

 KICKBOXING FEDERATION OF SINGAPORE	Document: KFS Affiliation Policy	
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AFFILIATION POLICY

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1. AFFILIATION

1.1. Application for Affiliation

- 1.1.1. An application for affiliation to Kickboxing Federation of Singapore (“KFS” or “Federation”) shall be made in writing and signed by the applicant and acknowledged by the Secretary-General or an equivalent Office Bearer. The affiliation application will be brought to the Membership Committee for review.
- 1.1.2. The applicant is required to submit the following documents, to support their application:
 - i Application for Affiliation (all information on the form must be completed);
 - ii Member’s list (at least 20 unique members);
 - iii ACRA Business profile / ROS Constitution;
 - iv All Coaches within the club to submit the Coaches Code of Conduct; and
 - v Payment of Club Affiliation Fees applicable.
- 1.1.3. An application will not be reviewed until all supporting documents listed above as per 1.1.2. is submitted.
- 1.1.4. Application for affiliation shall be reviewed by the Membership Committee, or the Board of Directors in its’ absence, who may accept the application either unconditionally or on such terms as it deems fit or reject the same without assigning any reasons for its decisions.
- 1.1.5. The Membership Committee may involve the Legal Committee for legal advice and/or other relevant committees in order to obtain the required information on the applicant.
- 1.1.6. Application for affiliation shall constitute an agreement by the applicant body and by every official, constituent official and affiliate or member thereof to be subject to and bound by these rules and any bye-laws made thereunder, and in so long as the Federation is affiliated to the Singapore National Olympic Council, to be subject to and bound by the rules of the Singapore National Olympic Council and any bye-laws made thereunder, the Olympic Charter and any rules and regulations and bye-laws made thereunder, including the International Olympic Committee Medical Code.
- 1.1.7. KFS will conduct a visit, if necessary, to the applicant’s training venue to ensure it is in operation as described in the application form.

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2. DUTY OF AFFILIATE

2.1. Responsibilities

- 2.1.1. The applicant shall be considered an Affiliate once the Membership Committee approves the affiliation application.
- 2.1.2. An Affiliate shall take all necessary and proper steps to obtain the consent and acquiescence of all its officials, constituent officials and members to being bound by these rules and any bye-laws made hereunder.
- 2.1.3. An Affiliate, its members and/or athletes shall not be affiliated with any other Kickboxing organization, association and/or federation which promotes Kickboxing as a discipline.
- 2.1.4. An Affiliate, its members and/or athletes shall not promote, collaborate and/or participate in any event that is not recognised by KFS and/or has Kickboxing as a discipline in the event.
- 2.1.5. In the event an Affiliate, its members and/or athletes, breaches any of the provisions in this Affiliation Policy, the Federation has the right to commence disciplinary action against the breaching party.

3. RESIGNATION, EXPIRATION AND RENEWAL OF AFFILIATION

3.1. Resignation

- 3.1.1. An Affiliate may resign as an Affiliate of KFS at any time.
- 3.1.2. Such resignation shall take effect immediately upon receipt by the Federation of a notice of resignation signed by the legal representative of the relevant Affiliate.
- 3.1.3. The resignation does not affect the liabilities or debts of the Affiliates vis-à-vis KFS. Any fees paid are not subject to refund.
- 3.1.4. Any Affiliate intending to relinquish affiliation must send the notice of resignation to the administrative office of KFS.

3.2. Expiration of Affiliation

- 3.2.1. All affiliations have an expiry, according to the terms and conditions set out by the Membership Committee.

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3.2.2. In the event an Affiliate chooses not to renew its affiliation with KFS after the expiry date, the Affiliate shall lose all rights accorded as an 'Affiliate Member of KFS'.

3.3. Renewal of Affiliation

3.3.1. Affiliates shall have the right to renew its affiliation with the Federation, 1 month before the expiry date.

3.3.2. The renewal shall be subject to approval by the Membership Committee, who will review the renewal.

3.3.3. The Affiliate must undertake all efforts to clear any outstanding debts to the Federation to renew its affiliation.

4. DISCIPLINARY ACTIONS

4.1. Suspension

4.1.1. The Membership Committee, through a decision adopted with the qualified majority may suspend an Affiliate Member for:

- i Failure by the relevant Affiliate to fulfil its financial obligations towards KFS;
- ii Serious violations of the Constitution, bye-laws, regulations or decisions of KFS or its bodies;
- iii Systematic failure to participate actively to KFS activities, in particular but not limited to regular participation of the annual national competition;
- iv Behaviour detrimental or which can create a material prejudice to KFS and its Members;
- v Breach of any provisions as its duties as an Affiliate.

