2.5.2. That any performances, exhibitions or shows of any kind that involve Petanque in which I am participating as a representative of Singapore, SBS or Sport Singapore, must similarly be channelled through SBS, and be conducted with SBS permission.

2.5.3. That the SBS name or logo, and the Team Singapore name or logo cannot be used without permission from SBS and Sport Singapore.

2.5.4. My views/opinions are not those of SBS or Sport Singapore and therefore, I will not make any representations that I am making such statement on behalf of SBS or Sport Singapore.

## **2.6 Anti-Doping**

2.6.1. That SBS is committed to a drug-free sport and through FIPJP and Sport Singapore has agreed to comply with the provisions of the World Anti-Doping Code.

2.6.2. That it is my responsibility to abide by the code from World Anti-Doping Agency (WADA), FIPJP and Anti-Doping Singapore (ADS) Anti-Doping Policies (all referred to as “Anti-Doping Rules”)

2.6.3. That as a National/Elite or National Junior Squad Athlete and representative of Singapore, I shall ensure that:

- a) I will not use or possess illegal drugs, or directly or indirectly participate or aid in illegal drug use or drug rule violations, cause damage to persons or property, or engage in illegal activity, recognizing that all such activities bring disrepute to the sport of Petanque, SBS and Singapore, and, in certain cases, may result in criminal charges, and SBS or Sport Singapore action against me.
- b) Any prescription drugs or medications do not contain any substance prohibited by the Anti-Doping Rules and that any therapeutic use or other permitted medical exemptions are fully documented prior to use as laid out in the Anti-Doping rules.

- c) I will not consume prescription drugs or medication without the prior consent of a doctor during competition.
- d) SBS is fully informed of any and all drug related offences in which I may be involved.
- e) I am available for testing in accordance with the Anti-Doping Rules.
- f) I support drug-free and ethical practices and will participate in any educational programmes in relation to doping control and related matters as required by SBS.
- g) I will attend any Anti-doping talks organized by SBS, Sport Singapore or ADS.

## **2.7 Intellectual Property**

2.7.1. That the Intellectual Property and all rights in, attaching to or relating to SBS, its programmes, events, initiatives and marketing and promotional materials is owned by SBS. I shall not use such Intellectual Property except that when it is permitted by SBS.

2.7.2. That I shall not use the trademarks / logo of SBS or any Private or Commercial Sponsors in conjunction with any personal commercial arrangements of the Athlete without the prior written approval of SBS.

2.7.3. That I shall be mindful and be responsible for publishing contents on social media. I will not publish contents that is deemed offensive or negative that may directly or indirectly implicate the NSA's reputation and image, and not to disclose training matters or resources on online platforms.

## **2.8 Indemnity & Insurance**

2.8.1. That there are inherent risks associated with competitive Petanque and that the sport involves some elements of risk. I understand that it is my sole responsibility to act and govern myself in a manner as to be responsible for my own health and safety.

2.8.2. To assume all risks foreseen and unforeseen that arise from my participation in the sport of competitive Petanque and indemnify and hold harmless SBS, Sport Singapore & SNOG from any and all claims, actions, losses or damages including but not limited to bodily injury and death.

2.8.3. That it is my responsibility to have my own medical insurance policy to cover my personal medical expenses resulting from accidents and injuries

## **2.9 Disclosure of Information**

2.9.1. To permit my email addresses (as provided) to be included on the official SBS distribution lists and/or similar, for the purposes of disseminating information to National/Elite or National Junior Team athletes.

2.9.2. To permit the dissemination of personal information (including information related to race or ethnic origin and physical/mental health) to Sport Singapore, SNOG and FIPJP when required by SBS by these governing bodies.

## **2.10 Disputes and/or Conflict Management**

2.10.1 That in the event of a conflict or dispute with an athlete or NSA, to voice my concerns during athletes' feedback session and seek to resolve internally within 14 days.

## **2.11 Breach of this Agreement**

2.11.1. That should I breach any part of this agreement, SBS may at its discretion terminate my involvement with the National/Elite or National Junior squad.



