User Manual

For

iCAN Athlete Online Module

Version – V9.0

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1 INTRODUCTION

The **information System for Coaches, Athletes and NSAs (iCAN) - Athlete module** is developed to register an athlete with SPORT SINGAPORE. This process can be done by both NSAs via Online and SPORT SINGAPORE via Office Module. Once the athlete is successfully registered and the application approved by SPORT SINGAPORE, the athletes gets login id and password to access their details through online.

This system will cover the following business functions:

- Allow NSA users to register an athlete
- Allow NSA users to Support / Not Support the spexTEAM carding and Athlete Assistance Program Application
- Allow NSA users to do the Batch Endorsement and Batch Upload of spexTEAM, Achievements, Targets and Trainings
- Allow SPORT SINGAPORE users to edit/update Athlete details
- Allow SPORT SINGAPORE users to Approve/Reject spexTEAM Application, Athlete Assistance Program Application and spexTEAM carding Renewal Application
- Allow Athlete users to edit their profile, view their Sports current details and edit sports history details, apply for Athlete Assistance Program Application and renew their spexTEAM carding
- NSA users can generate various reports using reports module

The system provides a standard user interface that is uniform throughout the application.

1.1 TARGET USERS & PURPOSE OF THE MANUAL

This system is used by three different users. They are SPORT SINGAPORE (Singapore Sport Singapore) users, NSA (National Sports Association) users and Athlete users. NSA users and Athlete users access the system through ‘Athlete Online’ module, whereas SPORT SINGAPORE users access the system using the ‘Office module’.

This manual will deal with the menus for online module, how users can navigate to each page, the screen layout, buttons functionality in each screen and the validations done in each screen.

1.2 Definition and Acronyms

Serial No	Abbreviation	Expansion
1.	NSA	National Sports Association
2.	iCAN	information System for Coaches, Athletes and NSAs (iCAN) - Athlete module
3.	N/A	Not Applicable / Not Available

2 NSA Users

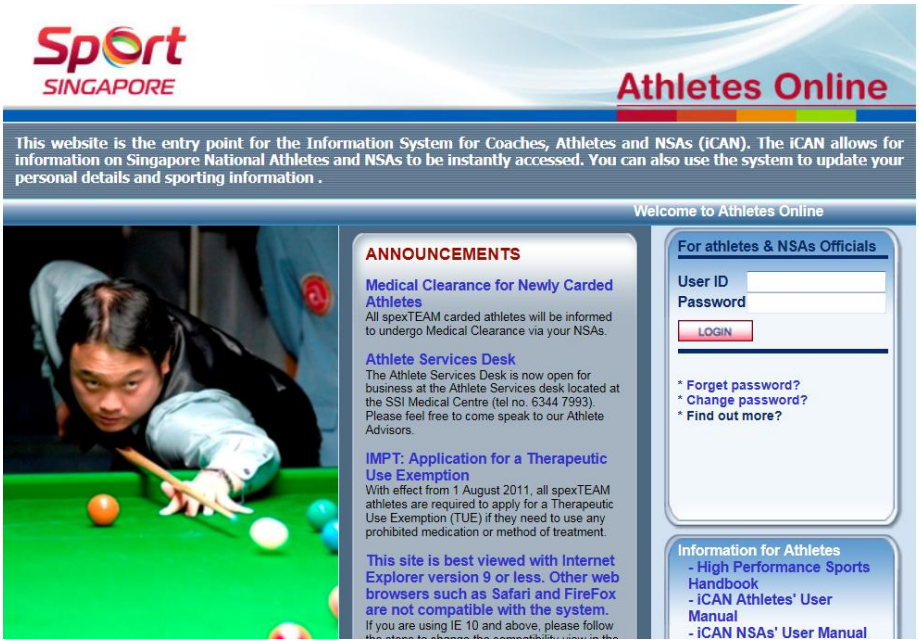
2.1 Login Screen

2.1.1 Login Screen for NSA Users

2.1.1.1 Description

Using this Login screen NSA users can login into the system.

2.1.1.2 Screen Layout



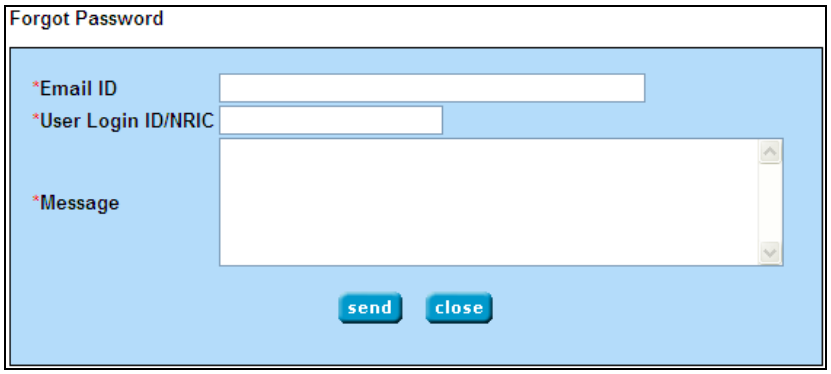
2.1.1.3 Buttons

- ❖ Login – Allows user to enter into the system upon entering valid user id and password else throw an error message

2.1.1.4 Hyperlinks

- Forgot your Password – This will open up a pop up window for getting the new password

  This screen is used to get the new password if the users forgot their password. For this they need to give the details like Email id, Login User id/NRIC and message. User should enter a valid email id.



Buttons

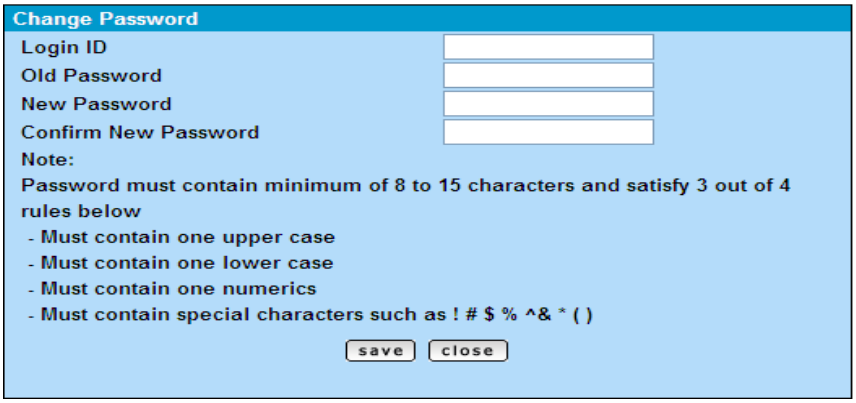
Send – It will send the given details to ICAN and the system will send a new password to the given email id
Close – Closes the window and redirects the user to Login page

Validations

- All the fields are mandatory fields
- User should enter a valid email id

- Change Password – This will open up a pop up window to change the user's password

This screen is used to change the old password to a new password. User has to give valid password and the passwords are case sensitive.



Buttons

Save – This will save the entered details
Close – Closes the window and redirects the user to Login page

Validations

- Login Id and Old password should be valid
- New password should be between 8 & 15 characters and alphanumeric
- New password should match with Confirm new password
--New password must contain 3 out of 4 rules as mentioned in the screen.

2.1.1.5 Validations

- All the fields are mandatory fields
- User should enter a valid Login Id and password
- Password of the Athletes and NSA users will expire in specified number of days (configured to 90 days) hence they will be enforced to change their password

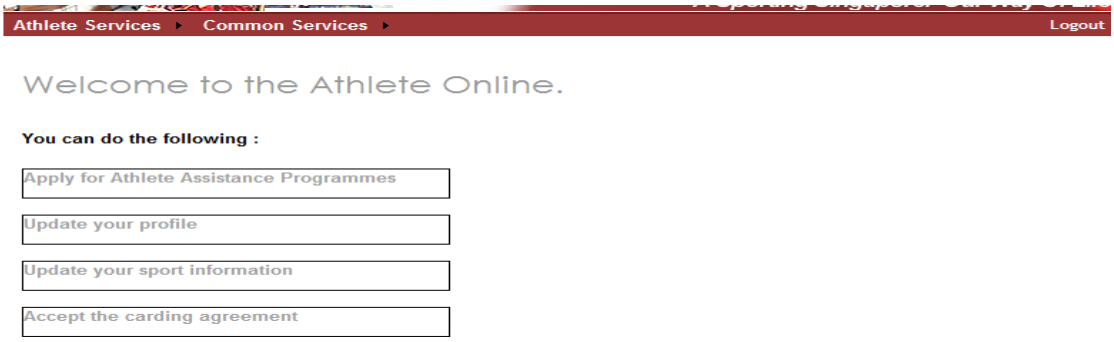
2.2 Home Page

2.2.1 Home Page for NSA user

2.2.1.1 Description

This screen will show the menu for the logged in user and displays the details that the user can do. User can click on the desired menu and navigate to the pages.

2.2.1.2 Screen Layout



2.2.1.3 Buttons

None

2.2.1.4 Hyperlinks

None

2.2.1.5 Validations

None

2.3 Add Athlete Profile

2.3.1 Personal Particulars

2.3.1.1 Description

This screen is used to add the personal particulars of an athlete while creating a new athlete profile.

2.3.1.2 Screen Navigation

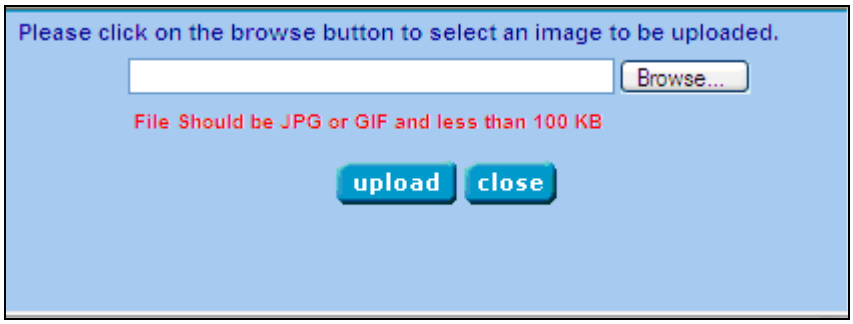
Athlete Services → Athlete Management module → Add Athlete Profile →Personal Particulars

2.3.1.3 Screen Layout

2.3.1.4 Buttons

- Lookup – Used to validate the given NRIC and check its existence in the database
- Save – Checks for mandatory entries and perform validations. Once the validations are successful, details entered in the page are saved
- Save & Next - Checks for mandatory entries and perform validations. Once the validations are successful, details entered in the page are saved and the user is redirected to next page
- Update – Update the details entered by the user
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page
- Upload New – Opens a popup window to upload the photo

This screen is used to browse and upload the photo, which is in .jpg or .gif format.



Buttons

Browse – to browse for the photo file
Upload - to upload the selected file
Close - Closes the window and redirects the user to Personal particulars page

Validations

Only .jpg or .gif format files are allowed to be uploaded and file size should be less that 100 KB

2.3.1.5 Hyperlinks

None

2.3.1.6 Validations

- For ID Type NRIC, Fin or Passport selection, system will validate NRIC/Fin No entered upon selection of other from ID Type system will not validate NRIC/Fin no entered.
- Residential Status will be enabled only if Nationality is not Singaporean
- If Blood Group is selected as 'Others' then a textbox will be available for the users to enter the blood group which is not in the list
- System will only allow uploading the photo after successful creation of the user details
- Age field is auto-populated upon selecting the date of birth from Date-Picker control
- NRIC/FIN No, ID Type, Full Name (as in NRIC), Nationality, Date of Birth, Place of Birth, Sex ,Marital Status are the mandatory fields in this screen.

2.3.2 Personal Contact Info

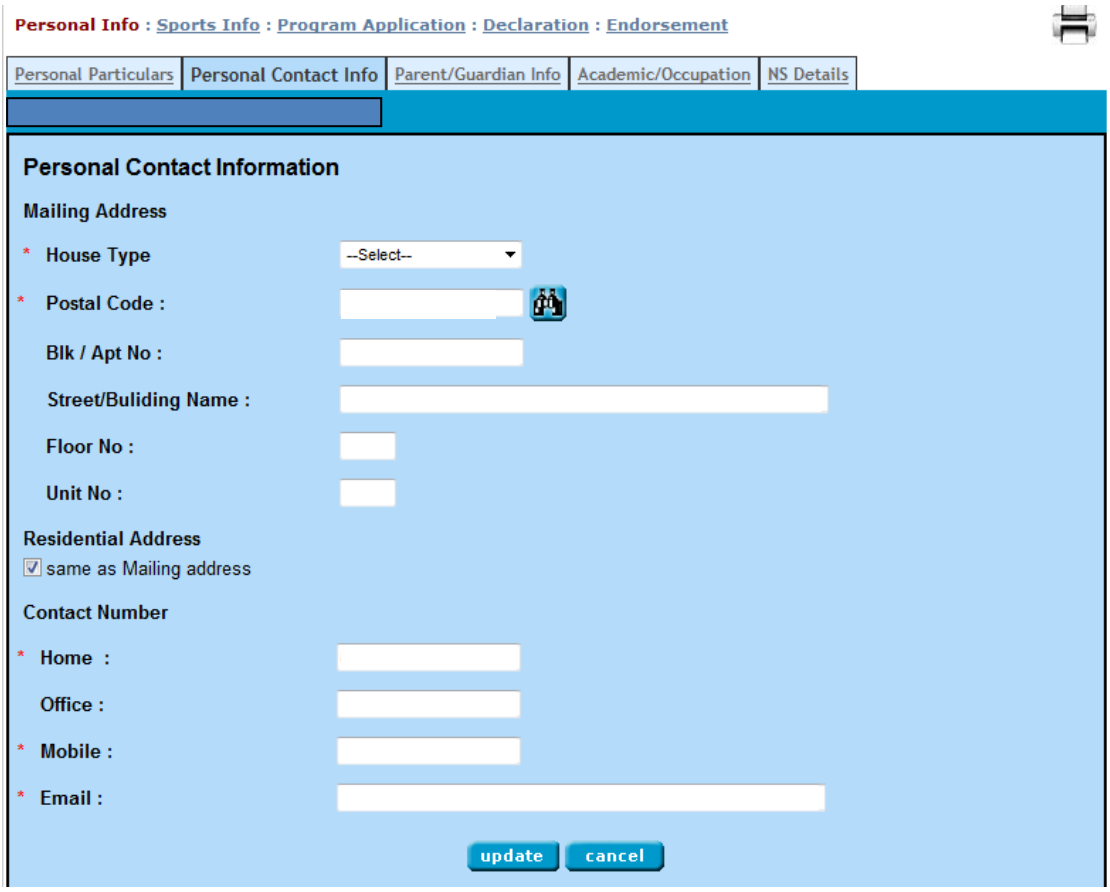
2.3.2.1 Description

This screen is used to add the personal contact info of an athlete. User can enter details in this page after save their personal particulars successfully.

2.3.2.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → Personal Contact Info

2.3.2.3 Screen Layout



2.3.2.4 Buttons

- Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- Update – Update the details entered by the user
- Cancel – Close and Redirect to Home page without saving the details entered in the current page

2.3.2.5 Hyperlinks

None

2.3.2.6 Validations

- Name field accepts only Alphabets and special character ‘ and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section among “Home” ,”Mobile” and “Email” are mandatory
- Email address will be validated. Email Address must contain “@” and “.” in between alphanumeric characters. Only “-“, “_” will be accepted as special character
- House Type, Postal Code, Blk / Apt No, Home, Email are mandatory fields in this screen.
- If Residential address is same as Mailing address then user can check the checkbox “Same as mailing address”.
- If Residential address different from Mailing address then user have to fill up residential address details with the mandatory field.

2.3.3 Parent/Guardian info

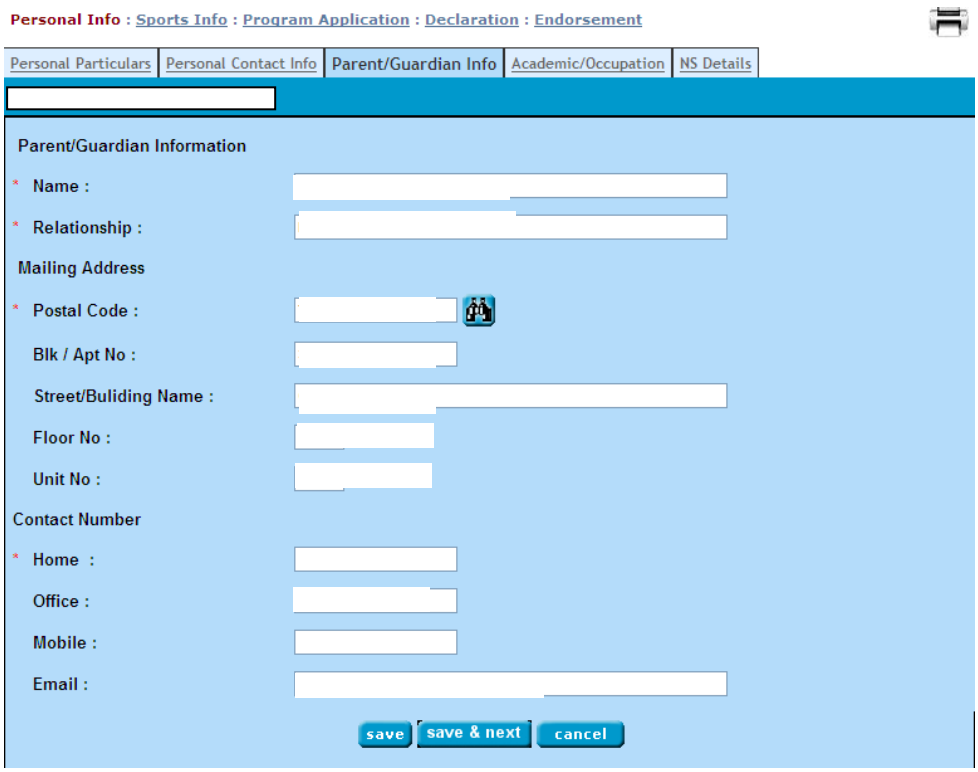
2.3.3.1 Description

This screen is used to add the Parent/Guardian Info. This screen will be visible and become mandatory for the athlete whose age is less than or equal to 21 which is calculated based on the “Date of Birth” of the athlete. User can enter details in this page after save their personal particulars successfully.

2.3.3.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → Parent/Guardian Info

2.3.3.3 Screen Layout



2.3.3.4 Buttons

- Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- Update – Update the details entered by the user
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.3.3.5 Hyperlinks

None

2.3.3.6 Validations

- Name field accepts only Alphabets and special character ‘ and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section among “Home” should be mandatory
- Email address will be validated. Email Address must contain “@” and “.” in between alphanumeric characters. Only “-“, “_” will be accepted as special character
- Name, Relationship, Postal Code,Blk / Apt No ,Street/Building Name, Home are mandatory fields in this screen.

2.3.4 Academic/Occupation

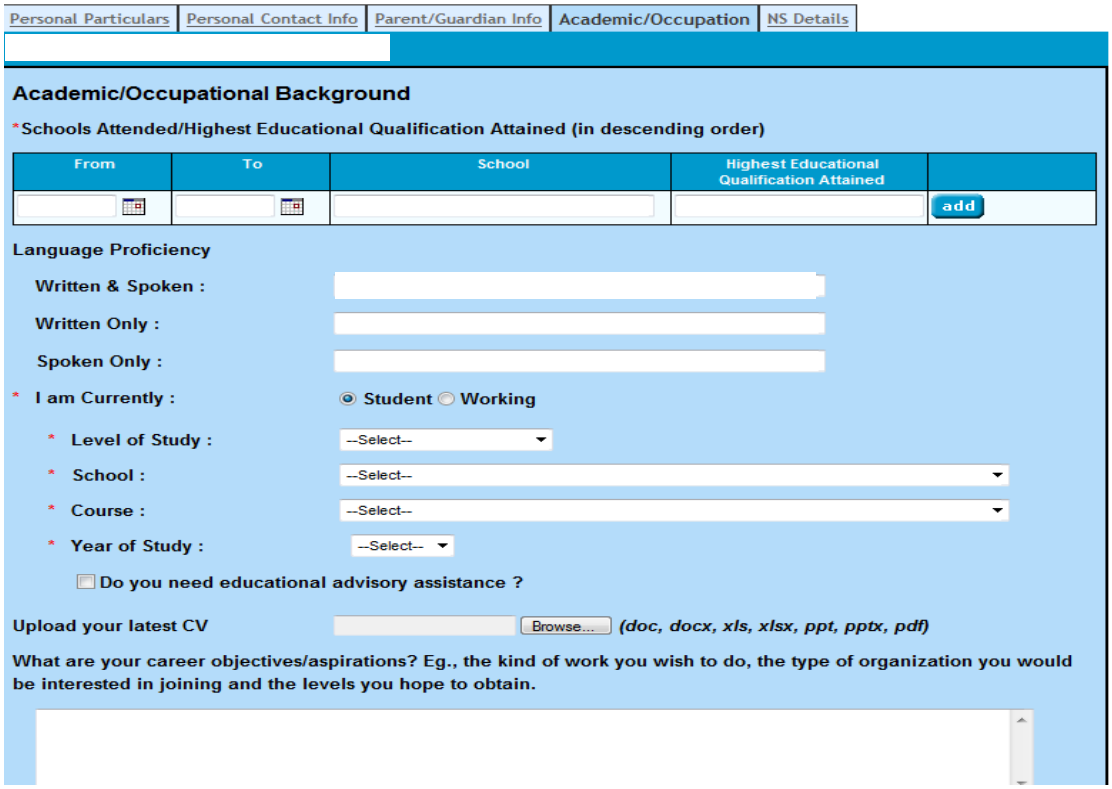
2.3.4.1 Description

This screen is used to add the Academic /Occupation details of the athlete. User can enter details in this page after save their personal particulars successfully.