4.1.2. Before deciding on a suspension, the Membership Committee, Board of Directors or relevant authority shall:

- i Notify the Affiliate Member concerned of the potential ground(s) for suspension, and of the factual allegations (together with any evidence) underlying such ground(s);
- ii Grant the Affiliate Member concerned a time limit of no less than fourteen (14) days for it to file a written response to the allegations, together with any evidence the Affiliate Member seeks to rely on.

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- 4.1.3. Subject to a different decision of the Board of Directors, the suspended Affiliate Member loses the benefit of all its membership rights. It remains subject to all Member obligations and/or duties. A reasonable deadline will be granted to the suspended Affiliate Member to remedy to the reason of the suspension.
- 4.1.4. Subject to a different decision of the Board of Directors, other Affiliate Members may not entertain sporting contact with a suspended Member. The Disciplinary Committee may impose further sanctions.
- 4.1.5. The suspension decision shall be communicated to the Affiliate Member by the Membership Committee or by another member of the Board of Directors designated by the Chairman of the Membership Committee and to other interested third parties as appropriate to give effect to the decision. It shall be published on the website.
- 4.1.6. An Affiliate Member that has been suspended as per the above provisions may file an appeal against the decision to the Arbitration Board.
- 4.1.7. A suspension decision may be revoked by the Membership Committee once and subject to the Affiliate Member having remedied the cause of suspension.

4.2. Expulsion

- 4.2.1. A suspended Affiliate Member which fails to remedy the cause of the suspension within a reasonable deadline – as determined and communicated by the Membership Committee – following due notice, may be expelled as a member by a decision of the Membership Committee taken by means of a resolution adopted with the qualified majority.
- 4.2.2. If a violation is severe enough to justify an expulsion and is not capable of remedy or the Affiliate Member expressly refuses to remedy it, an Affiliate may be expelled without previous suspension.
- 4.2.3. Before deciding on an expulsion, the Membership Committee shall:
 - i Notify the Affiliate concerned of the potential ground(s) for expulsion, and of the factual allegations (together with any evidence) underlying such ground(s);
 - ii Grant the Affiliate concerned a time limit of no less than fourteen (14) days for it to file a written response to the allegations, together with any evidence the Affiliate seeks to rely on.
- 4.2.4. Any expulsion decision by the Membership Committee is subject to ratification by the next Board Meeting. Until the next Board Meeting, the Affiliate shall be provisionally (or remain, as applicable) suspended. The Affiliate concerned

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shall be given a reasonable opportunity to present its arguments against an expulsion decision to the Board of Directors.

4.2.5. The expulsion decision of the Board of Directors and, thereafter, its ratification shall be communicated to the Affiliate concerned by the President. All other Affiliate Members and other interested third parties as appropriate to give effect to the decision shall be properly informed on the expulsion of the relevant Member. The expulsion shall be published on the Federation's website.

4.2.6. An Affiliate that has been expelled from KFS may appeal against the decision to the Arbitration Board, following ratification by the Board Meeting.

5. Consequences of Suspension and Expulsion as KFS Affiliate Member

5.1.1. In the event an Affiliate is suspended or expelled, the Affiliate will lose the rights accorded to it as an Affiliate:

- i Lose the right to make any communication as Affiliate of KFS;
- ii Lose the right to call itself as an 'Affiliate Member of KFS';
- iii Remove the KFS logo and marks from its channels, website, social medial pages and/or any other communication channels whereby the Affiliate promotes its services;
- iv Lose the right to use the KFS logo and marks;
- v Lose the right to use the KFS inspired logo; and
- vi Lose the right to participate in KFS events, activities and competitions.

5.1.2. If the suspended or expelled member wants to resume an affiliation with KFS, it must apply according to the Affiliation Policy, rules and regulations. In the event the member has an outstanding debt towards KFS, the debt shall be paid before it submits the new application.

5.1.3. The Membership Committee may require additional supporting documents as it deems fit.

5.1.4. In the event the affiliate loses its affiliation to KFS in any way to be affiliated with a dissident organization by any means whatsoever, the member shall not be allowed to be affiliated with KFS.

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DECLARATION

I hereby acknowledge that I have read and understood the above.

Signature: _____

Full Name: _____

Club Name: _____

Designation: _____

Date: _____