



NOTICE

Instructions for SDBA Card preparation

1 Introduction

- 1.1 The purposes of launching the SDBA Card are
- i) to replace all event ID tags,
 - ii) to make easier for affiliates to register SDBA dragon boat events,
 - iii) to build a SDBA affiliate database,
 - iv) to provide future benefit promotion to SDBA affiliates if any.
- 1.2 The SDBA Card is meant ONLY for SDBA affiliates and will show the card holder's personal detail (Name, Gender and Date of Birth), Team 1 /Team 2 (if any), photo, role and card serial number.
- 1.3 The card is valid for two years and can be used for all SDBA dragon boat events.

2 Procedures

- 2.1 The following are step-by-step instructions on how Team Managers or Team Captains apply for the SDBA Card for each individual team member of their SDBA affiliate dragon boat team by using one Excel worksheet (see Annex A.)

1. Affiliate Team 1: The primary affiliate name that the individual attaches to the dragon boat club, institution of schools, organization or corporate dragon boat team, i.e. ESRC.
2. Affiliate Team 2: The extra affiliate name if the individual team member also attaches to other institution of schools, organization or corporate dragon boat team. Input '/' in front of the Affiliate Team 2, i.e. /SPC. Leave blank if no second team.

(NOTE: The Team Manager must find out if individual attaching to other teams. Both Affiliate Team 1 and Affiliate Team 2 will be printed on the SDBA Card, i.e. ESRC/SPC.)

3. Name: The name as it appears in the NRIC or Passport.
4. NRIC/Passport No: The number of the NRIC or Passport.
5. Gender: Male or Female.

6. Photo: Submit a standard NRIC/Passport photo, shot against a light color background, and save the photograph using the following format:

- Photo quality : NRIC or Passport quality, shot against a white background
- Format : JPEG
- Minimum digital size : 150kb
- Saving Mode : 1 picture in 1 file
- File name : According to NRIC/Passport number (e.g. S1234567A.jpeg)
- The Individual's features i.e. eyes, nose and mouth must be clearly seen
- The Individual must NOT wear any cap and/or sunglasses (shades)
- Refer to the Photo images 1 and Photo images 2 for reference (Annex B)

7. Date of Birth: Enter the date of birth of the team member in yyyy/mm/dd format, i.e. 1970/01/28.

8. Role: The role of the team member. The role to be entered is either Paddler or Steer or Coach. Team Manager must also indicate as Paddler, Steer or Coach.

9. Contact number: The contact of the team member.

10. Email address: the email address of the team member.

11. IDBF Accreditation: If the individual has achieved IDBF Grade 1, Grade 2, Grade 3 or Grade 4.

12. Helm Certificate Number: The Helm Certificate number of the individual whose role is stated as 'Steers'.

13. NROC Coach Number: The NROC Coach Certificate number of the individual whose role is stated as 'Coach'.

2.2 Team Members are required to register the entire team strength into SDBA Card. The Excel will be sent back to Team Manager by SDBA after receiving the SDBA Card information of individual member of the team.

Eg. Team XX has 40 members that will participate in one(1) DB22 and one(1) DB12 event. Team XX shall therefore register all the 40 members into SDBA Card Information Excel.

2.3 Save the photograph file name for each individual team member. If there are 40 team members in the team, 40 photograph file names should be submitted to SDBA together with the Excel worksheet of the team.

- 2.4 Since the SDBA Card will be valid for 2 years, it is the responsibility of the Team Manager or Team Captain to ensure the accuracy of the personal information of all individual team members and that the photographs meet the required standards.
- 2.5 Team Manager whose team intends to participate in SRR 2016 must submit the SDBA Card Excel file by the closing date of SRR registration. Upon receiving the SDBA Card Excel file, SDBA will assign the SDBA Card serial number to individual accordingly and then send back the Excel file to the respective Team Manager. Team Manager is required to fill in the team member's name and the SDBA Card number in the Form F3 Crew List of the team.
- 2.6 Team Manager whose team will not participate in SRR 2016 should submit the SDBA Card Excel file to SDBA by first week of December, 2016 for SDBA to fabricate SDBA Card for the team.

3 Control Measures

- 3.1 The first issuance of the SDBA Card is free to all SDBA Affiliate members up to 31st December 2016.
- 3.2 SDBA Card information received in year 2017 will be charged \$10 for each card issuance. Team Manager of SDBA Affiliates should submit the SDBA Card information of the team by first week of December, 2016.
- 3.3 The affiliates intend to participate in SRR 2016, must submit the SDBA Card information by the registration closing date of SRR 2016.
- 3.4 SDBA reserves the right to reject any photograph that it deems inappropriate and/or unacceptable. A Replacement Fee of SG\$10 will be charged for the re-issuance of the SDBA Card due to unsuitable photo image or any change of personal information.
- 3.5 Any misuse of the Card will result in its confiscation and disciplinary action will be taken against the SDBA and/or parties responsible.
- 3.6 Please contact SDBA if you have any queries regarding the SDBA Card.

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Secretary General
Singapore Dragon Boat Association

Annex A - SDBA Card Information Excel file



SDBA Card
Information

Annex B – Samples of photo images accepted or rejected

Photo Images 1



YES

Correct photograph



NO

*Busy background
or other people
in shot*



NO

*Sunglasses, unnatural
expression, or hands
in shot*



NO

*Glasses or hats
on head*

Photo Images 2