2.3.4.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → Academic / Occupation

2.3.4.3 Screen Layout



2.3.4.4 Buttons

- Add (in Data grid) – Add the new record
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database
- Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- Update – Update the details entered by the user
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.3.4.5 Hyperlinks

None

2.3.4.6 Validations

- User should enter at least one “school attended” records which is mandatory.
- From date should not be greater than To Date
- If user selects ‘Student’ option then Level of Study, School, Course, Year of Study are mandatory.
- If user selects ‘Working’ option then Employment Status,Occupation, Designation, Employer / Organization are mandatory

2.3.5 NS Details

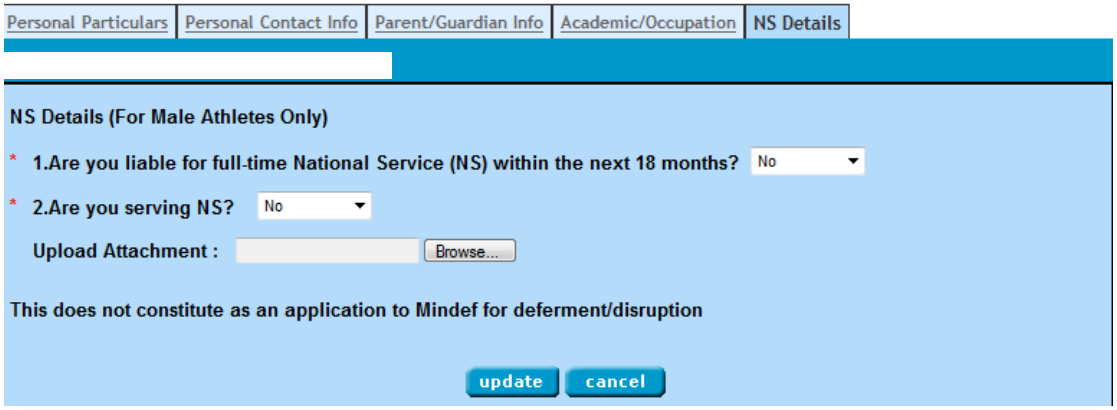
2.3.5.1 Description

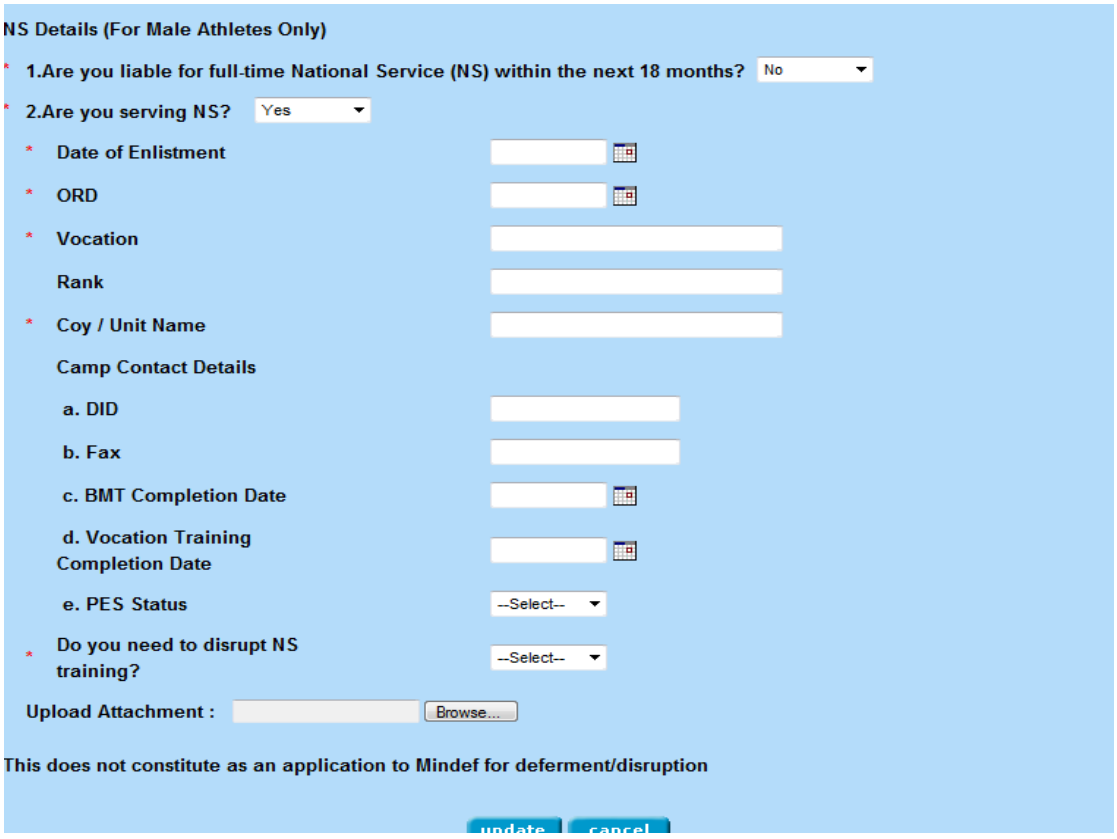
This screen is used to add the NS details. This screen will be visible and become mandatory only for the Male athlete. User can enter details in this page after save their personal particulars successfully.

2.3.5.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → NS Details

2.3.5.3 Screen Layout





2.3.5.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database
- Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- Update – Update the details entered by the user
- Cancel – Close and Redirect to Home page without saving the details entered in the current page

2.3.5.5 Hyperlinks

None

2.3.5.6 Validations

- 'Are you liable for full-time National service (NS) within the next 18 months?' Field is mandatory
- If 'Yes' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Do you need to defer NS training' field is mandatory
- If 'Yes' is selected in 'Do you need to defer NS training' field then 'Deferment Period' is mandatory
- If 'No' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Are you Serving NS?' field is mandatory.
- If 'Yes' is selected in 'Are you Serving NS?' field then 'Date of Enlistment', 'ORD', 'Vocation', 'Coy/Unit Time' and 'Do you need to disrupt NS training' fields are mandatory
- If 'Yes' is selected in 'Do you need to disrupt NS training' field then 'Disruption Period' is mandatory
- From date should not be greater than to date

2.4 Athlete Sports Specific Details

2.4.1 Sports Specific Information

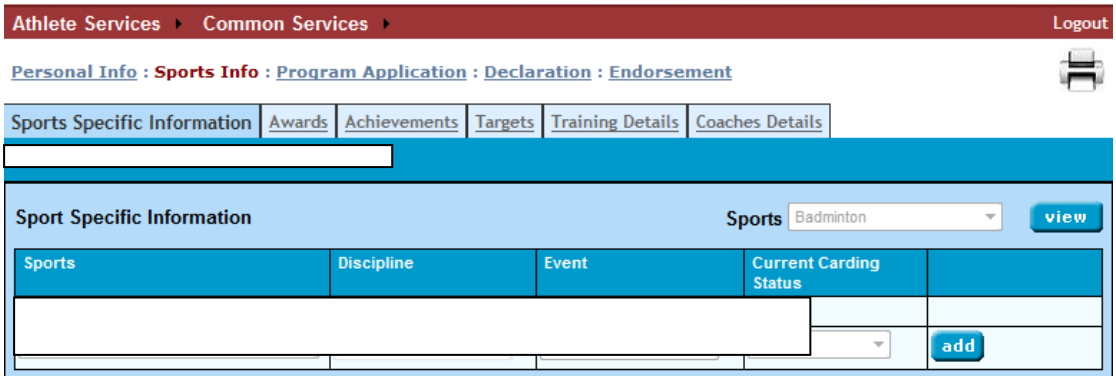
2.4.1.1 Description

This screen is used to add sports specific information. NSA User can add Discipline and Events as many as they need under the sport they belong. But they can't edit or delete the details. Only SPORT SINGAPORE users have that permission.

2.4.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Sports Specific Information

2.4.1.3 Screen Layout



2.4.1.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database

2.4.1.5 Hyperlinks

None

2.4.1.6 Processing

- Users can type the valid Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly.

2.4.1.7 Validations

- Discipline and Event are mandatory fields.
- NSA users only can add new Discipline and Event. They can't edit or Delete the details entered. Only SPORT SINGAPORE users can do that.

2.4.2 Awards

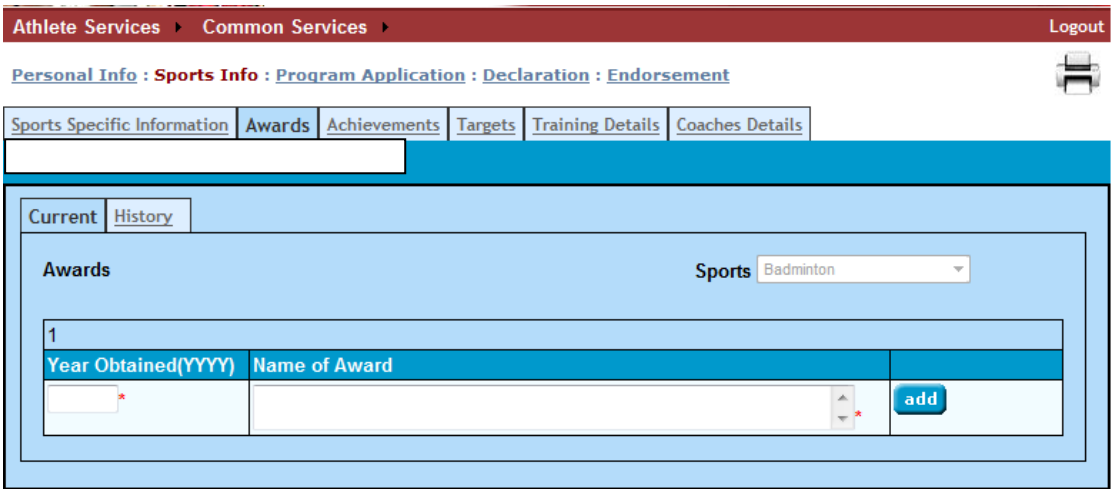
2.4.2.1 Description

This screen is used to add award details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.2.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Awards

2.4.2.3 Screen Layout



2.4.2.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

2.4.2.5 Hyperlinks

None

2.4.2.6 Validations

- ▪ Year Obtained and Name of Award are mandatory fields
- ▪ Year Obtained accepts only numeric and it should be 4 digits
- ▪ Year Obtained should not be less than 1900

2.4.3 Achievements

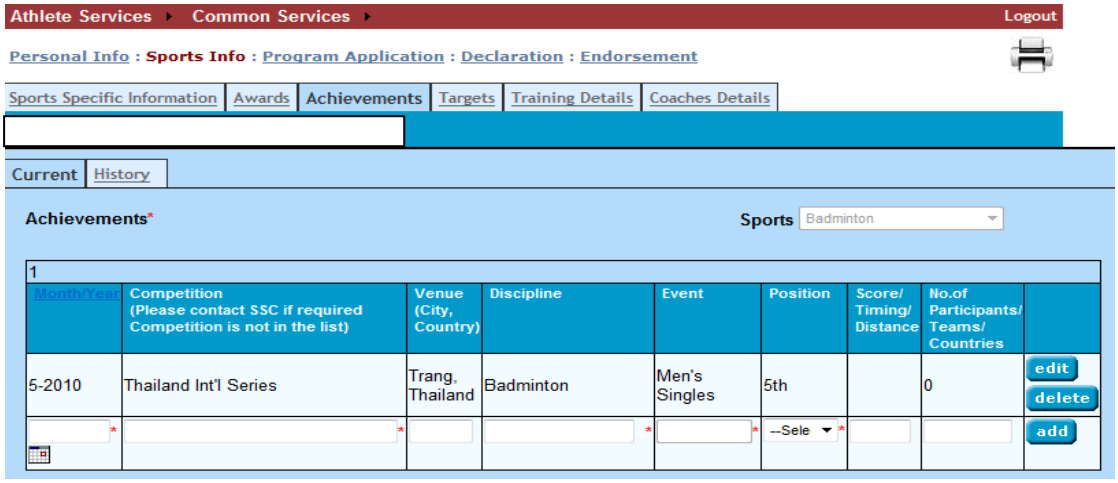
2.4.3.1 Description

This screen is used to add achievement details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.3.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info→ Achievements

2.4.3.3 Screen Layout



2.4.3.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Delete (in Data grid) – Deletes the selected record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option

2.4.3.5 Hyperlinks

None

2.4.3.6 Processing

- Users can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be to select the corresponding value accordingly.
- User can sort grid record in ascending or descending order by clicking on “Month/Year “header.

2.4.3.7 Validations

- Month/Year, Competition, Venue, Discipline, Event, Position, No. of Participants/Teams/Countries fields are mandatory
- When ‘Others’ is selected in Positions then a textbox will be visible for the user to enter value for position and it is mandatory
- No. of participants/Teams/Countries field will accept only numeric values
- Month/Year, Competition, Discipline, Event, Position are mandatory fields in this screen.

2.4.4 Targets

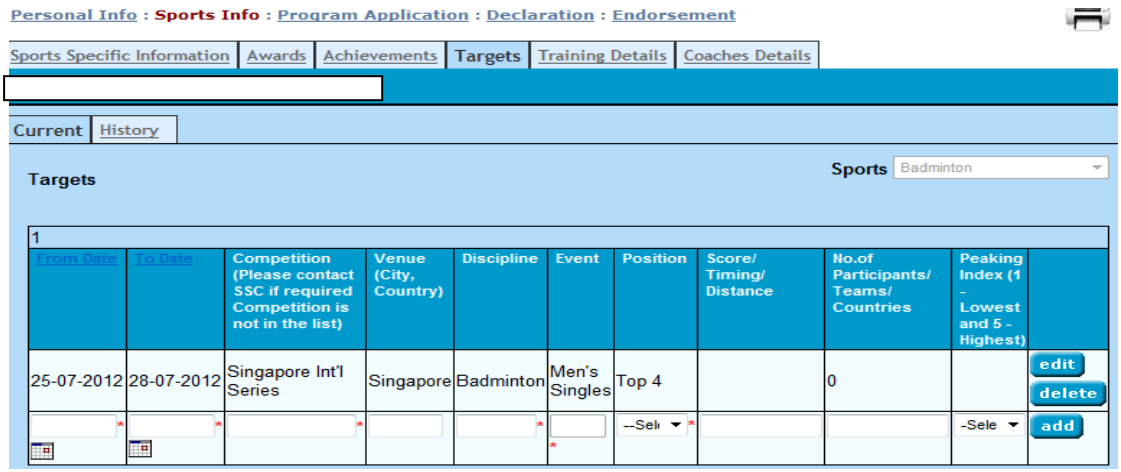
2.4.4.1 Description

This screen is used to add target details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.4.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Targets

2.4.4.3 Screen Layout



2.4.4.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

2.4.4.5 Hyperlinks

None

2.4.4.6 Processing

- Users can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly.
- User can sort grid record in ascending or descending order by clicking on "From Date/To Date "header.

2.4.4.7 Validations

- From Date, To Date, Competition, Venue, Discipline, Event, Position, No. of Participants/Teams/Countries fields are mandatory
- From Date should not be greater than To Date
- When 'Others' is selected in Positions then a textbox will be visible to user and become mandatory
- No. of participants/Teams/Countries field will accept only numeric values
- From, To, Competition, Discipline, Event, Position are mandatory fields in this screen.

2.4.5 Training Details

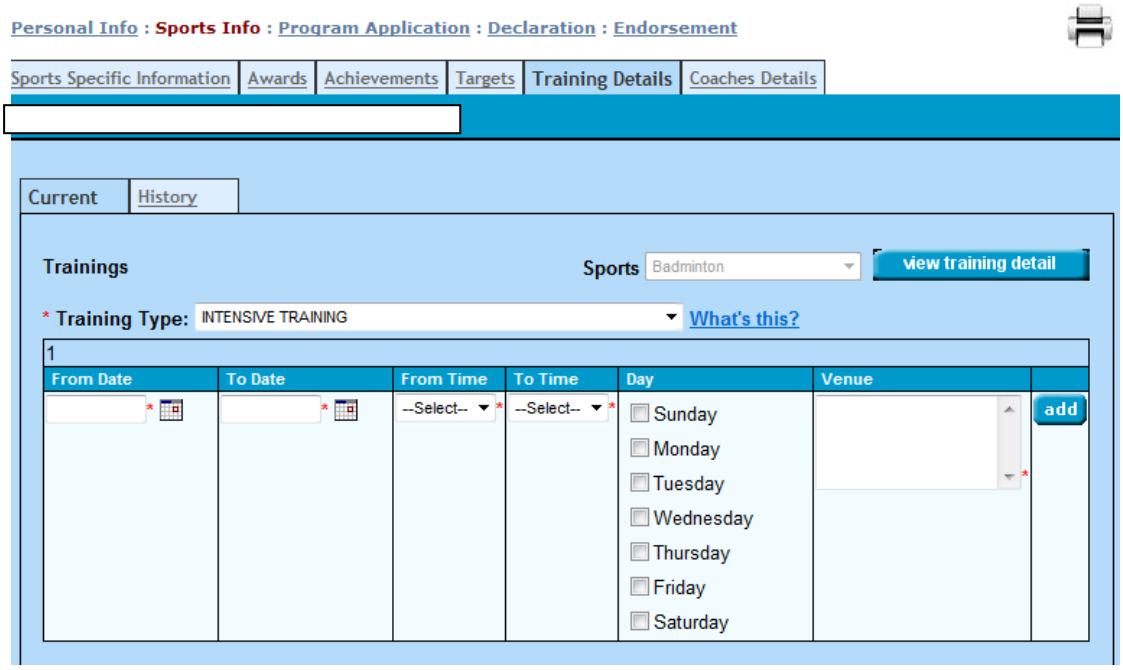
2.4.5.1 Description

This screen is used to add training details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.5.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Training Details

2.4.5.3 Screen Layout

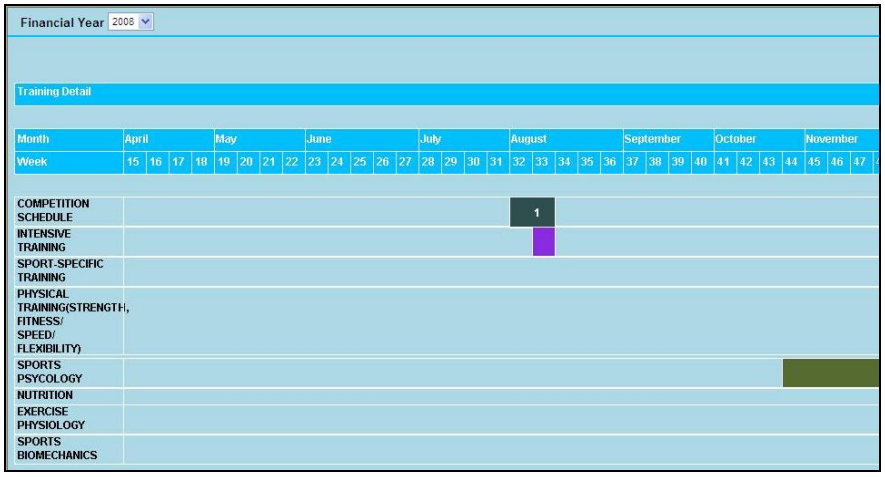


2.4.5.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Delete (in Data grid) – Deletes the selected record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- View Training Details – Opens up the graphical representation of Training details

View Training Details

This screen is used to view the training details as a graphical representation. The Training details and the targets will be displayed in this screen for the selected financial year.



