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Asia Swimming Federation (AASF)  
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Singapore National Olympic Council (SNOC) [www.snoc.org.sg](http://www.snoc.org.sg)

**Patron-In-Chief**

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**President**

Mr. LEE Kok Choy

**Secretary General**

Dr Bervyn LEE

**Treasurer**

Mr. Derrick LIM

**Vice Presidents**

Mr. Alvin HANG  
(Partnerships)

Ms. Joscelin YEO  
(Swimming)

Mr. Dominic SOH  
(Water Polo)

Mr. Steve CHEW  
(Artistic Swimming)

Ms. Wendy LIM  
(Diving)

**Asst. Secretary Generals**

Mr. Kelvin YEOW  
(Swimming)

Mr. LEE Thin Cheong  
(Water Polo)

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GST Reg No: M90368871C

All communications should be addressed to:

The Secretary General  
Singapore Swimming Association

Aug 2020

15<sup>th</sup> June 2021

To: Singapore Swimming Association  
Ordinary and Associate Members

**SECOND NOTICE OF SSA ANNUAL GENERAL MEETING BY ELECTRONIC MEANS**

A second notice is hereby given that the SSA Annual General Meeting (AGM) of the Singapore Swimming Association (SSA) will be held by wholly electronic means on:

Date: **29<sup>th</sup> June 2021 (Tuesday)**

Time: **7.30 p.m via Zoom**

<https://tinyurl.com/SSA-AGM2021>

Meeting ID: 814 0370 7699

Passcode: 029311

Agenda: **Refer to Appendix I**

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) (Alternative Arrangements for meetings for registered societies) Order 2020, the following arrangements will be adopted for the AGM:

- 1. A member will not be able to attend the AGM in person. A member may only attend the AGM by observing and listening to the proceeds of the meeting by electronic means.***
- 2. Each Ordinary Member (also referred to as "Voting Member") can only vote by appointing the Chairman of the AGM as the member's proxy to vote at the AGM using Appendix II as attached. The President will preside as the Chairman under section 9.1 of the SSA Constitution. An independent person will be appointed to direct and supervise the count of votes cast through proxy, and maintain records of proxy forms submitted.***
- 3. Each Member may appoint in writing up to three Delegates to attend the Electronic General Meeting.***

Voting is still required to pass the resolutions tabled at the AGM as indicated in the agenda in Appendix I. **Ordinary Members are to submit your Proxy Voting Form** (Appendix II) by email to [proxy@swimming.org.sg](mailto:proxy@swimming.org.sg) by **Sunday, 27<sup>th</sup> June 2021, 7pm.**

Please refer to Appendix III for the Minutes of the last AGM, Appendix IV for the Instructions for Access and Appendix V for the Annual Report for Financial Year ended on 31<sup>st</sup> March 2021, Audited Financial Statements and Auditor's Report for the Financial Year ended on 31<sup>st</sup> March 2021.

Members are reminded to complete the Attendance Form (Refer to Appendix II of First Notice of SSA AGM by electronic means) and submit via email to [agm@swimming.org.sg](mailto:agm@swimming.org.sg) by **Tuesday, 22<sup>nd</sup> June 2021, 7pm.**

Thank you.

Dr. Bervyn Lee  
Secretary General  
Singapore Swimming Association

**Attached are:**

Appendix I – Updated Agenda for the AGM by electronic means

Appendix II - Proxy Voting form

Appendix III – Minutes of the last AGM

Appendix IV – Instructions for Access

Appendix V - The Annual Report for Financial Year ended on 31<sup>st</sup> March 2021, Audited Financial Statements and Auditor's Report for the Financial Year ended on 31<sup>st</sup> March 2021



**ANNUAL GENERAL MEETING BY ELECTRONIC MEANS  
SECOND NOTICE**

A second notice is hereby given that the upcoming Annual General Meeting (AGM) of the members of Singapore Swimming Association will be held by way of electronic means on **29<sup>th</sup> June 2021 (Tuesday)** at **7:30 p.m.** to transact the following business:

**Agenda**

1. Confirmation of Minutes of last Annual General Meeting on 20<sup>th</sup> August 2020.
2. Matters arising from the last Annual General Meeting on 20<sup>th</sup> August 2020.
3. Matters for Approval:

**As Ordinary Business**

**Resolution 1** To receive and adopt Annual Report for Financial Year ended on 31<sup>st</sup> March 2021

**Resolution 2** To receive and adopt Executive Committee's Statement, Audited Financial Statements and Auditor's Report for Financial Year ended on 31<sup>st</sup> March 2021

**Resolution 3** To re-appoint Audit Alliance LLP as Auditor

**As Special Business**

There were no special resolutions raised to be resolved.