### 3. PARENT/ GUARDIAN CODE OF CONDUCT

- 3.1 Encourage your child to participate by the rules of Pétanque.
  - 3.2 Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents/ guardians, coaches and officials. Do realize the power of example.
  - 3.3 Turn defeat into victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition. Do not pressure them for results.
  - 3.4 Teach your child that honest effort is as important as awards so that the result of each competition is accepted without undue disappointment.
  - 3.5 Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural backgrounds or religion.
  - 3.6 Support all efforts to remove verbal and physical abuse from sporting activities.
  - 3.7 Recognize that a place in the NTC and/ or their respective “team” is based upon a Pétanquer’s ability, behavior and approach to their development. This placing is subject to continual review in order to best benefit the Pétanquer.
  - 3.8 Understand that a place in the NTC involves commitment to participate in any competitions that the Pétanquer’s coach has deemed suitable for them.
  - 3.9 Endeavour to establish good communication with SBS, other parents, Pétanquer, coaches and officials for the benefit of all, using correct and proper language at all times.
  - 3.10 Never undermine your child’s coach in front of any parent or Pétanquer and do not talk badly about any coach, parent or Pétanquer in front of your child.
  - 3.11 Keep SBS informed if your child is ill or is having problems at home or school.
  - 3.12 Share any concerns or complaints about any aspect of SBS and/ or the NTC through the appropriate channels. If the matter concerns the daily training sessions, the Head Coach or Team Coach should be contacted at the first instance. If one remains unsatisfied, the next point of contact is the Development Manager. Only as a last resort, should the President be contacted.
    - 3.12.1 Formal complaints must always be made in writing through email and not via any other instant messaging applications.
  - 3.13 Discourage challenging/ arguing with officials, coaches and other Pétanquer.
  - 3.14 Publicly accept officials’ judgements and if you have a disagreement, speak to your child’s Coach at the end of the event in an appropriate manner.
  - 3.15 Parents are not to stay in the NTC whilst their child is training.
  - 3.16 At overseas competitions, parents are asked,
    - 3.16.1 Not to travel on the same flights or arrange accommodation in the same hotel as the delegation unless expressly allowed by SBS
-

## 4. COACH CODE OF CONDUCT

Coaches shall,

- 4.1 Act in a manner respectful of the dignity of individuals. The concept that each individual processes intrinsic value and worth is integral to the principle of respect for individuals.
  - 4.1.1 Treat and respect everyone equally, regardless of race, language, religion, culture, gender or physical ability.
  - 4.1.2 Recognize that your athletes can contribute to providing positive feedback on training methods and how their performance during training and competition can be optimized. Be a good listener when occasions for such interaction arise.
  - 4.1.3 Remember that there is a need for certain information to be kept confidential. Disclosure of such information should only be made with the consent of those who are concerned/ directly involved.
  - 4.1.4 Be sensitive to the feelings of your athletes when providing feedback on their training progress and performance during competition. Criticisms, if any, should not be directed at the athlete, instead it should be on your athlete's performance.
  - 4.1.5 To avoid gossip, innuendo and malicious comment, be constructive in criticisms and direct observations and recommendations regarding all aspects of Pétanque to the relevant individuals/ organizations.
  - 4.1.6 Respect the efforts of appointed and elected representatives of SBS.
  - 4.1.7 Refrain from public criticism of the sport, officials, staff or volunteers.
- 4.2 Be competent and exercise sufficient duty of care to the participants so that the participants are not harmed. Risks to the participants should be minimized and benefits to their holistic development should be maximized.
- 4.3 Exercise a standard of care consistent with their competence and obligations as a coach and provide a quality service to their athletes and to the sport.
  - 4.3.1 Be responsible for periodically updating one's coaching expertise through participation in courses, conferences and workshops and through information available in resource materials.
  - 4.3.2 Recognize the limits of one's knowledge and collaborate with other qualified practitioners. Where appropriate, refer one's athletes to a more qualified coach or specialist.
  - 4.3.3 Coach within the limits of their competence as a coach.
  - 4.3.4 Maintain or improve their current SG-COACH accreditation.
  - 4.3.5 Seek continual improvement through performance appraisal and continuing coach education.
  - 4.3.6 Honour the responsibilities given to a coach by keeping all relevant qualifications up to date.