2.4.5.5 Hyperlinks

- What's This? – This link will open up a popup window
  This screen has some static information about each Training type

Training Type	
Intensive training	Generally defined as focused, hard training leading up to major competition/training stint
Sport-Specific Training	Training focused on Technical / Tactical, etc Physical Training - Training focused on Strength / Fitness / Speed / Flexibility, etc
Sport Psychology	Mental skills, individual consultations, workshops,etc
Sport Nutrition	Dietary planning, consultations, etc
Exercise Sport Physiology	Physiological fitness and performance
Sport Biomechanics	Analysis of athletes' technique/form

2.4.5.6 Validations

- From Date, To Date, From Time, To Time, Day, Venue fields are mandatory.
- From Date should not be greater than To Date
- Two training cannot be having same From Date and To Date in one particular training type
- Training should be in the current financial year
- When 'Others' is selected 'Select File' option will be enabled to user to browse for a file to upload

2.4.6 Coaches Details

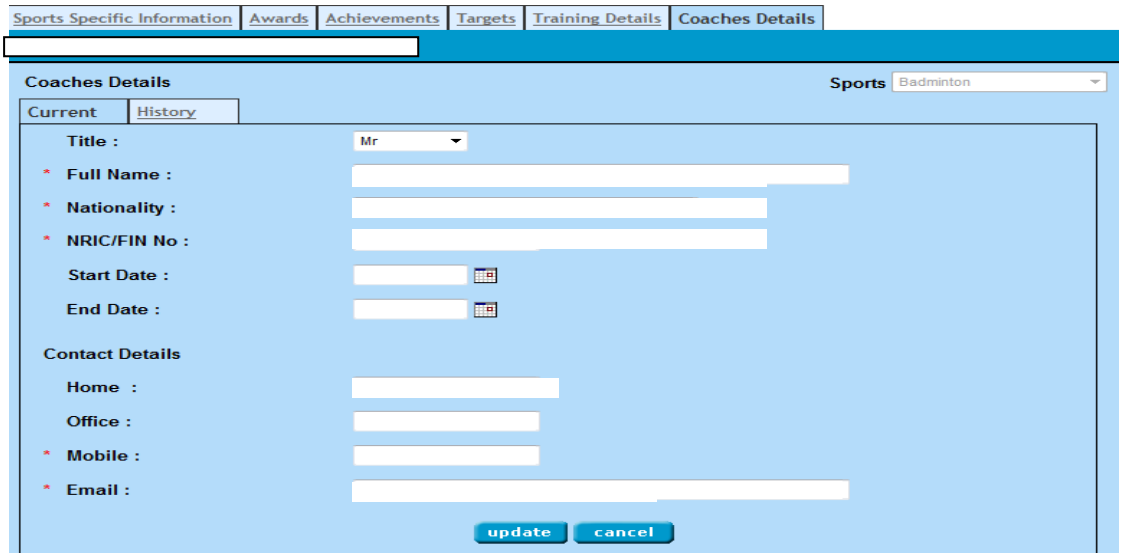
2.4.6.1 Description

This screen is used to add the Coach details. User can able to access this page only after they enter sport specific information.

2.4.6.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Coaches Details

2.4.6.3 Screen Layout



2.4.6.4 Buttons

- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.4.6.5 Hyperlinks

None

2.4.6.6 Validations

- ▪ Full Name, Nationality, NRIC/FIN No., Mobile, Email fields are mandatory
- ▪ In the contact number one of the fields should be mandatory
- ▪ Upon selecting Nationality as “SINGAPOREAN” system will validate NRIC/Fin no and for other country it will not.
- ▪ Contact number fields accepts only numeric
- ▪ Valid Email should be entered in Email field

2.5 Athlete Assistance Program Application

2.5.1 Athlete Assistance Program Application

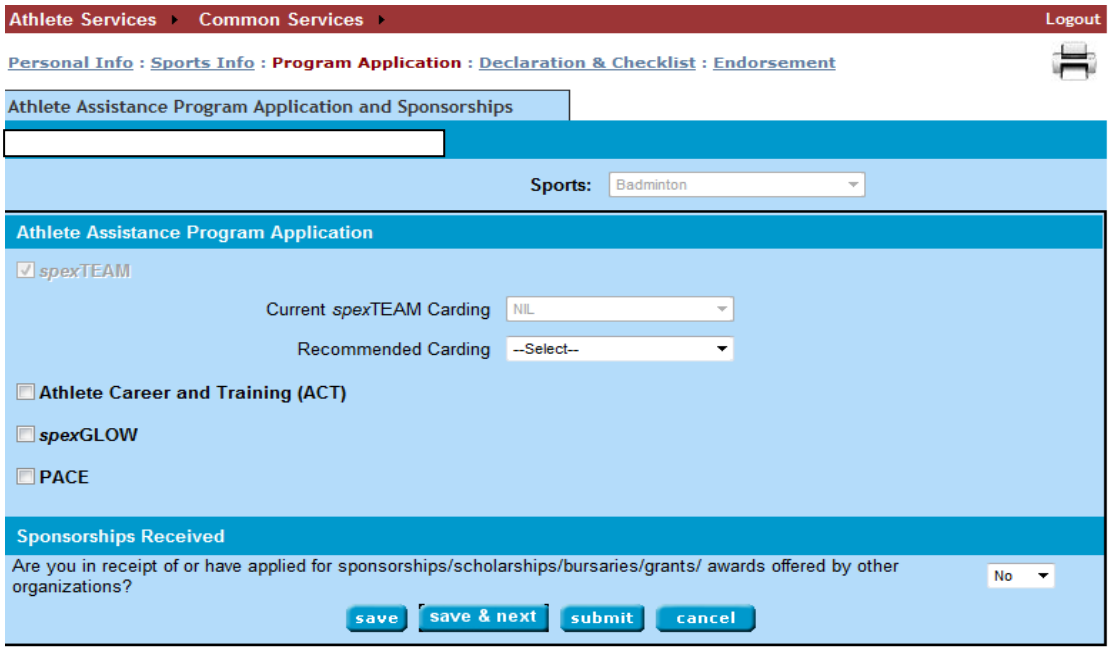
2.5.1.1 Description

This screen is used to apply for the assistance program application, save the budget details and sponsorship details. User can able to access this page only after they enter sport specific information.

2.5.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Program Application

2.5.1.3 Screen Layout



2.5.1.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Delete (in Data grid) – Deletes the selected record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- Cancel – Close and Redirect to Home page without saving the details entered in the current page

2.5.1.5 Hyperlinks

- Budget Template link – Refer Section ACT Budget Template

2.5.1.6 Validations

- Any Program Application can be applied one time for that financial year
- For NSA users, Program applications are enabled (editable) only for draft and approved status
- If NSA user submits a Program applications for an athlete in approved status, then it will be sent directly to SPORT SINGAPORE for approval (without any email notification)
- spexTEAM will be checked by default on all spexTEAM applications
- Recommended Carding is enabled only for NSA users
- If ACT is checked then Budget Template is mandatory and either of Training scholarship or Education scholarship is mandatory
- NSA users can edit the budget template in all status of the spexTEAM application, provided the ACT program is applied
- If Education scholarship is checked then all the fields under Education scholarship is mandatory. The fields will be visible only after the Education scholarship is checked
- If spexGLOW is checked then all the fields under spexGLOW is mandatory. The fields will be visible only after the spexGLOW is checked
- NSA users can edit sponsorship details at any time
- NSA users can enter details for the program on behalf of athlete. They can't apply for any programs. Once the spexTEAM application is 'Approved' by SPORT SINGAPORE then NSA user needs to Support the Program applications they have saved while creating the spexTEAM application

2.5.2 ACT Budget Template

2.5.2.1 Description

This page is used to enter the various budget details. User can able to access this page only when they apply for Athlete Career & Training (ACT) program.

2.5.2.2 Screen Layout

S.No	Item	Amt Requested	Amt Allocated	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Remarks
SPEX TRAINING SCHOLARSHIP / GRANT												
1	TRAINING - Personal Equipment	3000	3000	1024.65	1500	0	0	0	0	0	0	
2	TRAINING - Apparel	2000	2000	0	1000	0	0	0	0	0	0	
3	TRAINING - Transport	5000	5000	1200	2500	1300	0	0	0	0	0	
4	TRAINING - Additional SMSS support	0	0	0	0	0	0	0	0	0	0	
5	TRAINING - Intensive Training Stints	10000	0	0	0	0	0	0	0	0	0	
6	COMPETITION - Additional competitions	10000	0	0	0	0	0	0	0	0	0	
7	COACHING - E.g. Personal Coaches fees	0	0	0	0	0	0	0	0	0	0	
8	Other Necessities (pls specify)	0	0	0	0	0	0	0	0	0	0	
	Sub-Total	30000	10000	2224.65	5000	1300	0	0	0	0	0	
SPEX EDUCATION SCHOLARSHIP / GRANT												
1	Tuition / Course Fees	0	0	0	0	0	0	0	0	0	0	
2	Learning Resources & Materials (e.g. books)	0	0	0	0	0	0	0	0	0	0	

2.5.2.3 Buttons

- Calculate – Calculate the Sub Total and Grand Total
- Submit - Saves the details entered in the page. This Save process will complete only the user save the details in the 'Athlete Assistance Program Application' Page
- Cancel – Closes the current page and Redirects the user to 'Athlete Assistance Program Application' Page without saving the details entered in the current page
- Upon changing the financial year dropdown user able to select corresponding financial year data

2.5.2.4 Hyperlinks

None

2.5.2.5 Validations

- NSA users can edit only "Amt Requested", "Amt Disbursed by – NSA" and "Remarks" fields
- They can't edit "Amt Allocated" and "Amt Disbursed by – SPORT SINGAPORE" fields

2.6 Declarations

2.6.1 Declarations

2.6.1.1 Description

This screen is used to enter the details like whether the athlete is charged in a court of laws in any country. NSA user and athlete users can view their declaration for the current financial year and can open the agreement screen.

2.6.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Declaration

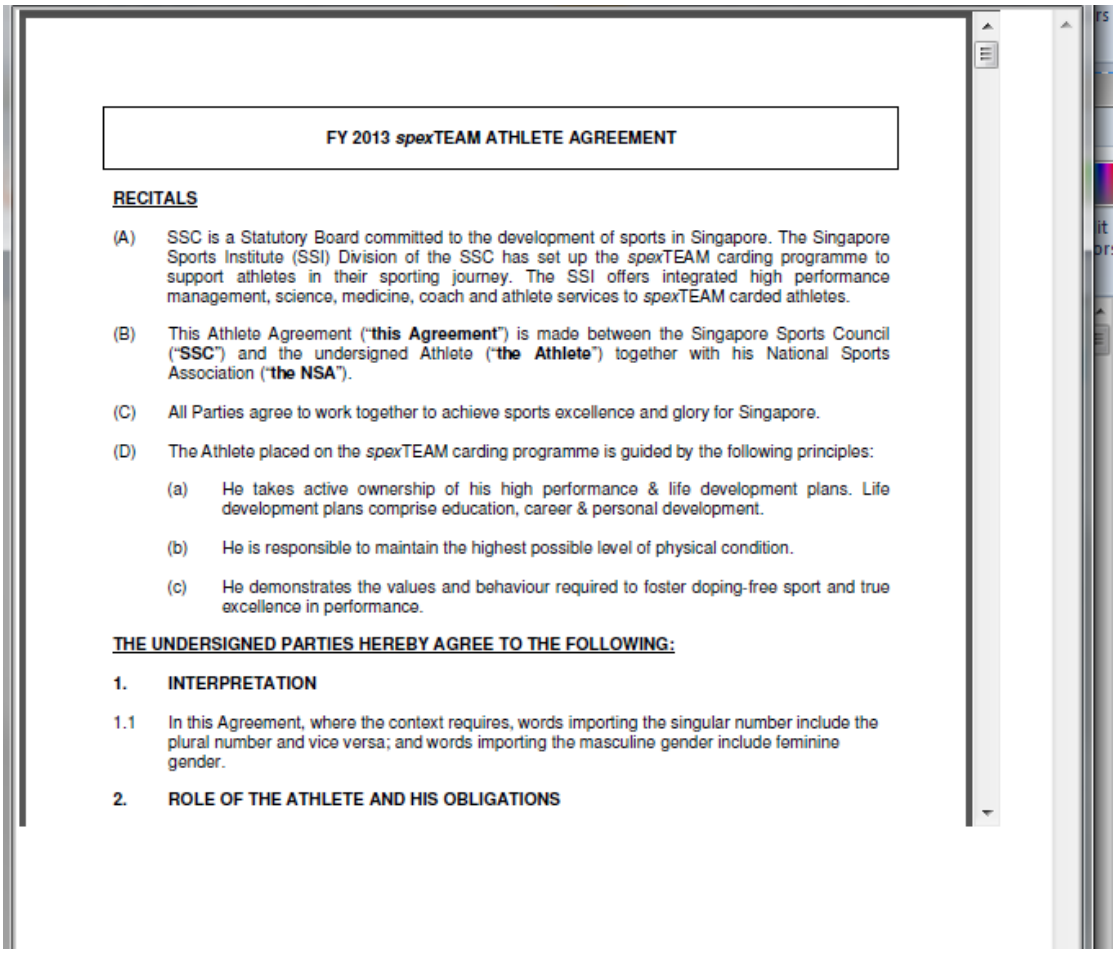
2.6.1.3 Screen Layout

2.6.1.4 Buttons

- Save&Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- Next – Once the declaration done user will not be able to edit the information entered, hence after viewing the details by clicking this button page will be redirected to next page
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.6.1.5 Hyperlinks

- NSA Agreement link – Enabled for NSAs and upon click, opens the agreement screen in a pop up window
- Athlete Agreement link – Disabled for NSAs



FY 2013 *spex*TEAM ATHLETE AGREEMENT

RECITALS

(A) SSC is a Statutory Board committed to the development of sports in Singapore. The Singapore Sports Institute (SSI) Division of the SSC has set up the *spex*TEAM carding programme to support athletes in their sporting journey. The SSI offers integrated high performance management, science, medicine, coach and athlete services to *spex*TEAM carded athletes.

(B) This Athlete Agreement ("**this Agreement**") is made between the Singapore Sports Council ("**SSC**") and the undersigned Athlete ("**the Athlete**") together with his National Sports Association ("**the NSA**").

(C) All Parties agree to work together to achieve sports excellence and glory for Singapore.

(D) The Athlete placed on the *spex*TEAM carding programme is guided by the following principles:

(a) He takes active ownership of his high performance & life development plans. Life development plans comprise education, career & personal development.

(b) He is responsible to maintain the highest possible level of physical condition.

(c) He demonstrates the values and behaviour required to foster doping-free sport and true excellence in performance.

THE UNDERSIGNED PARTIES HEREBY AGREE TO THE FOLLOWING:

1. INTERPRETATION

1.1 In this Agreement, where the context requires, words importing the singular number include the plural number and vice versa; and words importing the masculine gender include feminine gender.

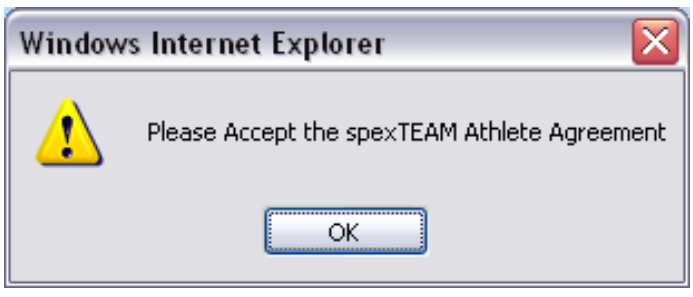
2. ROLE OF THE ATHLETE AND HIS OBLIGATIONS

Buttons:

- Accept – Agreement for current FY will be accepted and pop up screen will be closed
- Decline – Agreement for current FY will be declined and pop up screen will be closed

2.6.1.6 Validations

- NSA agreement Checkbox will be checked if the NSA has accepted the agreement for Current FY
- If the logged in user is yet to accept the agreement for the current FY then the user will be notified to accept the agreement



2.7 Endorsement

2.7.1 Endorsement

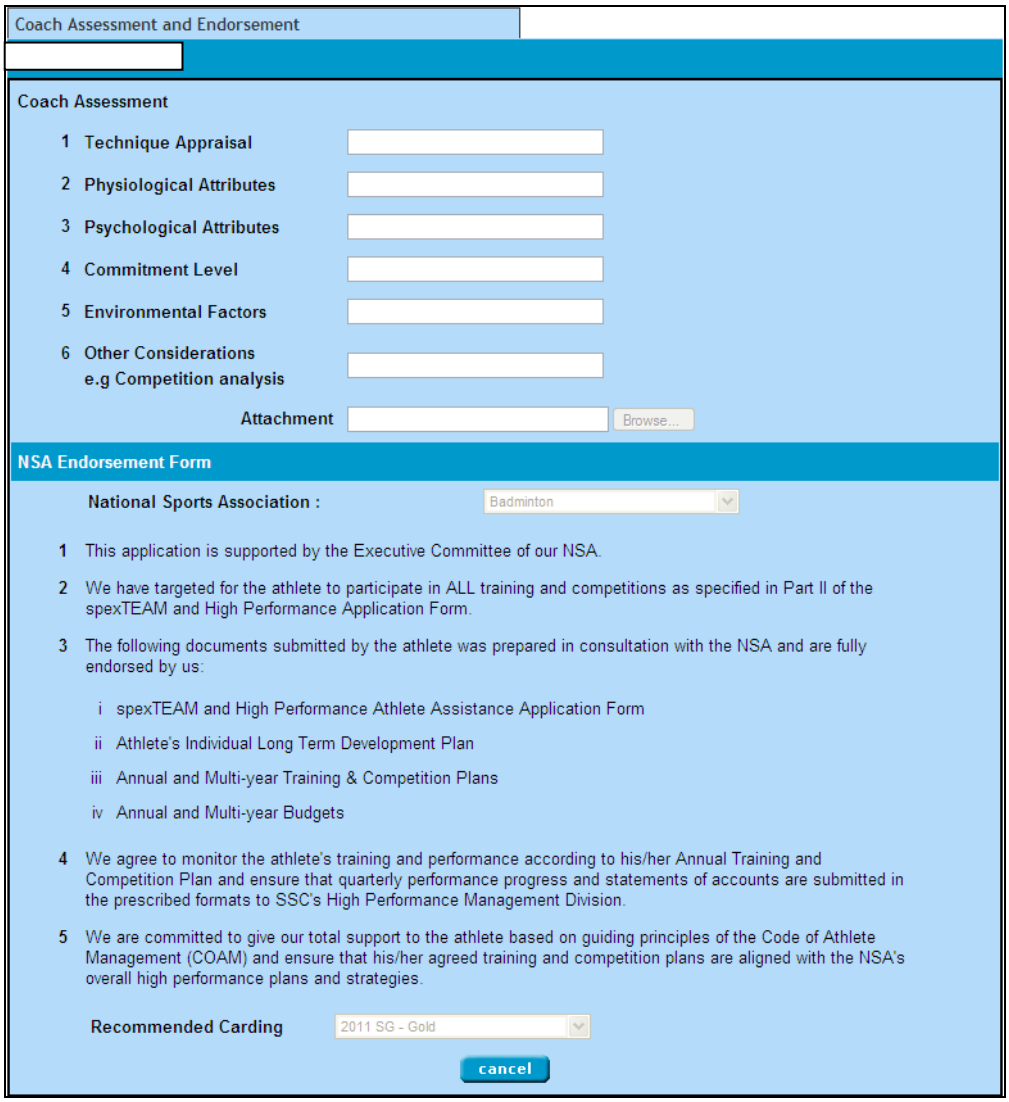
2.7.1.1 Description

NSA user can access this page. This page includes coaches' assessment and individual athletes' endorsement. NSA has to specify the Recommended Carding for the athlete and endorse them. Once the endorsement has been done the application will be submitted to SPORT SINGAPORE.

2.7.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Endorsement

2.7.1.3 Screen Layout



2.7.1.4 Buttons

- Browse – Will open the File Dialog window to browse and select a file to upload
- Endorse– Checks for mandatory entries and perform validations. Once the validation succeeded saves the details
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.7.1.5 Hyperlinks

None

2.7.1.6 Validations

- SPORT SINGAPORE user has read only access to this page
- Recommended Carding field is mandatory

2.8 Search Athlete Profile

2.8.1 Search Screen for NSA users

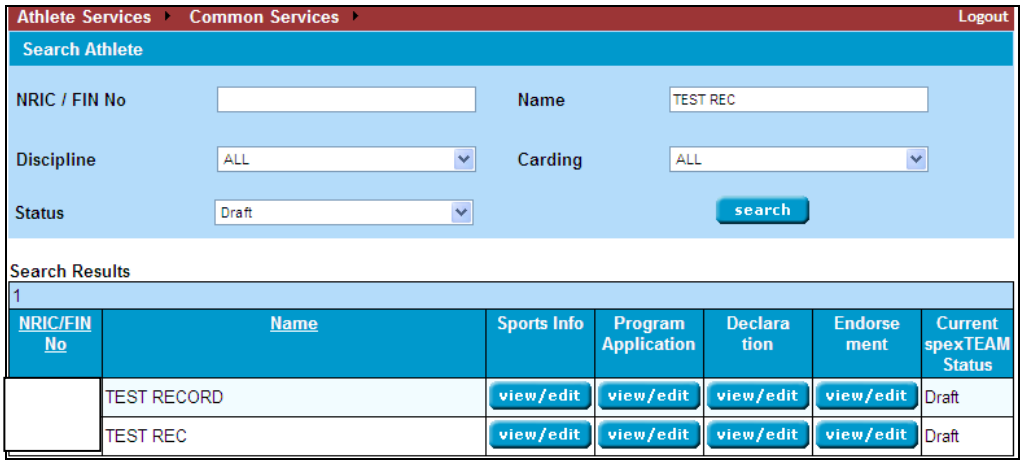
2.8.1.1 Description

Only NSA can access this page. Once athlete's profile is created NSA can search that athlete in this screen.

2.8.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile

2.8.1.3 Screen Layout



2.8.1.4 Buttons

- Search – Search and display results according to search criteria given. If search criteria not given display all athletes in the list
- NRIC (Personal Info) – Redirect to Personal Information page
- View/Edit (Sports Info) – Redirect to Sports Specific Information page
- View/Edit (Program Application) – Redirect to Program Application page
- View/Edit (Declaration) – Redirect to Declaration page
- View/Edit (Endorsement) – Redirect to Endorsement page

2.8.1.5 Hyperlinks

- NRIC (Personal Info) – Redirect to Personal Information page

2.8.1.6 Validations

None

2.9 View Scheme Application Status

2.9.1 Search Screen for View Scheme Application Status

2.9.1.1 Description

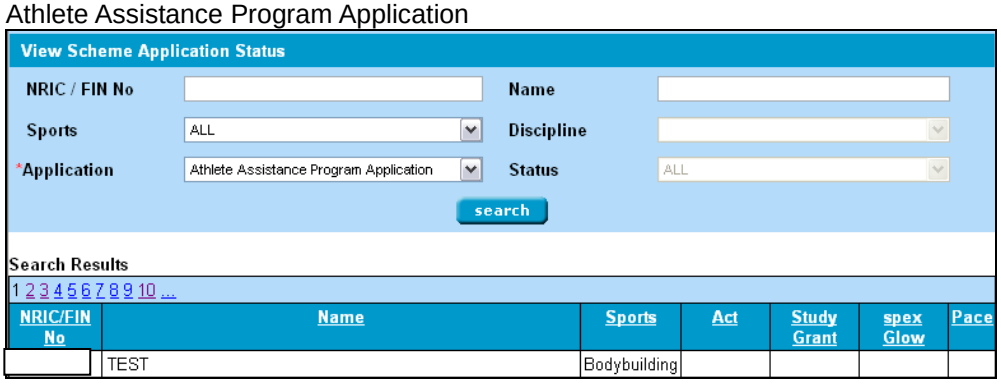
NSA can access this page. Once athlete's profile is created, NSA can search the athlete in this screen to View Scheme Application Status of the athlete.

2.9.1.2 Screen Navigation

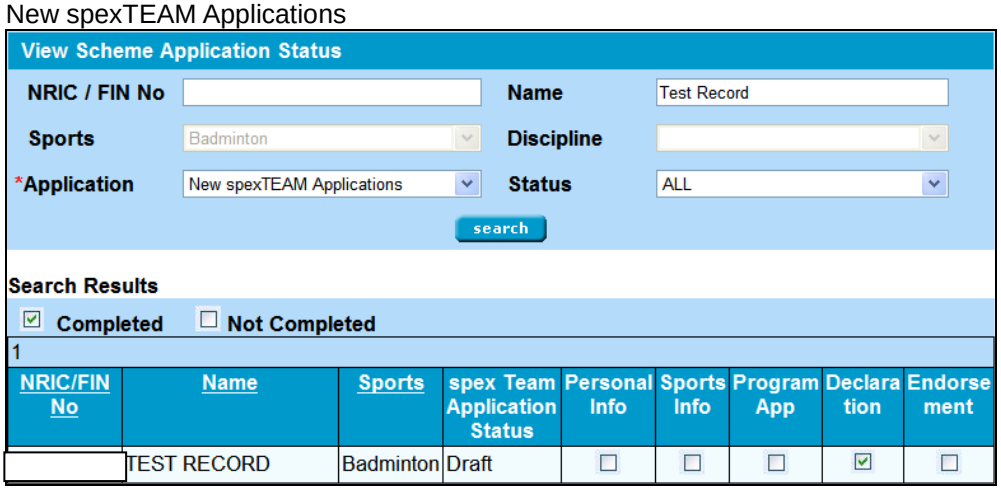
Athlete Services→ Athlete Management module → View Scheme Application Status

2.9.1.3 Screen Layout

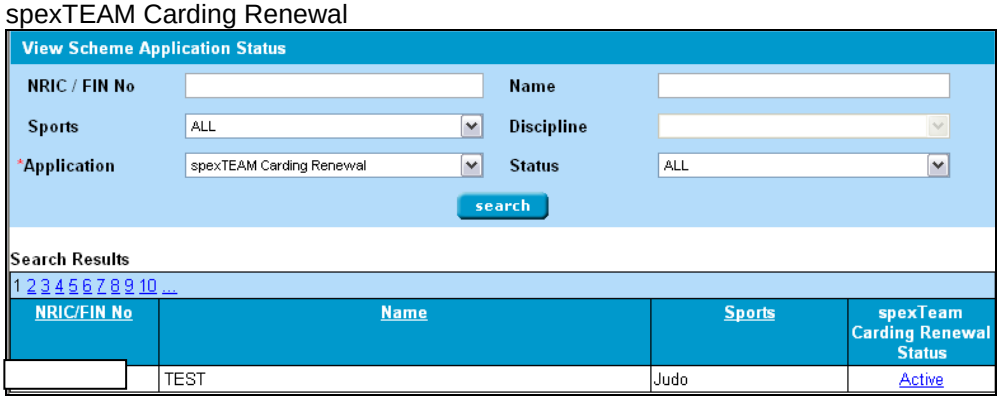
Athlete Assistance Program Application



New spexTEAM Applications



spexTEAM Carding Renewal

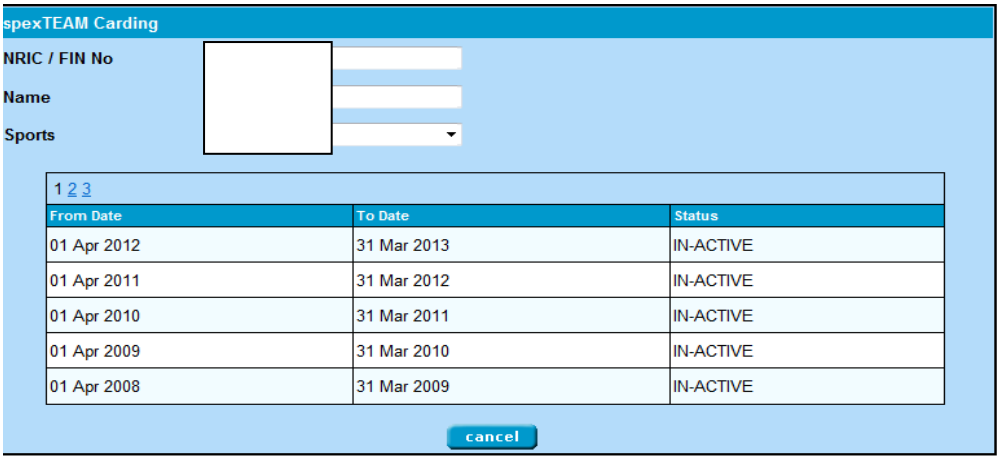


2.9.1.4 Buttons

- ❖ Search – Search and display results according to search criteria given. If search criteria not given display all athletes in the list
- ❖ Personal Info Checkbox – Redirect to Personal Information page
- ❖ Sports Info Checkbox – Redirect to Sports Specific Information page
- ❖ Program Application Checkbox – Redirect to Program Application page
- ❖ Declaration Checkbox – Redirect to Declaration page
- ❖ Endorsement Checkbox – Redirect to Endorsement page

2.9.1.5 Hyperlinks

- Renewal Status link - This will open up spexTEAM carding renewal status in a pop up window.



Buttons:

Cancel – Redirect to home page.

2.9.1.6 Validations

None

2.10 Batch Endorsement

2.10.1 Batch Endorsement

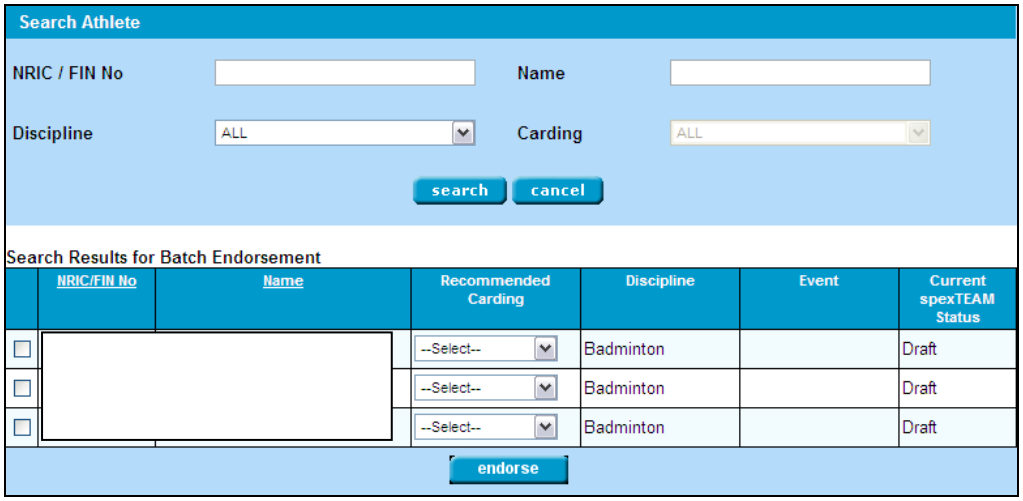
2.10.1.1 Description

This screen is used to do a batch endorsement of athletes. NSA may save the spexTEAM application at any stage. The application will be kept in a DRAFT mode for further amendment. Instead of doing single athlete endorsement and submit it to the SPORT SINGAPORE, NSA users can do as a batch endorsement. They are allowed to select the batch of athletes from the list and do the batch endorsement.

2.10.1.2 Screen Navigation

Athlete Services → Batch Endorsement

2.10.1.3 Screen Layout



2.10.1.4 Buttons

- Search – Search and display results according to search criteria given. If search criteria not given display all athletes in the list whose spexTEAM application is in DRAFT mode
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page
- Endorse – Submits the selected spexTEAM application to SPORT SINGAPORE with the 'Recommended Carding'. The status of the application changed to 'PENDING' from 'DRAFT'. A consolidated email will be sent to SPORT SINGAPORE indicating an application is 'PEDING' for their action

2.10.1.5 Hyperlinks

None

2.10.1.6 Validations

- Only NSA can access this page.
- User has to select at least one row for doing Endorsement
- For selected rows 'Recommended Carding' field is mandatory
- Before doing endorsement user has to fill up Personal Information, Contact Information, Parent/Guardian Information (if applicable), Academic Details, NS Details (if applicable), Sports Info, Awards, Achievements, Coach Details and Declaration pages. If any one of the above is not completely filled up then system won't allow doing the endorsement

2.11 Batch Upload

2.11.1 Batch Upload for NSA

2.11.1.1 Description

This screen is used by the NSA users to upload batch of Athletes data from Excel file format for Targets, Trainings, Achievements and spexTeam.

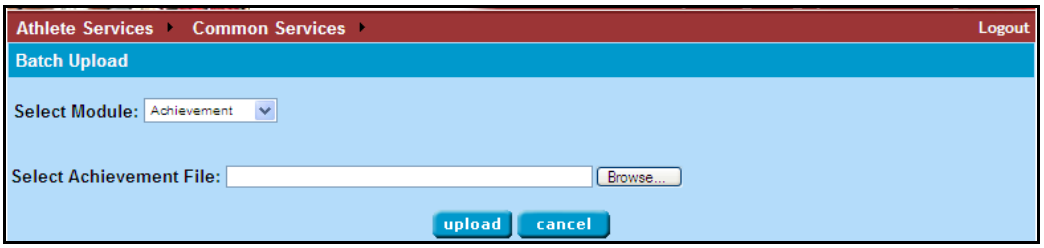
In the Targets, Trainings, Achievements and spexTeam excel templates NSA user can enter Name, NRIC and Sports in the “Athletes” sheet. The information in the “Athletes” sheet will be referenced in Targets, Trainings, Achievements sheet and rest of the sheets in spexTeam excel template.

2.11.1.2 Screen Navigation

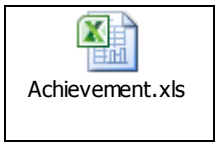
Athlete Services → Batch Upload

2.11.1.3 Screen Layout

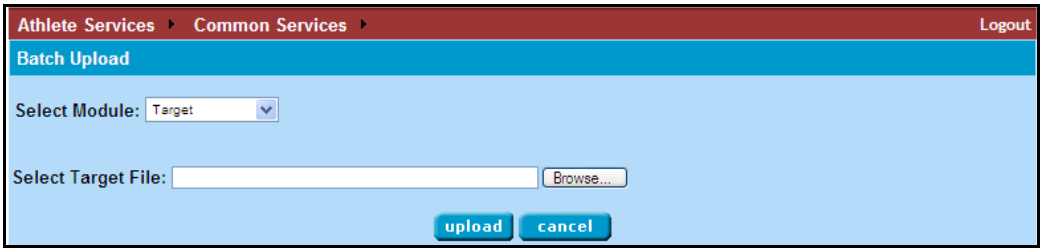
Batch Upload – Achievement



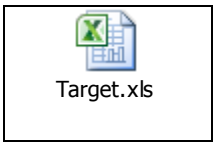
Batch Upload – Achievement – Excel Template



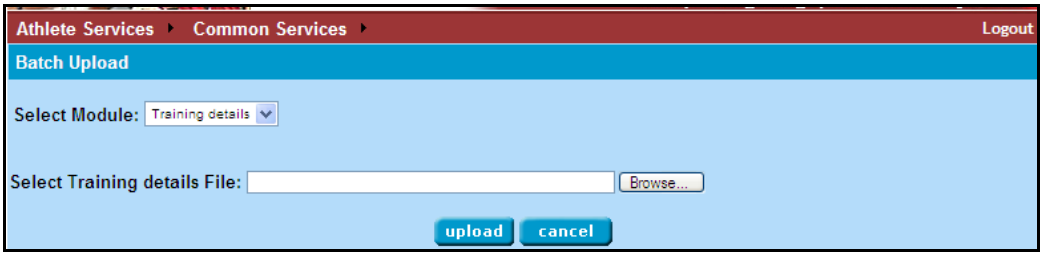
Batch Upload – Target



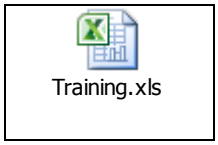
Batch Upload – Target – Excel Template



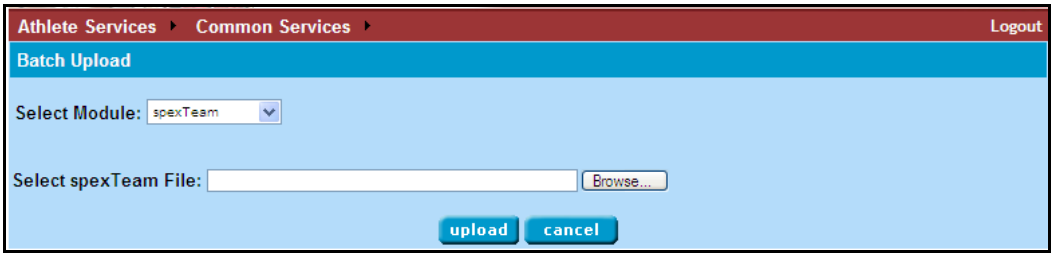
Batch Upload – Training Details



Batch Upload – Training – Excel Template



Batch Upload – spexTeam



Batch Upload – spexTeam – Excel Template

2.11.1.4 Buttons

- Browse – Browse the file for excel upload
- Upload – Upload the achievement records from the excel file
- Cancel – Redirect to Home page

2.11.1.5 Hyperlinks

None

2.11.1.6 Validations

- Only NSA can access this page
- Only respective excel templates can be used for the upload process.
- Achievement.xls -For batch uploading athletes Achievement records.
- Target.xls - For batch uploading athletes Target records

- Training.xls- For batch uploading athletes Training records
- SpexTeam.xls-Master excel template, which consists of all athlete related information (along with the Achievement, Target, Training) .No need to go for the individual if we go for this template.

2.12 Supported/Not Supported

2.12.1 Supported/Not Supported by NSA

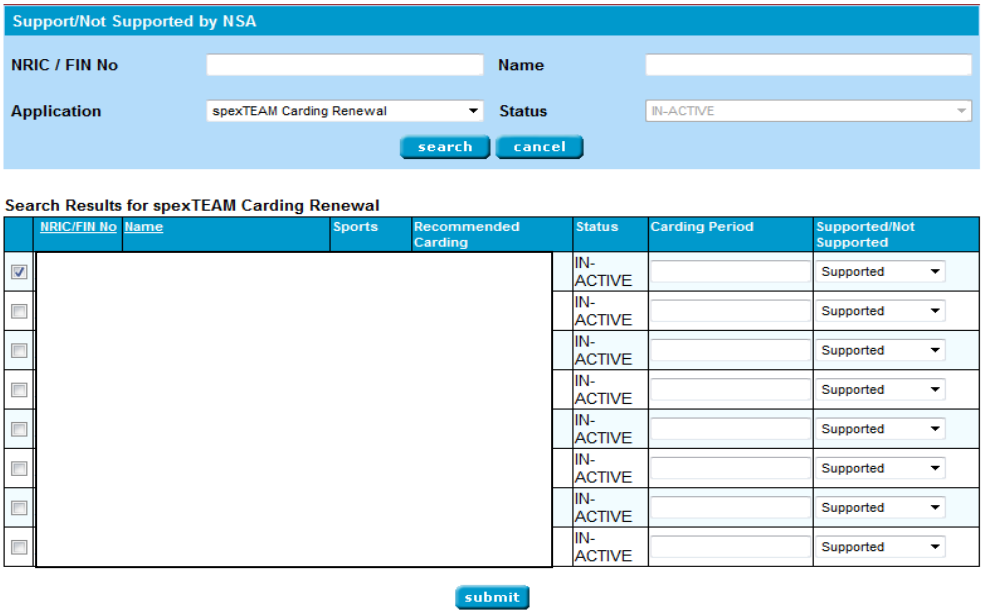
2.12.1.1 Description

This screen is used for doing the Support/Not Support process for the Athlete Assistance Program Application and spexTEAM carding renewal.

2.12.1.2 Screen Navigation

Athlete Services → Support/Not Supported by NSA

2.12.1.3 Screen Layout



2.12.1.4 Buttons

- Search – Search and display results according to search criteria given. If search criteria not given display all athletes
- Cancel - Close and Redirect to Home page without saving the details entered in the current page

2.12.1.5 Hyperlinks

None

2.12.1.6 Validations

- Only NSA can access this page
- 'Recommended Carding' is mandatory for 'spexTEAM carding Renewal'
- NSA have to select at least one profile before submitting the page

2.13 Archive Athlete profile

2.13.1 Archive by NSA

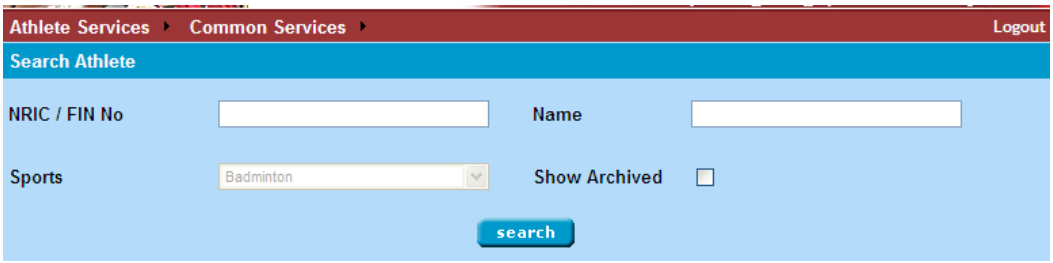
2.13.1.1 Description

This screen is used for doing the Archive process for the retired athlete.

2.13.1.2 Screen Navigation

Athlete Services → Archive Athlete

2.13.1.3 Screen Layout



2.13.1.4 Buttons

- Search – Search and display results according to search criteria given. If search criteria not given display all athletes

2.13.1.5 Hyperlinks

None

2.13.1.6 Validations

- Only NSA can access this page
- User has to select at least one athlete for submitting
- After selecting athlete profile need to click Archive button to archive the athlete profile.
- User can select Show Archive checkbox to search for the archived athlete profiles.

2.14 *spex*TEAM carding Renewal

2.14.1 spexTEAM carding Renewal

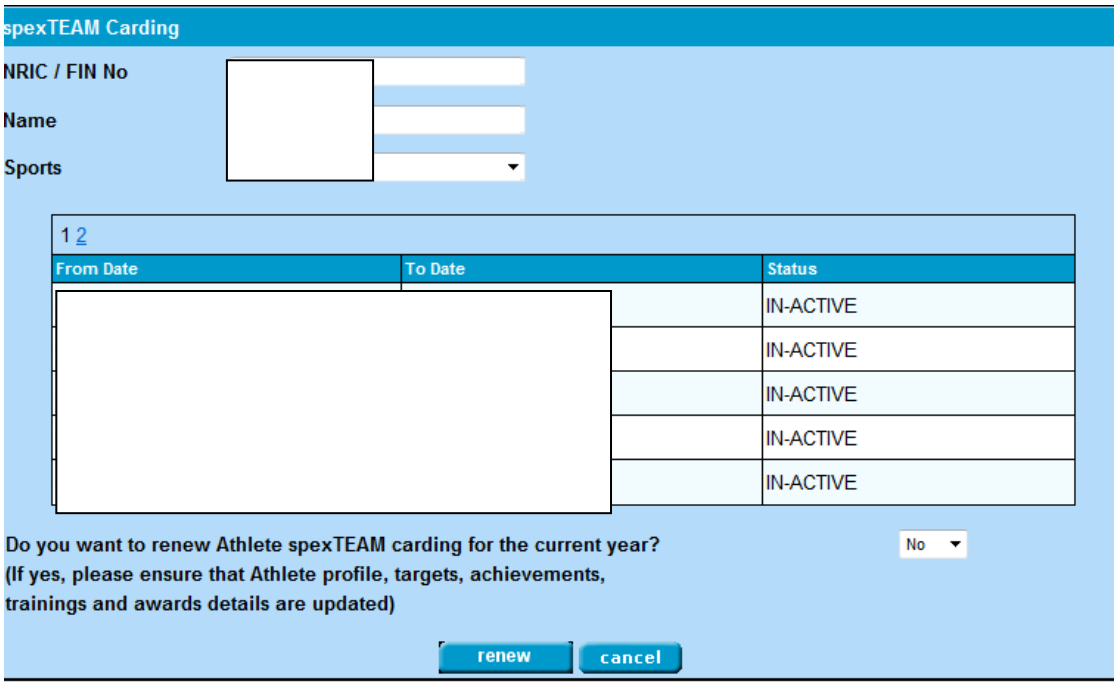
2.14.1.1 Description

This screen used to renew athlete's spexTEAM carding.