- 4.3.7 Promote and assist in the development of the coaching profession and encourage participation in Pétanque at all levels.
- 4.4 Prepare well-planned and sound training programmes and execute them in a manner that would benefit all your athletes.
  - 4.4.1 Provide planned and sequential training programmes based on the individual developmental needs of the athletes.
  - 4.4.2 Ensure activities are suitable for age, experience, ability and fitness of participants.
  - 4.4.3 Modify the training programmes for injured athletes based on appropriate medical advice when required.
- 4.5 Advise your injured athlete to seek further medical treatment and suggest an appropriate recovery plan whenever possible. When deciding on your injured athlete's ability to continue training or competing, do take into account his/ her future health and general well-being.
- 4.6 Ensure that training and competition venues meet with minimum safety standards and that your athletes are properly attired.
- 4.7 Encourage by example, the removal of any form of personal abuse.
  - 4.7.1 Refrain from verbal, physical or emotional abuse.
  - 4.7.2 Be alert to any forms of abuse towards your athletes from other sources whilst they are in your care.
  - 4.7.3 Avoid sexual intimacy with your athlete. Any physical contact with your athletes should be only when absolutely necessary and during appropriate situations.
  - 4.7.4 Ensure physical contact with athletes is appropriate and necessary for the athlete's skill development.
  - 4.7.5 Ensure spotting methods and philosophy are consistent with established Pétanque principles.
  - 4.7.6 Ensure spotting is used only to facilitate learning or safe performance.
- 4.8 Put athletes' welfare first, making decisions based on the best interests of the athlete's sporting, education and vocational careers.
  - 4.8.1 Show concern for the health, safety and welfare of athletes and colleagues.
  - 4.8.2 Acknowledge the individual talents and potential of athletes.
  - 4.8.3 Maintain a balanced emphasis of sporting involvement with educational and career objectives.

- 4.9 Be honest, principled and honourable. The principle of integrity in actions challenges the coach to act with uprightness, wholeness and coherence.
- 4.9.1 Be honest and sincere when communicating with your athletes. Do not give false hopes to your athlete.
  - 4.9.2 Inform a fellow coach if and when you are working with their athletes.
  - 4.9.3 Your coaching qualifications and experience should be accurately represented, both in written and verbal form.
  - 4.9.4 Abide by the rules of your sport and respect your opponents and those in positions of authority.
  - 4.9.5 Abide by the rules of SBS as set forth in its constitution and policies.
  - 4.9.6 Use the established procedures for challenging a competitive result, contesting a team selection decision or complaining about the conduct of another member etc.
  - 4.9.7 Abide by the regulations of the SBS anti-doping policy, ADS and WADA.
  - 4.9.8 Adopt a professional attitude and maintain the highest standards of personal conduct. It should encompass your mannerism, dress and language to project a favorable image of Pétanque and coaching.
  - 4.9.9 Exercise self-awareness and evaluate how your values and actions influence your coaching activities positively or negatively.

## 5 Administration Team

Name	Position	Email
Haan Hui Lim	President	president@sportsboules.org.sg
Josephine Costan	Honourable Secretary	Josephine@dna-legal.com
Xiong Sheng Chin	Development Manager	admin@sportsboules.org.sg

## 6 CONFIDENTIALITY

- 6.1 The Pétanquer shall not disclose or communicate to any person or use or exploit for any purposes:
- 6.1.1 The provisions of the Athlete Agreement and of this Handbook.
  - 6.1.2 Any confidential information belonging to SBS entrusted to him/ her, obtained by him/ her in the ordinary course of events or which has come into his/ her possession, except as may be required by law.
- 6.2 In the event that the Pétanquer has to disclose or communicate to any person or use or exploit for any purpose the provisions of the Athlete Agreement and of this Handbook and/ or any confidential information, he/ she must seek prior written approval from SBS.