2.14.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile->SpexTeam button

2.14.1.3 Screen Layout



2.14.1.4 Buttons

- Renew – Renew button will be displayed only if the corresponding athlete profile status was active on the last financial year and profile is not auto renewed.
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.14.1.5 Hyperlinks

None

2.14.1.6 Validations

- 'Have you updated your profile, targets, achievements, trainings and awards?' field is mandatory

3 Athlete User

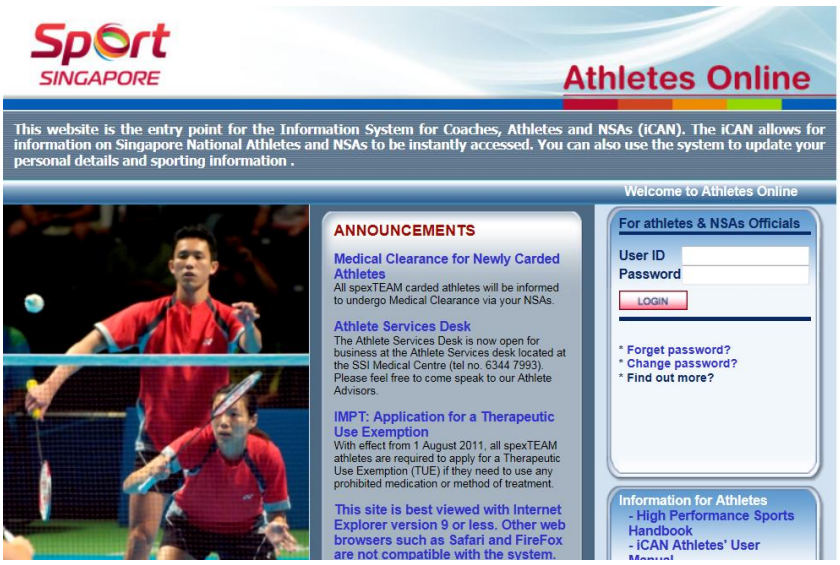
3.1 Login Screen

3.1.1 Login Screen for Athlete Users

3.1.1.1 Description

Using this Login screen Athlete users can login into the system.

3.1.1.2 Screen Layout



3.1.1.3 Buttons

Login – Allows user to enter into the system upon entering valid user id and password else throw the error message

3.1.1.4 Hyperlinks

- Forgot your Password – This will open up a pop up window for getting the new password

  This screen is used to get the new password if the users forgot their password. For this they need to give the details like Email id, Login User id/NRIC and message. User should enter a valid email id.

Buttons

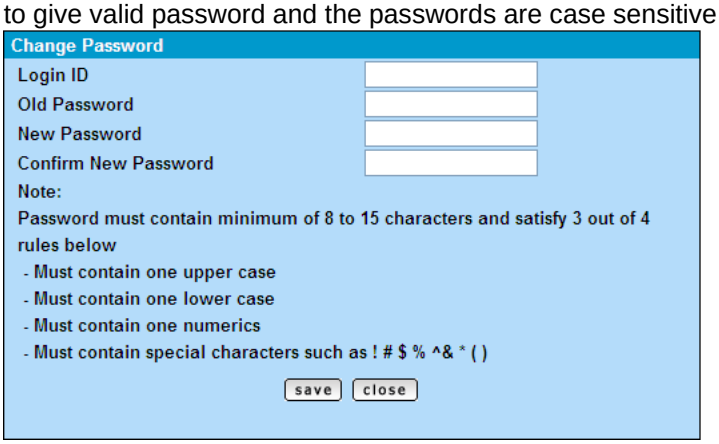
Send – It will send the given details to ICAN and the system will send a new password to the given email id
Close – Closes the window and redirects the user to Login page

Validations

- All the fields are mandatory fields
- User should enter a valid email id

- Change Password – This will open up a pop up window to change the user's password

This screen is used to change the old password to a new password. User has to give valid password and the passwords are case sensitive



Buttons

Save – This will save the entered details
Close – Closes the window and redirects the user to Login page

Validations

- Login Id and Old password should be valid
- New password should be between 8 & 15 characters and alphanumeric
- New password should match with Confirm new password
--New password must contain 3 out of 4 rules as mentioned in the screen.

3.1.1.5 Validations

- All the fields are mandatory fields
- User should enter a valid Login Id and password

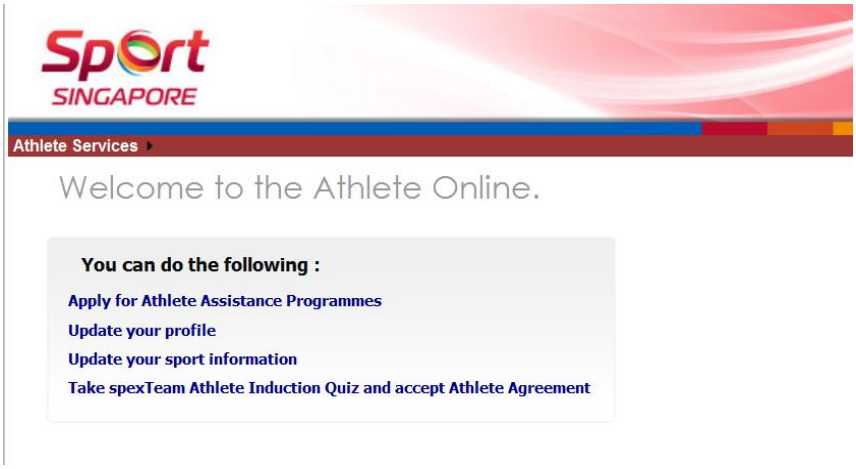
3.2 Home Page

3.2.1 Home Page for Athlete User

3.2.1.1 Description

This screen will show the menu for the logged in user and displays the details that the user can do. User can click on the desired menu and navigate to the pages.

3.2.1.2 Screen Layout



3.2.1.3 Buttons

None

3.2.1.4 Hyperlinks

None

3.2.1.5 Validations

None

3.3 Athlete Management Module - Athlete Assistance Program Application

3.3.1 Athlete Assistance Program Application

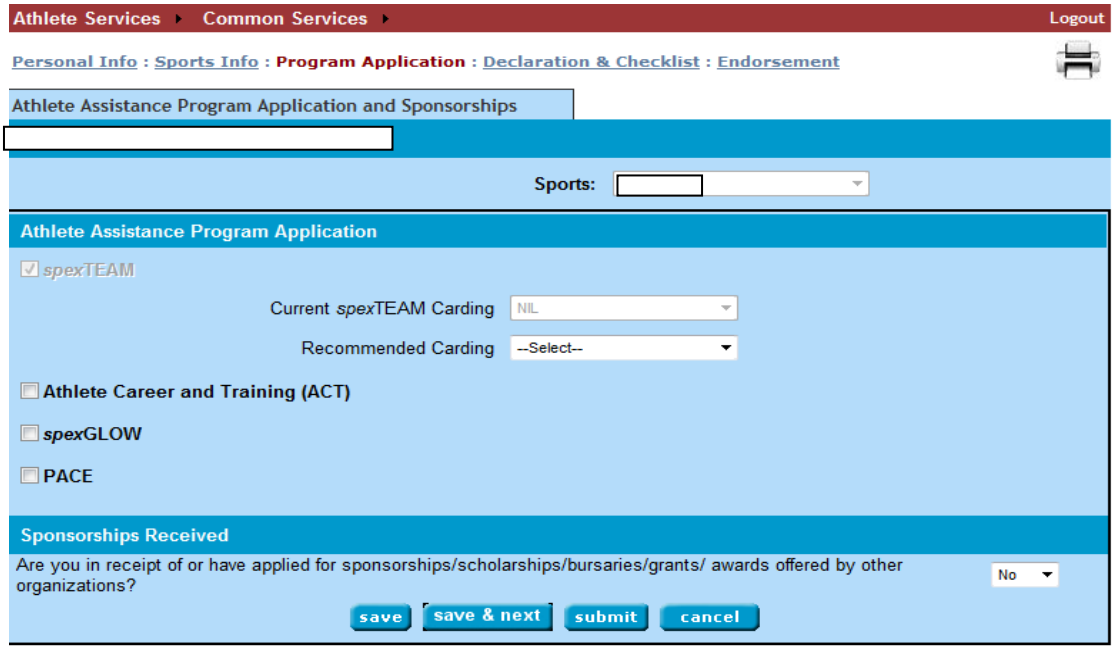
3.3.1.1 Description

This screen is used to apply for the assistance program application, save the budget details and sponsorship details. User can able to access this page only after they enter sport specific information.

3.3.1.2 Screen Navigation

Athlete Services → Athlete Management module → Athlete Assistance Program Application

3.3.1.3 Screen Layout



3.3.1.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Delete (in Data grid) – Deletes the selected record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- Submit – Checks for mandatory entries and perform validations. Once the validation succeeded saves & submits the details entered in the page. Only athlete can submit any application
- Cancel – Close and Redirect to Home page without saving the details entered in the current page

3.3.1.5 Hyperlinks

- Budget Template link – Refer Section ACT Budget Template

3.3.1.6 Validations

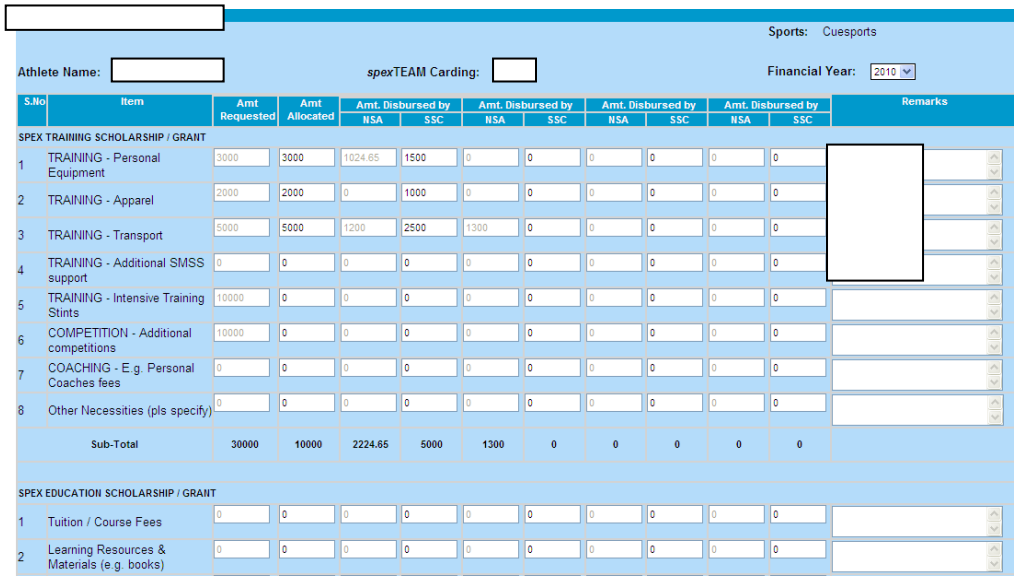
- Any Program Application can be applied one time for that financial year
- Only Athlete users can apply for any program
- spexTEAM will be checked by default on all spexTEAM applications
- Current spexTEAM carding and Recommended Carding are disabled for Athlete users
- If ACT is checked then Budget Template is mandatory and either of Training scholarship or Education scholarship is mandatory
- If Education scholarship is checked then all the fields under Education scholarship is mandatory. The fields will be visible only after the Education scholarship is checked
- If spexGLOW is checked then all the fields under spexGLOW is mandatory. The fields will be visible only after the spexGLOW is checked
- Athlete users can edit sponsorship details at any time
- Athlete users can apply for any programs. Once they applied for a particular program they can't change the details entered under that program application. They have to contact SPORT SINGAPORE for any change.

3.3.2 ACT Budget Template

3.3.2.1 Description

This page is used to enter the various budget details. User can able to access this page only when they apply for Athlete Career & Training (ACT) program.

3.3.2.2 Screen Layout



Sports: Cuesports

Athlete Name: *spex*TEAM Carding: Financial Year: 2010

S.No	Item	Amt Requested	Amt Allocated	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Amt. Disbursed by NSA	Amt. Disbursed by SSC	Remarks
SPEX TRAINING SCHOLARSHIP / GRANT												
1	TRAINING - Personal Equipment	3000	3000	1024.65	1500	0	0	0	0	0	0	
2	TRAINING - Apparel	2000	2000	0	1000	0	0	0	0	0	0	
3	TRAINING - Transport	5000	5000	1200	2500	1300	0	0	0	0	0	
4	TRAINING - Additional SMSS support	0	0	0	0	0	0	0	0	0	0	
5	TRAINING - Intensive Training Stints	10000	0	0	0	0	0	0	0	0	0	
6	COMPETITION - Additional competitions	10000	0	0	0	0	0	0	0	0	0	
7	COACHING - E.g. Personal Coaches fees	0	0	0	0	0	0	0	0	0	0	
8	Other Necessities (pls specify)	0	0	0	0	0	0	0	0	0	0	
	Sub-Total	30000	10000	2224.65	5000	1300	0	0	0	0	0	
SPEX EDUCATION SCHOLARSHIP / GRANT												
1	Tuition / Course Fees	0	0	0	0	0	0	0	0	0	0	
2	Learning Resources & Materials (e.g. books)	0	0	0	0	0	0	0	0	0	0	

3.3.2.3 Buttons

- ❖ Calculate – Calculate the Sub Total and Grand Total
- ❖ Submit - Saves the details entered in the page. This Save process will complete only the user save the details in the 'Athlete Assistance Program Application' Page
- ❖ Cancel – Closes the window and Redirects the user to 'Athlete Assistance Program Application' Page without saving the details entered in the current page

3.3.2.4 Hyperlinks

None

3.3.2.5 Validations

- Athlete can edit only “Amt Requested”, “Amt Disbursed by – NSA” and “Remarks” fields
- They can’t edit “Amt Allocated” and “Amt Disbursed by – SPORT SINGAPORE” fields. But they can view the details

3.4 Athlete Management Module - Declarations

3.4.1 Declarations

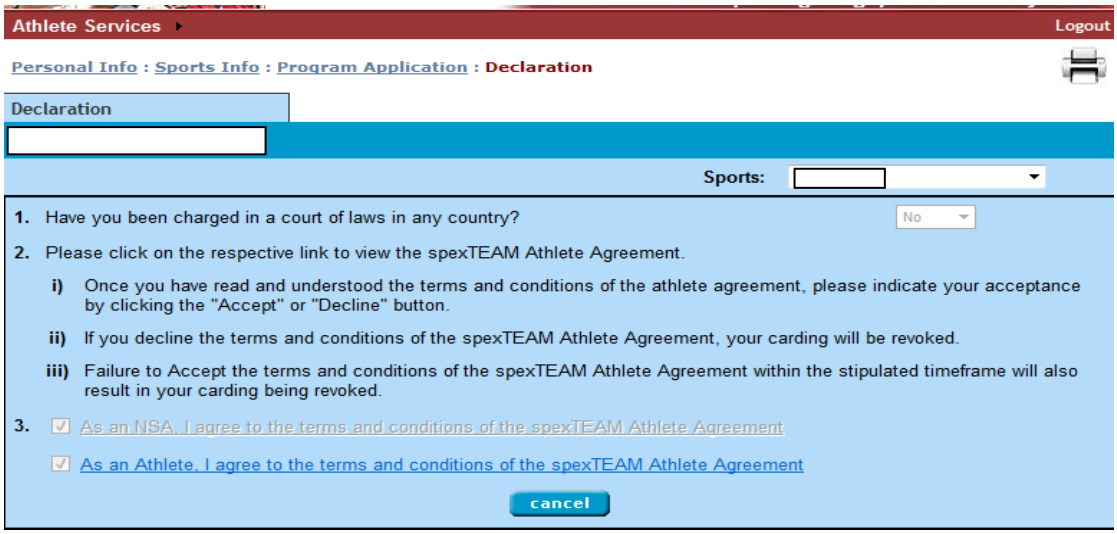
3.4.1.1 Description

This screen is used to enter the details like whether the athlete is charged in a court of laws in any country. NSA user and athlete users can view their declaration for the current financial year and can open athlete agreement screen.

3.4.1.2 Screen Navigation

Athlete Services → Athlete Management module → Declaration

3.4.1.3 Screen Layout

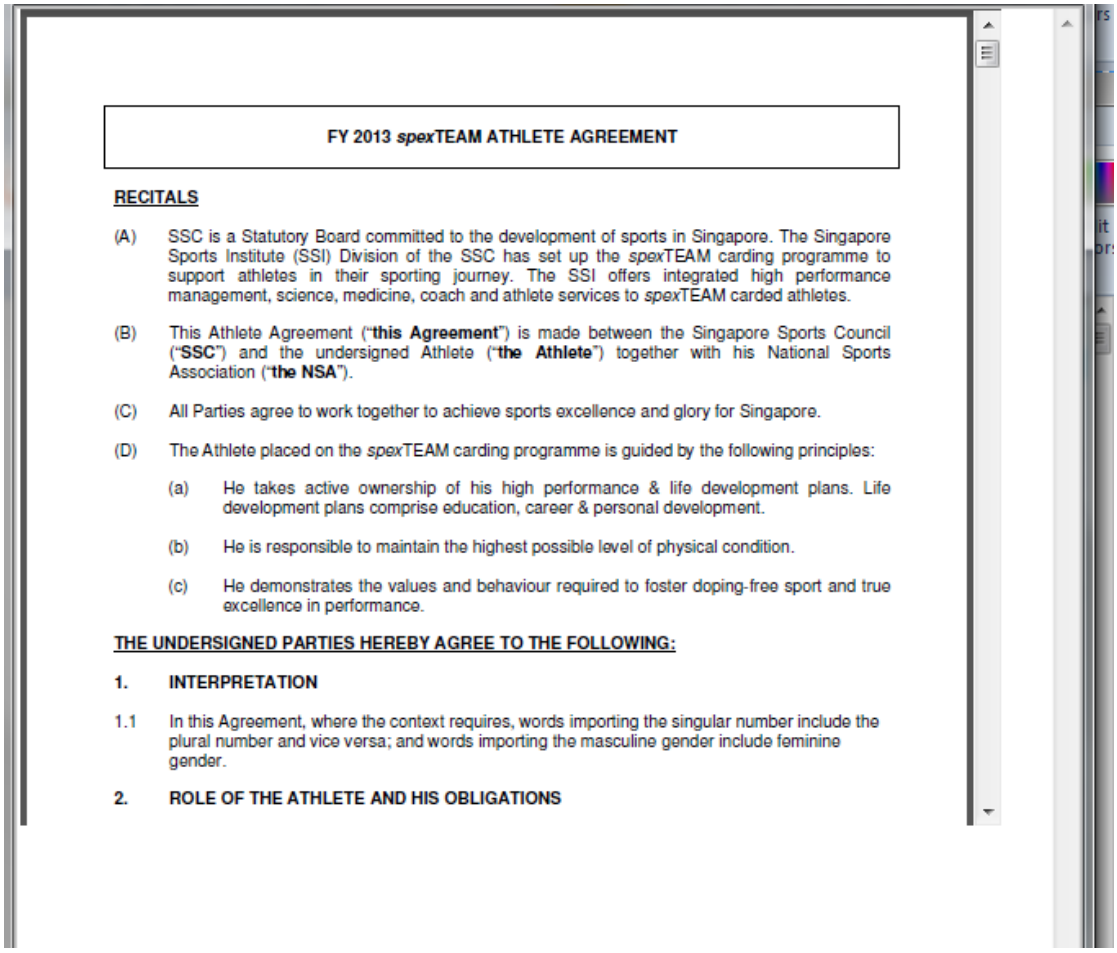


3.4.1.4 Buttons

- Save - Saves the details entered in the page
- Next – Once the declaration done user not able to edit the information entered, hence after viewing the details by clicking this button page will be redirected to next page
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.4.1.5 Hyperlinks

- NSA Agreement link – Disabled for athletes
- Athlete Agreement link – Enabled for Athletes and upon click, opens the athlete agreement screen in a pop up window



FY 2013 *spex*TEAM ATHLETE AGREEMENT

RECITALS

(A) SSC is a Statutory Board committed to the development of sports in Singapore. The Singapore Sports Institute (SSI) Division of the SSC has set up the *spex*TEAM carding programme to support athletes in their sporting journey. The SSI offers integrated high performance management, science, medicine, coach and athlete services to *spex*TEAM carded athletes.

(B) This Athlete Agreement ("**this Agreement**") is made between the Singapore Sports Council ("**SSC**") and the undersigned Athlete ("**the Athlete**") together with his National Sports Association ("**the NSA**").

(C) All Parties agree to work together to achieve sports excellence and glory for Singapore.

(D) The Athlete placed on the *spex*TEAM carding programme is guided by the following principles:

(a) He takes active ownership of his high performance & life development plans. Life development plans comprise education, career & personal development.

(b) He is responsible to maintain the highest possible level of physical condition.

(c) He demonstrates the values and behaviour required to foster doping-free sport and true excellence in performance.

THE UNDERSIGNED PARTIES HEREBY AGREE TO THE FOLLOWING:

1. INTERPRETATION

1.1 In this Agreement, where the context requires, words importing the singular number include the plural number and vice versa; and words importing the masculine gender include feminine gender.

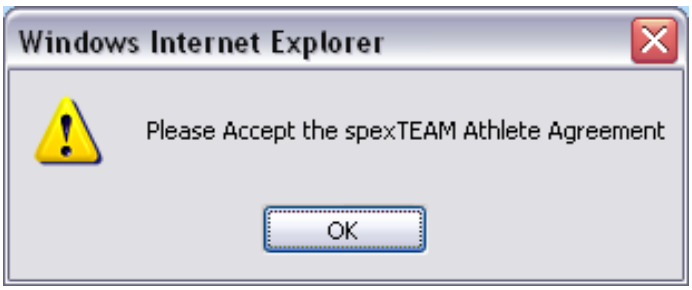
2. ROLE OF THE ATHLETE AND HIS OBLIGATIONS

Buttons:

- Accept – Agreement for current FY will be accepted and pop up screen will be closed
- Decline – Agreement for current FY will be declined and pop up screen will be closed

3.4.1.6 Validations

- Athlete agreement Checkbox will be checked if the Athlete has accepted the agreement for Current FY
- If the logged in user is yet to accept the agreement for the current FY then the user will be notified to accept the agreement



3.5 Athlete Management Module - My Profile

3.5.1 Personal Particulars

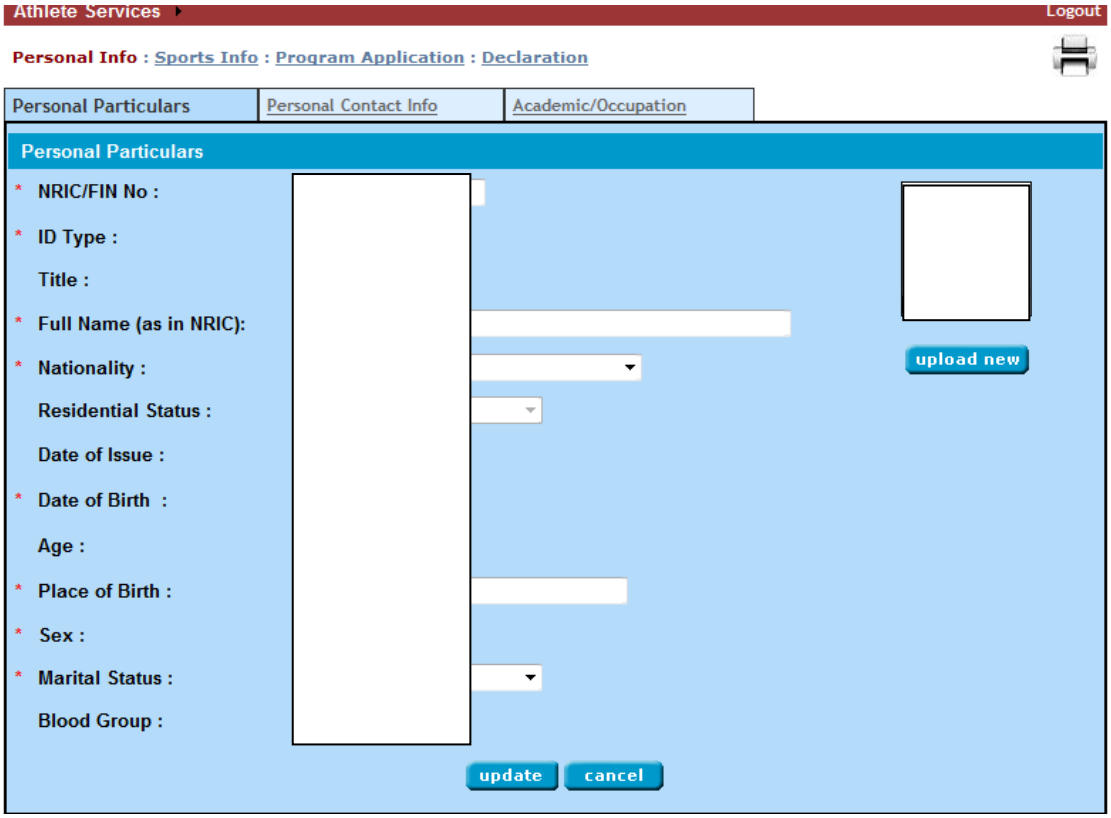
3.5.1.1 Description

This screen is used to update the personal particulars.

3.5.1.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → Personal Particulars

3.5.1.3 Screen Layout



3.5.1.4 Buttons

- Update – Update the details entered by the user
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page
- Upload New – Opens a popup window to upload the photo
  This screen is used to browse and upload the photo, which is in .jpg or .gif format

Buttons

Browse – to browse for the photo file
Upload - to upload the selected file
Close - Closes the window and redirects the user to Personal particulars page

Validations

Only .jpg or .gif format files are allowed to upload and file size should be less than 100 KB

3.5.1.5 Hyperlinks

None

3.5.1.6 Validations

- Residential Status will be enabled only if Nationality is not Singaporean
- For ID Type “OTHER” system will not validate for the “NRIC/FIN no”
- If Blood Group is selected as ‘Others’ then a textbox will be available to users to enter the blood group that is not in the list
- Age field is auto-populated upon selecting the date of birth from Date-Picker control

3.5.2 Personal Contact Info

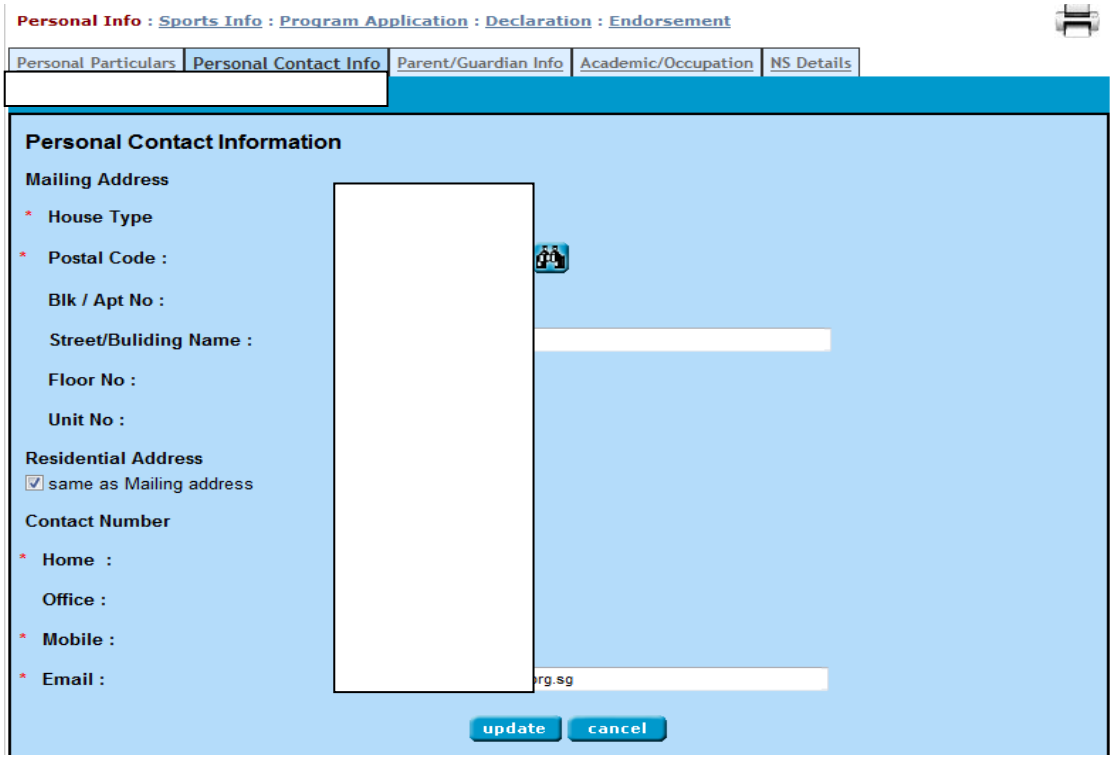
3.5.2.1 Description

This screen is used to update the personal contact information.

3.5.2.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → Personal Contact Info

3.5.2.3 Screen Layout



3.5.2.4 Buttons

- Update – Update the details entered by the user
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.5.2.5 Hyperlinks

None

3.5.2.6 Validations

- Name field accepts only Alphabets and special character ‘ and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section “Home” should be mandatory
- Email address will be validated. Email Address must contain “@” and “.” in between alphanumeric characters. Only “-“, “_” will be accepted as special character

3.5.3 Parent/Guardian info

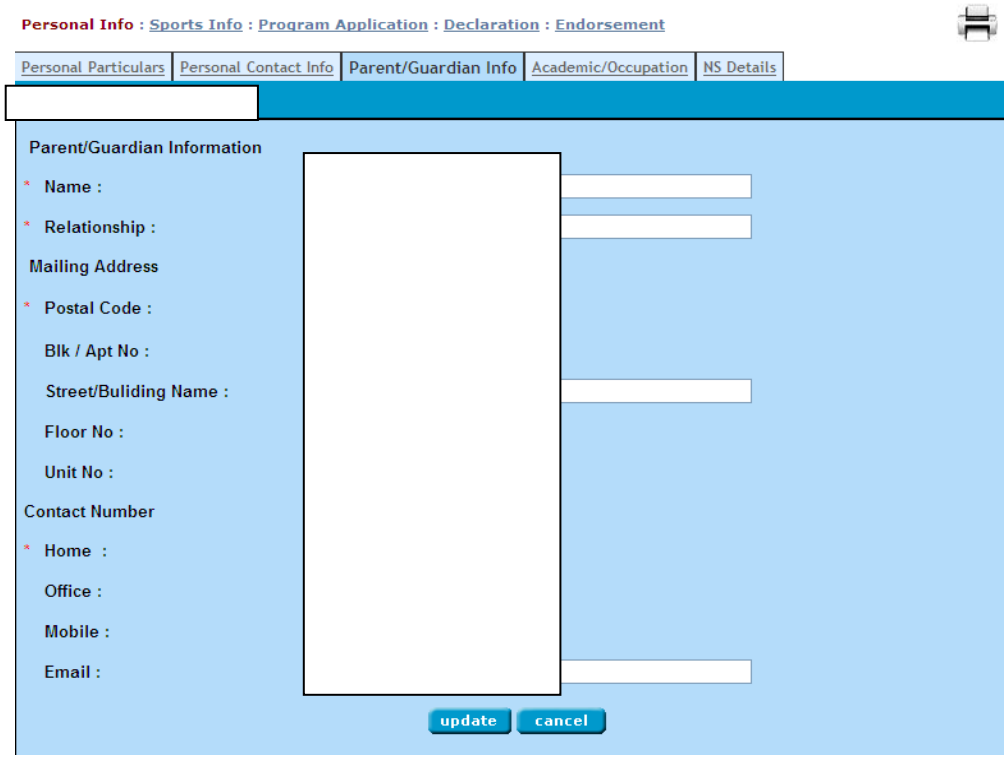
3.5.3.1 Description

This screen is used to update the Parent/Guardian Info. This screen will be visible and become mandatory for the athlete whose age is less than or equal to 21 which is calculated based on the "Date of Birth" of the athlete.

3.5.3.2 Screen Navigation

Athlete Services→ Athlete Management module → My Profile → Parent/ Guardian Info

3.5.3.3 Screen Layout



3.5.3.4 Buttons

- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.5.3.5 Hyperlinks

None

3.5.3.6 Validations

- ▪ Name field accepts only Alphabets and special character ' and -
- ▪ Postal code accepts only numeric values with 6 digits
- ▪ Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- ▪ In the contact number section "Home" should be mandatory
- ▪ Email address will be validated. Email Address must contain "@" and "." in between alphanumeric characters. Only "-", "_" will be accepted as special character

3.5.4 Academic/Occupation

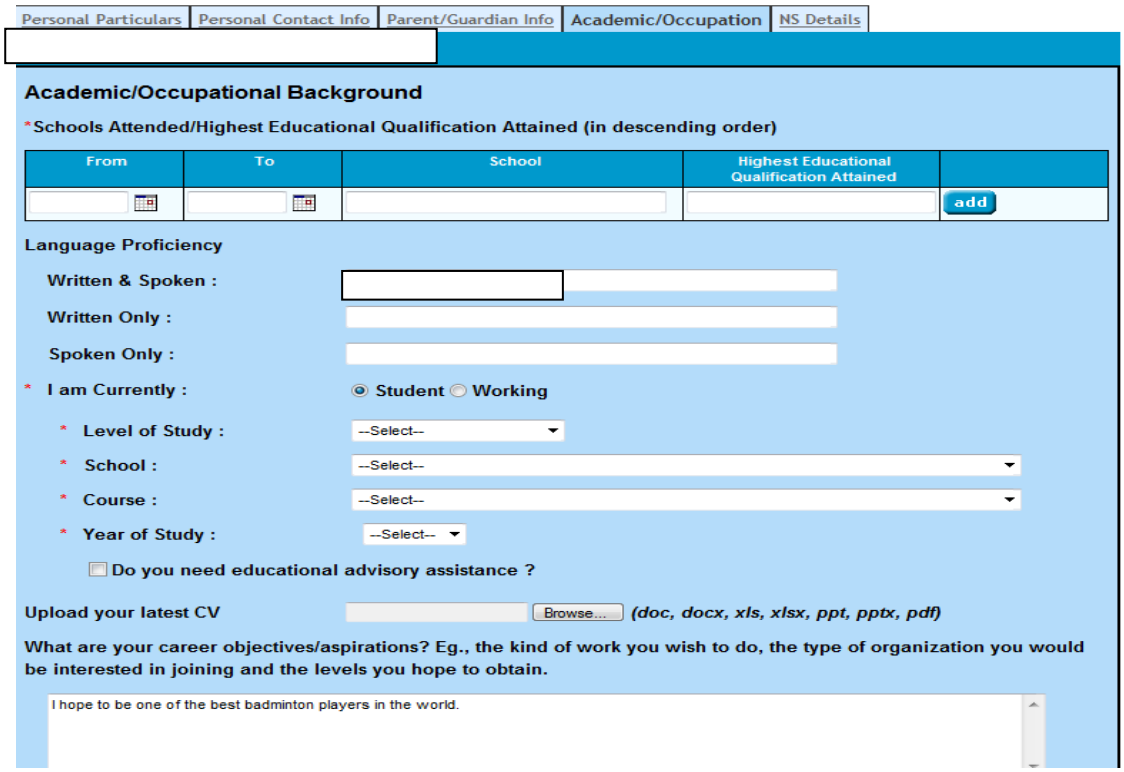
3.5.4.1 Description

This screen is used to update the Academic / Occupation details.

3.5.4.2 Screen Navigation

Athlete Services→ Athlete Management module → My Profile → Academic / Occupation

3.5.4.3 Screen Layout



3.5.4.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database
- Update – Update the details entered by the user
- Cancel – Close and Redirect to Home page without saving the details entered in the current page

3.5.4.5 Hyperlinks

None

3.5.4.6 Validations

- If user wants to enter 'Schools/Courses Attended' then FromDate, ToDate, School, Course are mandatory
- From date should not be greater than To Date
- If user selects 'Student' then School, Course, Year of Study are mandatory

- If user selects 'Working' then Occupation, Designation, Employer/Organization are mandatory
- User able to upload any related document using the upload functionality.

3.5.5 NS Details

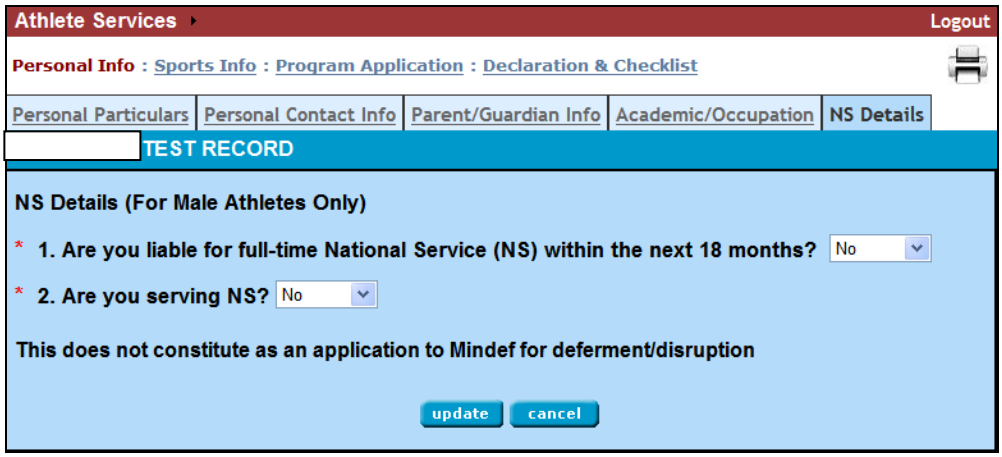
3.5.5.1 Description

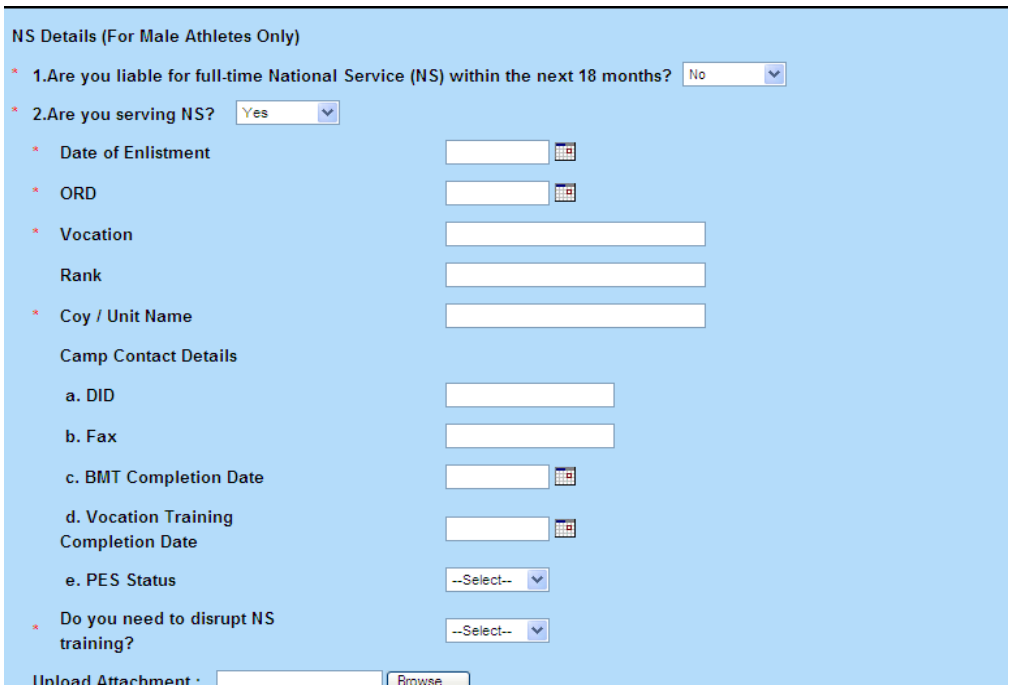
This screen is used to update the NS details. This screen will be visible and become mandatory for the Male athlete.

3.5.5.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → NS Details

3.5.5.3 Screen Layout





3.5.5.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database
- Update – Update the details entered by the user
- Cancel – Close and Redirect to Home page without saving the details entered in the current page

3.5.5.5 Hyperlinks

None

3.5.5.6 Validations

- 'Are you liable for full-time National service (NS) within the next 18 months?' Field is mandatory
- If 'Yes' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Do you need to defer NS training' field is mandatory
- If 'Yes' is selected in 'Do you need to defer NS training' field then 'Deferment Period' is mandatory
- If 'No' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Are you Serving NS?' field is mandatory
- If 'Yes' is selected in 'Are you Serving NS?' field then 'Date of Enlistment', 'ORD', 'Vocation', 'Coy/Unit Time' and 'Do you need to disrupt NS training' fields are mandatory.
- If 'Yes' is selected in 'Do you need to disrupt NS training' field then 'Disruption Period' is mandatory
- From date should not be greater than to date

3.6 Athlete Management Module - My Sports Details

3.6.1 Sports Specific Information

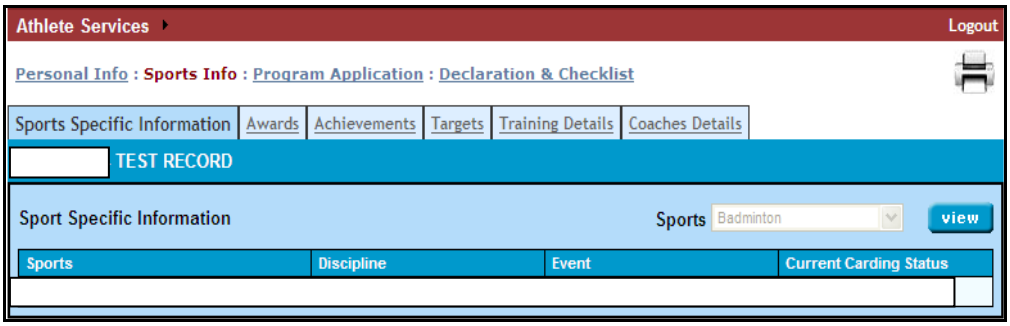
3.6.1.1 Description

This screen used to view the Sports specific information. User can't edit this page.