ANNEX A – PÉTANQUE DECLARATION OF MEDICATION STATUS

**I DECLARE THAT** *(please tick the appropriate box):*

- I am currently not taking any medication/ drug for any medical condition or any other reason.
- I am currently taking medication/ drugs regularly or occasionally, the details of which are below:

Name of medication/ drug
Medical condition or reason for taking medication/ drug
Name/ address of source of medication/ drug (doctor or hospital name and address)

I am aware of my responsibilities under the World Anti-Doping Agency (WADA) Code and that I may be subjected to Doping Control tests during in-competition or out-of- competition periods.

I am aware that nutritional supplements may possibly contain banned substances not listed in the ingredients, and that consuming any such supplement would be entirely at my own risk.

Should there be any changes or additions to my medication status as declared above, I undertake to inform SBS by submitting a fresh declaration.

Athlete Details			
Full Name	Signature	NRIC	Date
Parent/ Guardian Details (only required if athlete is below 18 years)			
Full Name	Signature	NRIC	Date

ANNEX B – REQUEST FOR ADDITIONAL TRAINING HOURS FORM

Pétanquer should only complete and submit this form in the case where:

- He/ she is unable to **regularly** hit 75% monthly attendance **AND**
- Taking Personal/ Exam Leave is not feasible.

Please attach supporting documents (e.g., school circulars, calendars, letter from Teacher-in-Charge etc.) where applicable.

**Details of Request**

<b>Pétanquer Full Name</b>			
<b>Reason for Request</b>			
<b>Details of Training Sessions Affected</b>			
<b>Number of Additional Training Hours Requested per Month</b>			
<b>Requested By</b>	<b>Name</b>	<b>Signature</b>	<b>Date Submitted</b>

**Declaration**

I will/ will not be attending external Pétanque training during the period of missed training hours.

*\*please delete where necessary.*

**Approval Details (for official use only)**

<b>Sports Boules Singapore Approval</b>	<b>Approve /Do Not Approve*</b>
<b>Name</b>	
<b>Signature</b>	
<b>Remarks</b>	
<b>Date</b>	

## ANNEX C – DISCIPLINARY PROCEDURES

Any breach of or non-compliance with the terms of the Athlete Agreement or clauses listed in the Athlete Handbook may result in warning letters issued and disciplinary action taken against the Pétanquer.

**Disciplinary Procedure**

**First offence:** A first warning letter/ email will be issued to the Athlete, accompanied with verbal warning to the Pétanquer of the consequences of a second offence.

**Second offence:** A second warning letter/ email will be issued to the Pétanquer in an official scheduled meeting to address rule-breaking matters and the consequences of a third offence.

**Third offence:** SBS will be entitled to terminate the Athlete Agreement without further notice and to remove the Pétanquer from the National Training Centre Programme.

ANNEX D – ABSENCE REQUEST FORM

1. All absence requests (with the exception of Medical Leave) **must be approved in writing** (via email/ text/ this form) **before** being taken/ tickets being booked.
2. The coach and/ or Programme Manager where applicable, reserves the right to approve or reject the absence request as they deem fit.
3. With the exception of ML, please submit this Request Form **in advance** of the period requested.
  - a. Less than 6 consecutive training days – only Coach approval required.
  - b. 6 consecutive training days or longer – Coach and Programme Manager approval required.

All Pétanquer are encouraged to request for excuse letters and avoid absences where possible.

Please send your request for excuse letter to your respective Programme Manager.

<b>Pétanquer Name:</b>			
<b>Total period of Absence Requested:</b>			
<b>Details of Absence Requested:</b>	<b>No. of Days:</b>	<b>Type of Absence</b>	<b>Breakdown of Date(s):</b>
		Days of Medical Leave (ML)	
		Days of Personal Leave (PL)	
		Days of Exam Leave (EL)	
		Days of 'O' Absence Without Reason	
		Moderated Training (min. 8 hours a week and not more than 2 months prior) due to Major Exams (PSLE, 'O' Levels, 'A' Levels, IB <u>only</u> )	
<b>Reason for Absence Request:</b>			

Approval Details (for SBS to complete)

Coach Approval	
<b>Name of Coach:</b>	
Approved	Not Approved
Programme Manager Approval	
<b>Name of Programme Manager:</b>	
Approved	Not Approved