3.6.1.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Sports Specific Information

3.6.1.3 Screen Layout



3.6.1.4 Buttons

- View – System will display the sports details based on the selected sports from the sports dropdown if they have multiple sports

3.6.1.5 Hyperlinks

None

3.6.1.6 Validations

None

3.6.2 Awards

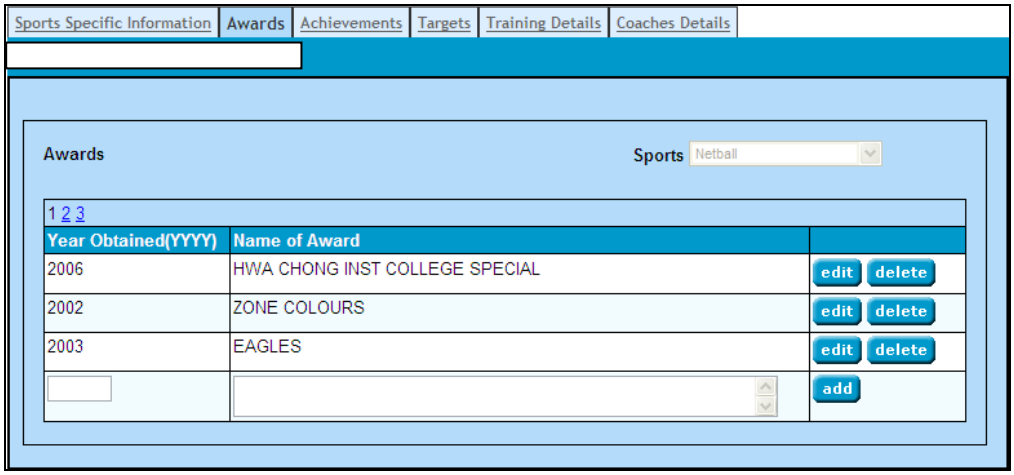
3.6.2.1 Description

This screen used to add, modify and delete the Awards details. User can view the awards based on the selected sports and they can view and edit the existing awards.

3.6.2.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Awards

3.6.2.3 Screen Layout



3.6.2.4 Buttons

- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database

3.6.2.5 Hyperlinks

None

3.6.2.6 Validations

None

3.6.3 Achievements

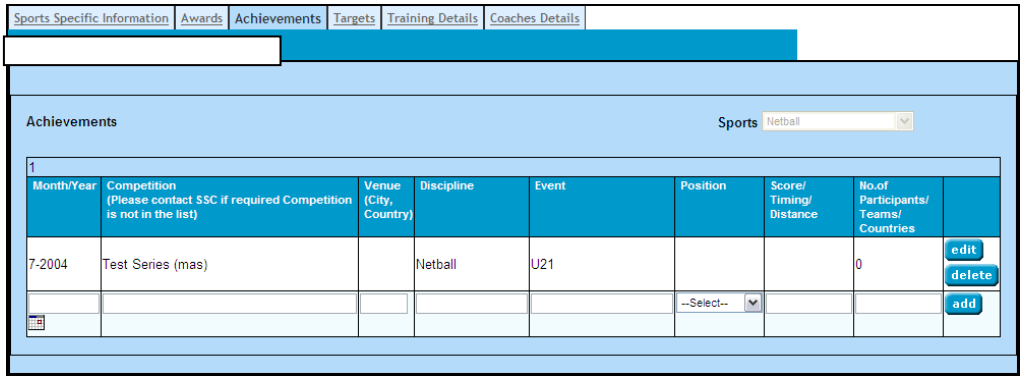
3.6.3.1 Description

This screen used to add, modify and delete the Achievement details. User can view the achievements based on the selected sports and they can view and edit the existing achievements.

3.6.3.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Achievements

3.6.3.3 Screen Layout



3.6.3.4 Buttons

- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database

3.6.3.5 Hyperlinks

None

3.6.3.6 Processing

User can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly in the edit mode.

3.6.4 Targets

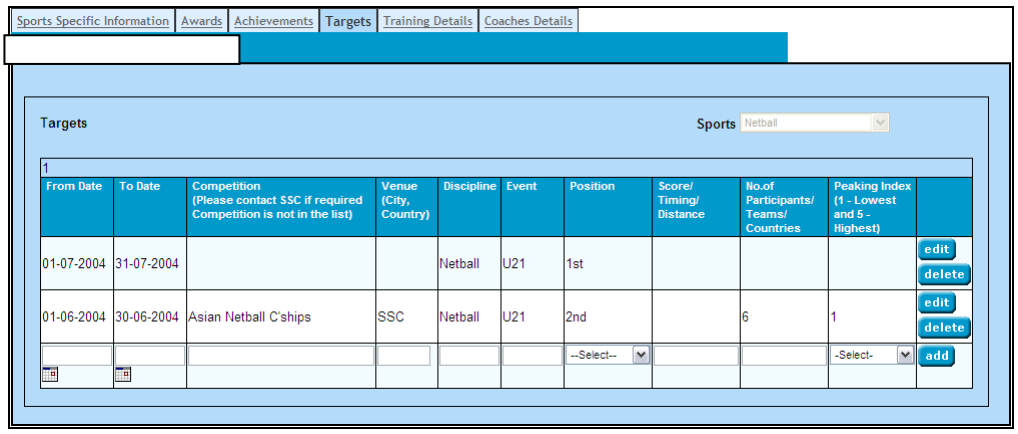
3.6.4.1 Description

This screen used to add, modify and delete the target details. User can view the targets based on the selected sports and they can view and edit the existing targets.

3.6.4.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Targets

3.6.4.3 Screen Layout



3.6.4.4 Buttons

- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database

3.6.4.5 Hyperlinks

None

3.6.4.6 Processing

User can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly in the edit mode

3.6.5 Training Details

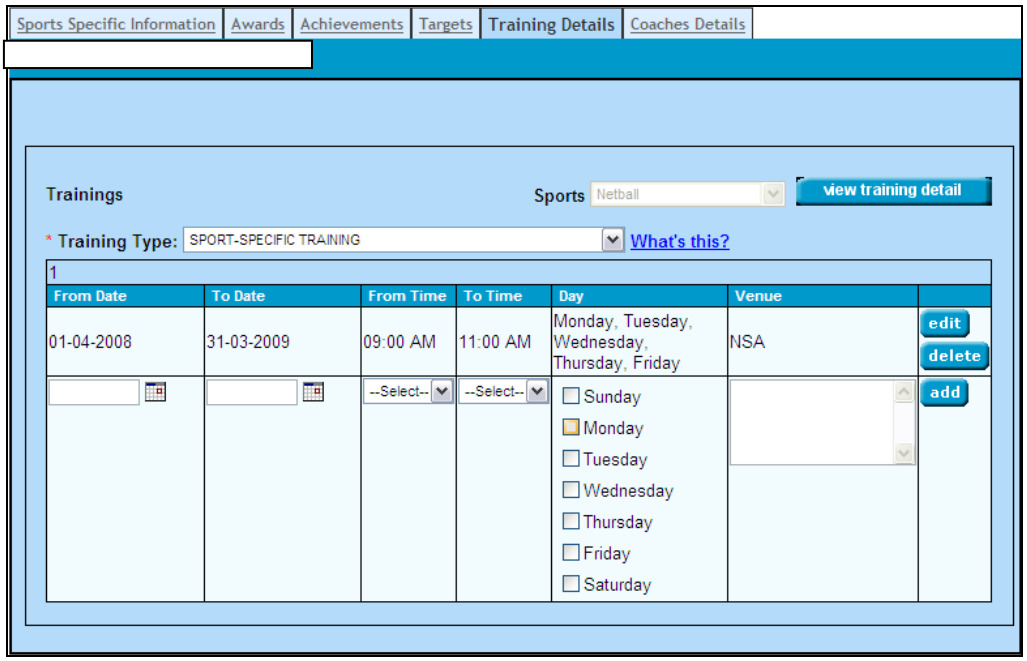
3.6.5.1 Description

This screen used to add, modify and delete the training details. User can view the trainings based on the selected sports and they can view and edit the existing trainings.

3.6.5.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Training Details

3.6.5.3 Screen Layout

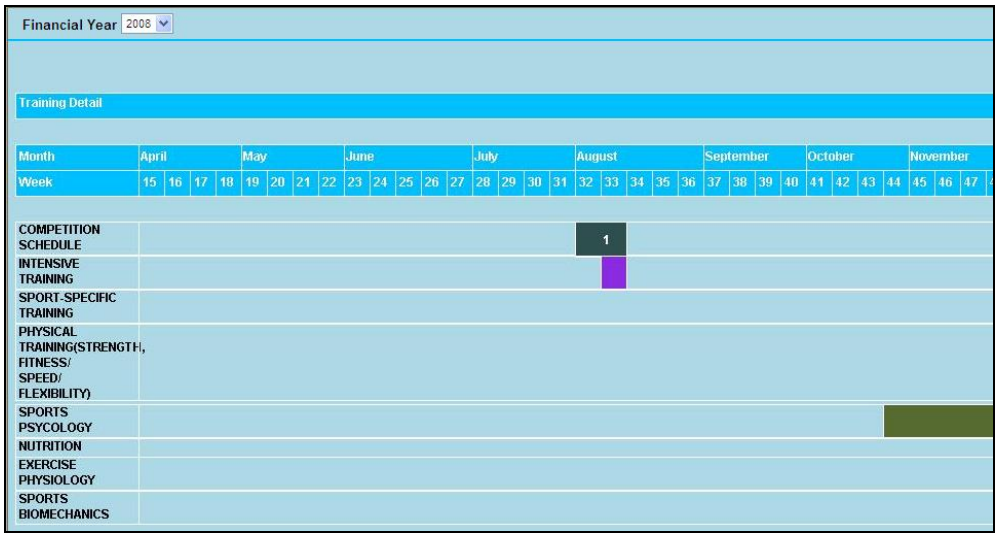


3.6.5.4 Buttons

- View Training Details – Opens up the graphical representation of Training details
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option
- Delete (in Data grid) – Delete the selected record from the database

View Training Details

This screen is used to view the training details as a graphical representation. The current Training details and the current year targets will be displayed in this screen



3.6.5.5 Hyperlinks

- What's This? – This link will open up a popup window

This screen has some static information about each Training type

Training Type	
Intensive training	Generally defined as focused, hard training leading up to major competition/training stint
Sport-Specific Training	Training focused on Technical / Tactical, etc Physical Training - Training focused on Strength / Fitness / Speed / Flexibility, etc
Sport Psychology	Mental skills, individual consultations, workshops,etc
Sport Nutrition	Dietary planning, consultations, etc
Exercise Sport Physiology	Physiological fitness and performance
Sport Biomechanics	Analysis of athletes' technique/form

3.6.5.6 Validations

None

3.6.6 Coaches Details

3.6.6.1 Description

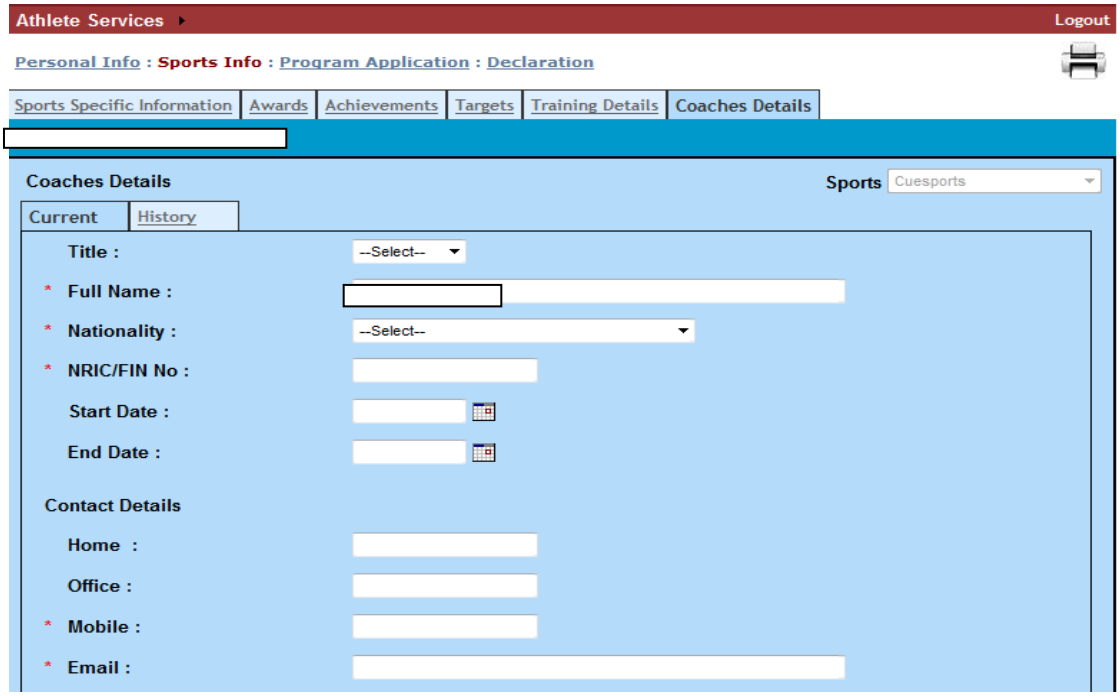
Coached details current screen is used to edit the Coaches Details and History screen is used to view the Coaches details.

3.6.6.2 Screen Layout

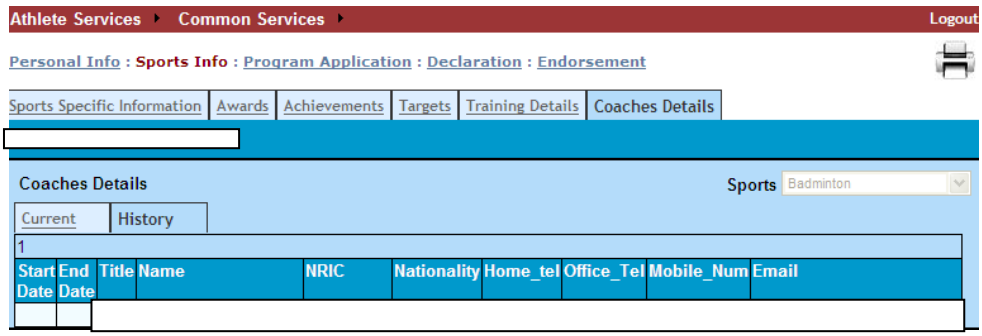
Athlete Services→ Athlete Management module → My Sports Details → Coaches Details

3.6.6.3 Screen Layout

Current



History



3.6.6.4 Buttons

- Update – Update the details entered by the user
- Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.6.6.5 Hyperlinks

None

3.6.6.6 Validations

- Full Name, Nationality, NRIC/FIN No., Mobile, Email fields are mandatory
- In the contact number one of the fields should be mandatory
- Valid NRIC/FIN No. should be entered in NRIC/FIN No. field
- Contact number fields accepts only numeric
- Valid Email should be entered in Email field

4 Common Services

4.1 System Parameters

4.1.1 Sports Mapping with Competition code

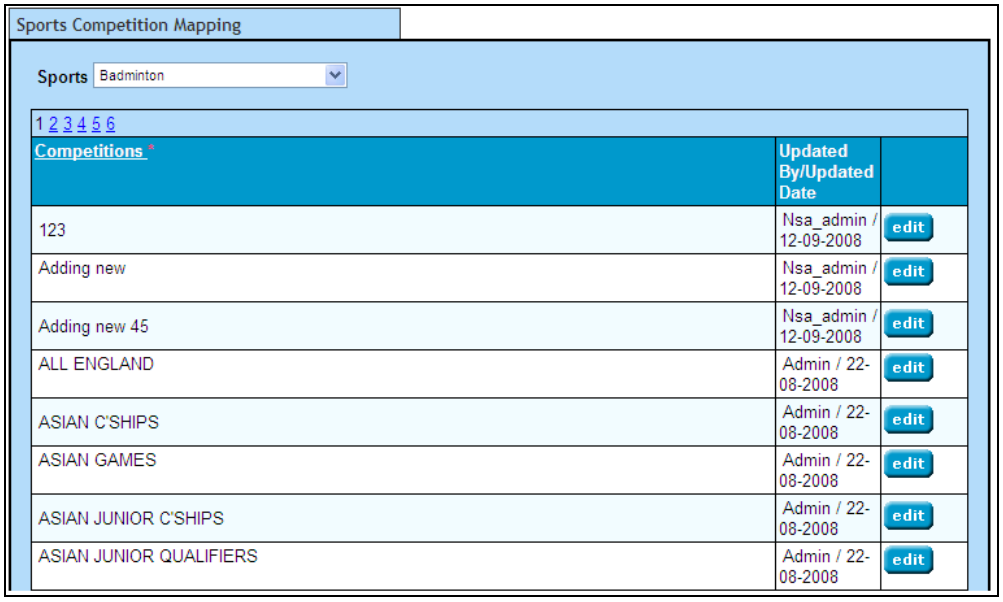
4.1.1.1 Description

NSA user can access this page. Sports can be mapped with competition code from this page.

4.1.1.2 Screen Navigation

Common Services → System Parameters → Sports Competition Mapping

4.1.1.3 Screen Layout



4.1.1.4 Buttons

- Add (in Data grid) – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option

4.1.1.5 Hyperlinks

None

4.1.1.6 Validations

None

4.1.2 Sports – Discipline – Event Mapping

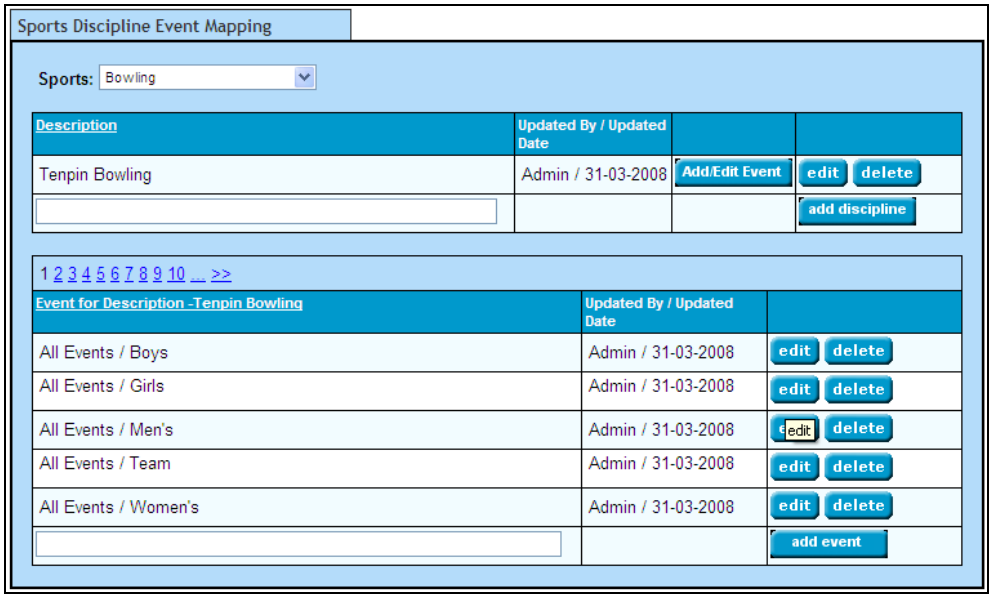
4.1.2.1 Description

NSA user can access this page. Sports, Discipline and Event can be mapped from this page.

4.1.2.2 Screen Navigation

Common Services → System Parameters → Sports Discipline Event Mapping

4.1.2.3 Screen Layout



4.1.2.4 Buttons

- Add/Edit Event (in Data grid) – Add the new record entered into the database
- Add discipline (in Data grid) – Add the new record entered into the database
- Add Event – Add the new record entered into the database
- Edit (in Data grid) – Edits the existing record
- Update (in Data grid) – Updates the record, which is edited
- Cancel (in Data grid) – Cancel the edit option

4.1.2.5 Hyperlinks

None

4.1.2.6 Validations

None

4.2 Reports

4.2.1 Carding Breakdown by Gender

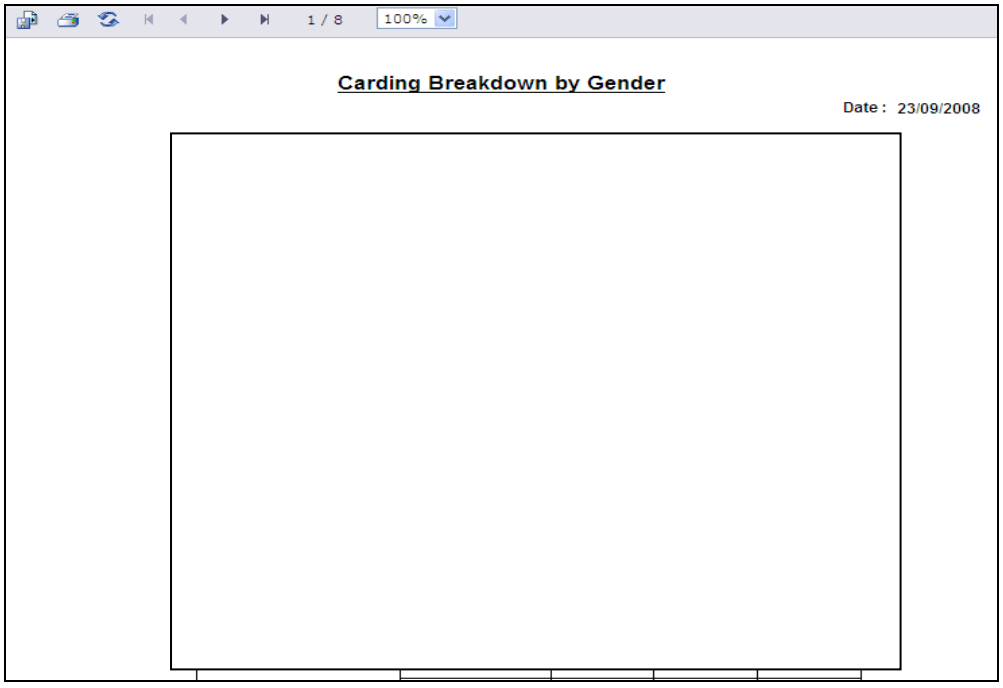
4.2.1.1 Description

NSA users can view the athletes carding level based on gender by using carding breakdown by gender report.

4.2.1.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → Carding Breakdown by Gender

4.2.1.3 Screen Layout



4.2.1.4 Buttons

- View – Allows user to view the report as per the inputs

4.2.1.5 Hyperlinks

None

4.2.1.6 Validations

None

4.2.2 Carding Breakdown by Age

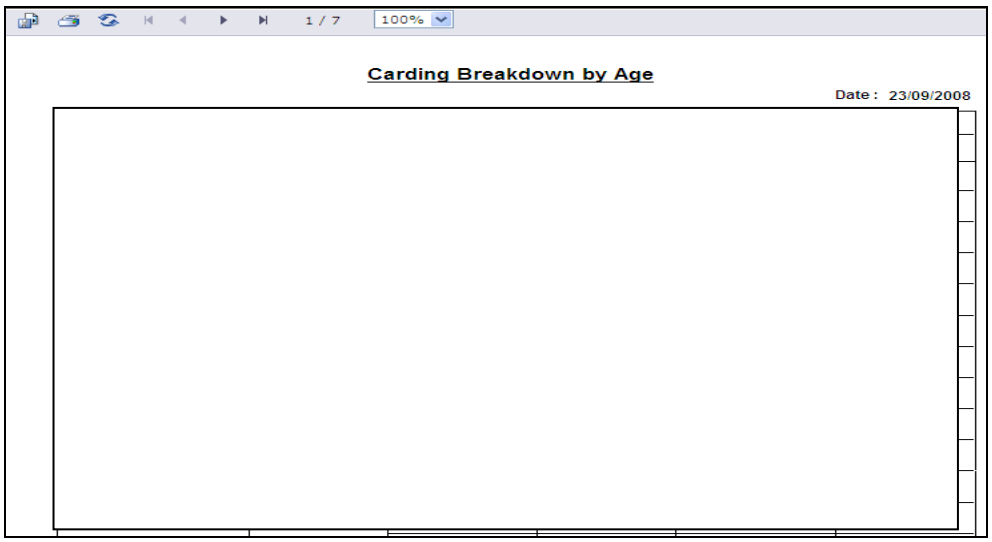
4.2.2.1 Description

NSA users view the athletes carding level depends upon the age by using carding breakdown by age report.

4.2.2.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → Carding Breakdown by Age

4.2.2.3 Screen Layout



4.2.2.4 Buttons

- View – Allows user to view the report as per the inputs

4.2.2.5 Hyperlinks

None

4.2.2.6 Validations

None

4.2.3 spexTeam Summary by Numbers

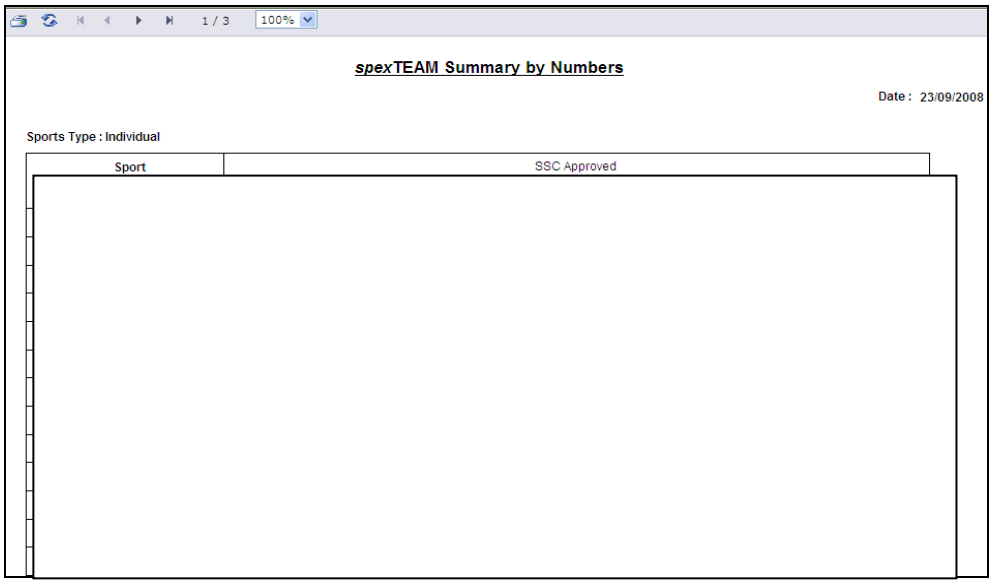
4.2.3.1 Description

NSA users can view a report of spexTeam Summary by Numbers.

4.2.3.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → spexTeam Summary by Numbers

4.2.3.3 Screen Layout



4.2.3.4 Buttons

- View – Allows user to view the report as per the inputs

4.2.3.5 Hyperlinks

None

4.2.3.6 Validations

None

4.2.4 Consolidated spexTeam Application Report

4.2.4.1 Description

NSA users can view the consolidated spexTeam Application as per the user input.

4.2.4.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → spexTeam Application

4.2.4.3 Screen Layout

4.2.4.4 Buttons

- View – Allows user to view the report as per the inputs

4.2.4.5 Hyperlinks

None

4.2.4.6 Validations

None

4.2.5 Consolidated Program Application Report

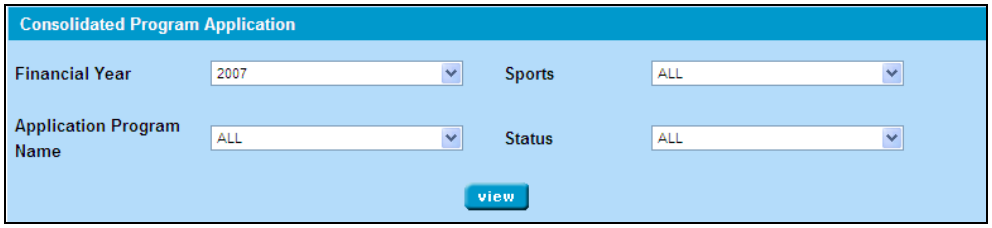
4.2.5.1 Description

NSA users can view the consolidated program Application report as per the user input.

4.2.5.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → Consolidated Program Application

4.2.5.3 Screen Layout



4.2.5.4 Buttons

- View – Allows user to view the report as per the inputs

4.2.5.5 Hyperlinks

None

4.2.5.6 Validations

None

4.2.6 spexTeam carding Tracking Report

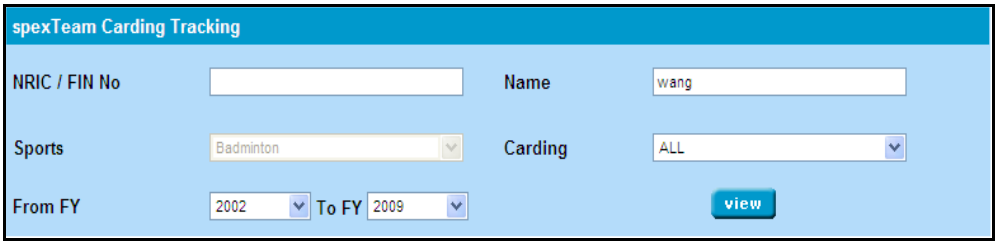
4.2.6.1 Description

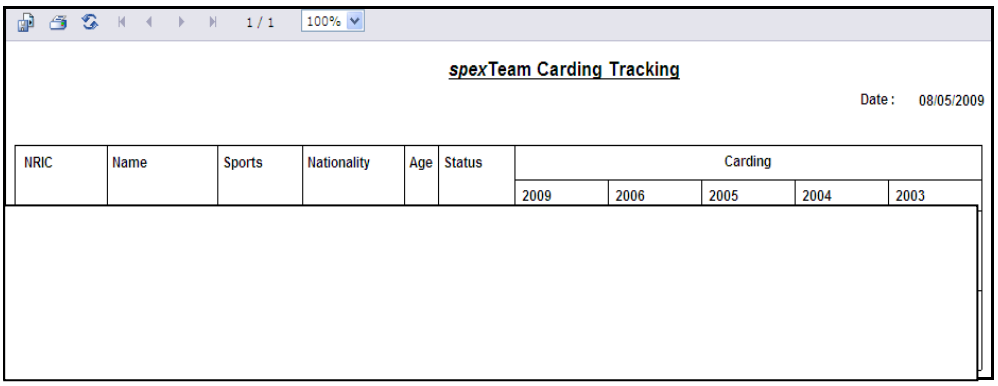
NSA users can view the *spex*Team carding Tracking report as per the user input.

4.2.6.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → spexTeam carding Tracking.

4.2.6.3 Screen Layout





4.2.6.4 Buttons

- View – Allows user to view the report as per the inputs

4.2.6.5 Hyperlinks

None

4.2.6.6 Validations

- NSA user must select the “From FY” and “To FY”.
- NSA user selects “From FY” which should not be greater than “To FY”.

4.3 Athlete Agreement - Report

4.3.1 spexTEAM Athlete Agreement Submission

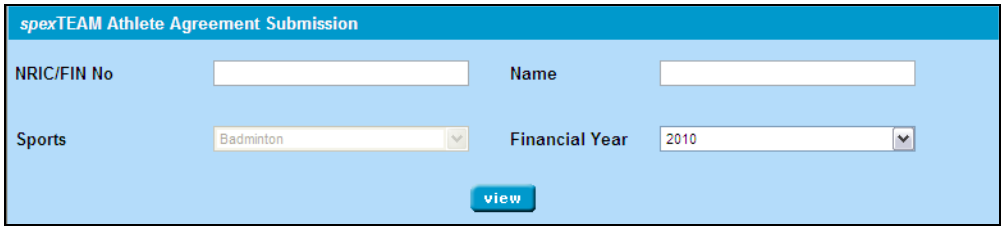
4.3.1.1 Description

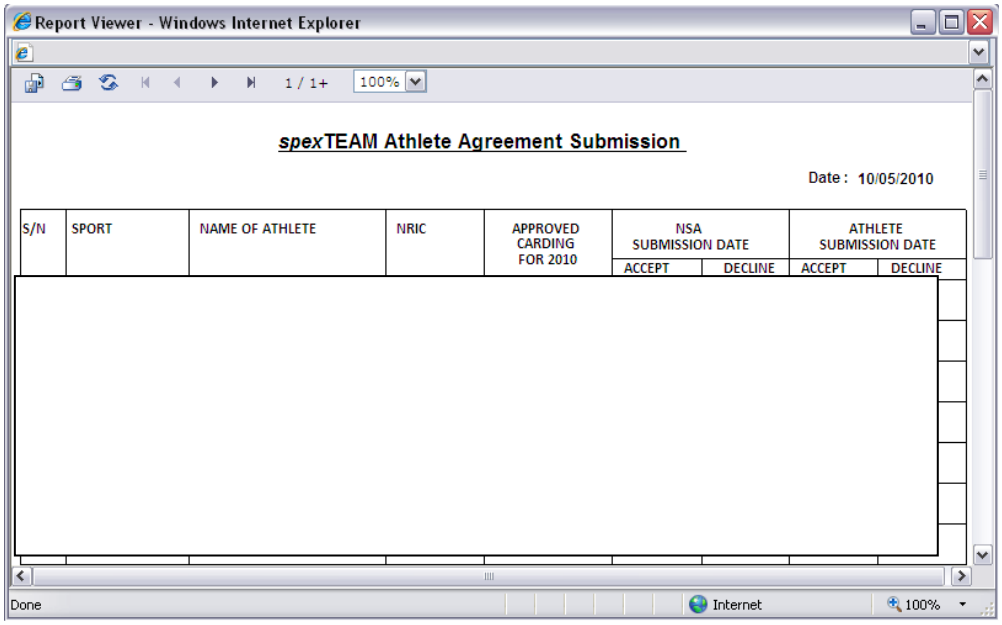
Only NSA users can view the athlete agreement submission report based on their sport and the selected financial year.

4.3.1.2 Screen Navigation

Common Services → spexTEAM Athlete Agreement Submission Report

4.3.1.3 Screen Layout





4.3.1.4 Buttons

- View – Allows user to view the report based on the filter criteria

4.3.1.5 Hyperlinks

None

4.3.1.6 Validations

- Report will list down only the approved athletes in the sport
- Submission date will be the date the user has accepted the agreement. If user has not clicked on the accept / decline button then the submission date will be blank

4.4 Summary of Athlete Carding- Report

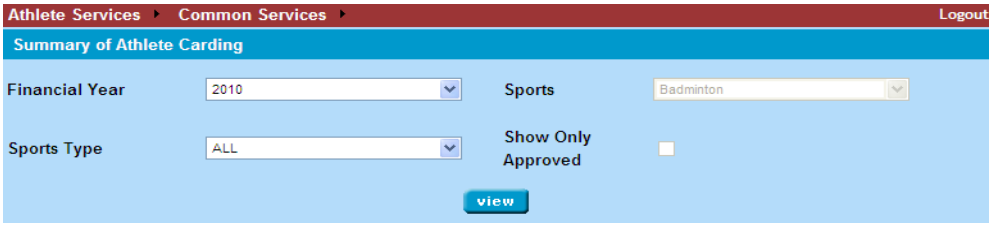
4.4.1.1 *Summary of Athlete Carding* Description

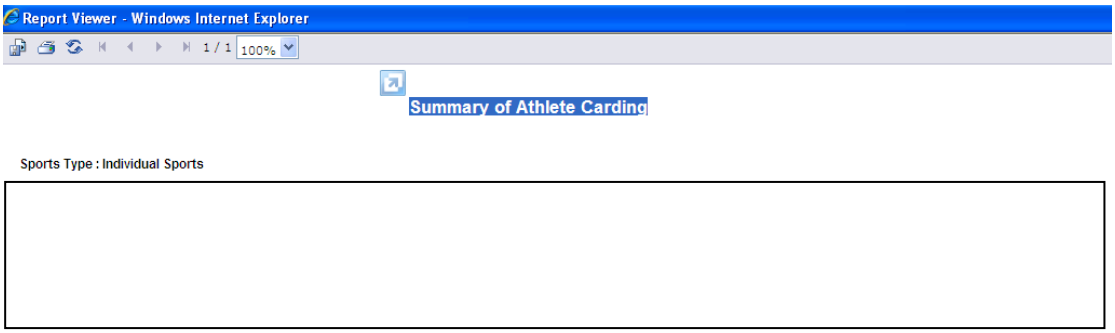
Only NSA users can view the athlete Summary of Athlete Carding report based on their sport and the selected financial year.

4.4.1.2 Screen Navigation

Common Services → HPMD Schema Related Reports -> Summary of Athlete Carding

4.4.1.3 Screen Layout





4.4.1.4 Buttons

- View – Allows user to view the report based on the filter criteria

4.4.1.5 Hyperlinks

None

4.4.1.6 Validations

- Report will list down all the approved as well as non approved athletes in the sport

5 Printer Friendly

5.1 spexTeam Printer Friendly

5.1.1 spexTeam Printer Friendly Report

5.1.1.1 Description

The NSA and Athlete user can view the complete spexTEAM application in a printer friendly format. The entire spexTEAM will be given in a non-editable format with a 'Print' option. The following data will appear in Print Friendly format output.

- Personal Info
- Sports Info
- Declaration & Checklist
- Endorsement

5.1.1.2 Screen Navigation

Printer Friendly Icon on every page

5.1.1.3 Screen Layout

Personal Particulars

NRIC/FIN No :
Title :
Full Name (as in NRIC):
Nationality :
Residential Status :
Date of Issue :
Date of Birth :
Age :
Place of Birth :
Sex :
Marital Status :
Blood Group :
Blood Group Others:

Personal Contact Information

Postal Code :
Blk / Apt No :
Street/Building Name:
Floor No :
Unit No :
Home :
Office :
Mobile :
Email :

Parent/Guardian Information

Name :
Relationship :
Postal Code :
Blk / Apt No :
Street/Building Name:
Floor No :
Unit No :
Home :
Office :
Mobile :
Email :

Academic/Occupational Background

From	To	School	Course

Written & Spoken :
Written Only :
Spoken Only :
I am Currently :
School:
Course :
Year of Study :
Occupation :
Designation :
Employer :
Career Objectives/Aspirations :

NS Details (For Male Athletes Only)

1. Are you liable for full-time National Service (NS) within the next 18 months? No

2. Are you serving NS? No

This does not constitute as an application to Mindef for deferment/disruption

Sports Specific Information

Sports : Cricket

Sports	Discipline	Event	Current Carding Status
Cricket	Cricket	National	Nil

Awards

Sports : Cricket

Year Obtained	Name of Award
2005	adding new up

Achievements

Sports : Cricket

Month/Year	Competition	Venue	Discipline	Event	Position	Score/Timing/ Distance	No. Of Participants/ Teams / Countries
08-2006	Acc Trophy	1	Cricket	National	1		18
04-2006			Cricket	National	3rd		5

Targets

Sports : Cricket

From	To	Competition	Venue	Discipline	Event	Position	Score/ Timing/ Distance	No. Of Participants/ Teams / Countries	Peaking Index
01-11-2007	30-11-2007	Acc Trophy	2	Cricket	National	3rd		1	1

Training Schedule

Sports : Cricket

Training Type	From Date	To Date	From Time	To Time	Day	Venue
SPORT-SPECIFIC TRAINING	01-04-2008	31-03-2009	09:00 AM	11:00 AM	Monday, Tuesday, Wednesday, Thursday, Friday	NSA
PHYSICAL TRAINING(STRENGTH, FITNESS/ SPEED/ FLEXIBILITY)	14-09-2008	29-09-2008	09:30 AM	02:00 PM	Sunday, Monday	1
SPORTS PSYCOLOGY	07-09-2008	18-09-2008	12:00 PM	01:30 PM	Sunday	df
SPORTS PSYCOLOGY	01-09-2008	24-09-2008	11:00 AM	02:00 PM	Sunday	dfdf

Coaches Details

Sports : Cricket

Title :
Full Name :
Nationality :
NRIC/FIN No :
Home :
Office :
Mobile :
Email :

Declaration

Sports : Cricket

1. **Have you been charged in a court of laws in any country** No
2. ☑ **NSA has submitted information in consultation with the Athlete**

   ☑ **Declared by Athlete**

i. I have read and understood the terms and conditions of the spexTEAM programme and all associated athlete support services that are available to carded national elite athletes and agree to abide by them.

ii. All the information provided in this application is true and correct and that I have not wilfully withheld any material fact.

iii. I understand that a misrepresentation or omission of facts will be sufficient cause for the cancellation of consideration for the programme or the withdrawal from the programme and funding if it has been approved.

CheckList for Submission

The following are to be submitted with the spexTEAM application form

1. Plan for Individual Athlete Development (PIAD) [Annex 1]
2. For recommended spexTEAM 'A' athletes / ACT applicants:
   - **(i)** Completed annual and multi-year training and competition plans leading up to the targeted Asian / Olympic or Paralympic Games.
   - **(ii)** Annual [Annex 3] and multi-year [Annex 4] Budget relevant to your training and competition plans.
3. For Academic Scholarship / Professional Development Grant applications:
   - **(i)** Overall budget indicated under Part III. (B)
   - **(ii)** Official enrolment notices from the Educational Institution.
   - **(iii)** Course details and scheduled breakdown of fee payment provided by the Education Institution.

Endorsement

Coach Assessment

1 **Technique Appraisal**

2 **Physiological Attributes**

3 **Psychological Attributes**

4 **Commitment Level**

5 **Environmental Factors**

6 **Other Considerations e.g Competition analysis**

NSA Endorsement Form

National Sports Association : Cricket

1 This application is supported by the Executive Committee of our NSA.

2 We have targeted for the athlete to participate in ALL training and competitions as specified in Part II of the spexTEAM and High Performance Application Form.

3 The following documents submitted by the athlete was prepared in consultation with the NSA and are fully endorsed by us:

i spexTEAM and High Performance Athlete Assistance Application Form

ii Athlete's Individual Long Term Development Plan

iii Annual and Multi-year Training & Competition Plans

iv Annual and Multi-year Budgets

4 We agree to monitor the athlete's training and performance according to his/her Annual Training and Competition Plan and ensure that quarterly performance progress and statements of accounts are submitted in the prescribed formats to SSC's High Performance Management Division.

5 We are committed to give our total support to the athlete based on guiding principles of the Code of Athlete Management (COAM) and ensure that his/her agreed training and competition plans are aligned with the NSA's overall high performance plans and strategies.

Highest Potential :

5.1.1.4 Validation

For Athlete user Endorsement form section will not be available