This Notice has been made available on the SSA website and may be accessed at <https://swimming.org.sg/SSA/ABOUTUS/Annual-General-Meeting-2021/Notices.aspx>



**PRIVATE & CONFIDENTIAL**  
**PROXY VOTING FORM**

I/We, \_\_\_\_\_ [name of authorised signatory] (\*NRIC / FIN / UEN No.) of  
\_\_\_\_\_ (address) being a registered Ordinary  
Member of the Singapore Swimming Association (“the society”) hereby appoint the Chairperson of the meeting, as  
my/our proxy to attend, speak and vote for me and on my behalf, at the Annual General Meeting by electronic means of  
the Singapore Swimming Association, to be held on 29th June 2021 at 7.30pm and at any adjournment thereof in the  
following manner:

No.	Business to be transacted	For	Against	Abstain
<b>Routine Business</b>				
1	Receive and adopt Annual Report for Financial Year ended on 31 <sup>st</sup> March 2021			
2	Receive and adopt Statement by the Management Committee, Audited Financial Statements and Auditor’s Report for Financial Year ended on 31 <sup>st</sup> March 2021			
3	Re-appoint Audit Alliance LLP as Auditor			

**Important Notes:**

- Please tick with “ ✓ ” within the relevant box for each and every matter that will be transacted at the Annual General Meeting by electronic means.
- The SSA shall be entitled to reject the proxy form if it is incomplete, improperly completed, or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the proxy form.
- The completed proxy form must be emailed to [proxy@swimming.org.sg](mailto:proxy@swimming.org.sg) by **7:00 p.m. on Sunday, 27<sup>th</sup> June 2021.**
- The proxy form must be under the hand of the appointer or of his attorney duly authorised in writing. Where the proxy is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised.

\_\_\_\_\_  
Authorised Signature

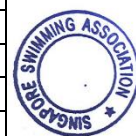
\_\_\_\_\_  
Seal of Organisation

\_\_\_\_\_  
Date



**ANNUAL GENERAL MEETING  
MINUTES OF ANNUAL GENERAL MEETING 2020**

<b>Date</b>	20 <sup>th</sup> August 2020 (Thursday)	
<b>Time</b>	7:30 p.m.	
<b>Venue</b>	Zoom Meeting	
<b>PRESENT</b>		
<b>Ordinary Members (with voting rights)</b>		
1	ACE Swim Club	Lim Lee Eng
2	AquaTech Swimming Club	Yeoh Herr-Ling
3	Aquatic Performance Swim Club (S)	Seow Jian Hao
4	Atlantis Aquanauts	George Lee
5	Changi Beach Club	Jeremy Chan Kok Wai Kin Daniel
6	Chinese Swimming Club	Peter Goh Dr Michael Peyrebrune Alison Gordon
7	Elite Swim Club	Ang Peng Wee Geraldine Tan
8	Great White Aquatic Club	Kuah Kar Huat
9	National University of Singapore	Mahrunisa Fathiyah
10	Ngee Ann Polytechnic	Dalton Lie
11	Pacer Water Polo Academy	Ting Kum Luen
12	Queenstown Water Polo Club	Dominic Soh Lee Thin Cheong Shawn Chow
13	Republic Polytechnic	Gary Su
14	Singapore Anglo Chinese School Old Boys' Association	Oon Jin Gee Edward Pang
15	Singapore Island Country Club	David Loo
16	Singapore Life Saving Society	George Lee
17	Singapore Management University	Eric Song
18	Singapore School Sports Council	Jeanne Tan
19	Singapore Swimming Club	Gerard Loo Ting Ong
20	Speediswim Aquatic Sports Centre	Philip Lee Chong Kiam Fei
21	SwimDolphin Aquatic School	Koh Chin Lee
22	Swimfast Aquatic Club	David Lim
23	Temasek Polytechnic	Raymond Loh Tan Yeuan Huei Darren Tan
24	Torpedo Swim Team	Tan Weide
25	Warren Golf & Country Club	Howie Soh Stanley Cornelius Teo Jia Ling
26	X Lab Aquatic Club	Mark Chay Koen Peperkamp
<b>Associate Members (without voting rights)</b>		
1	Aquatic Sports Academy	Bernard Chang
2	Masters Philippines Swimming	Karen Sales
3	Overseas Family School Limited	Gil Levy
4	Pacific Swim Team	Celine Kho
5	Schooling Sports Academy Pte Ltd	Yim Kam May



<b>Absent Ordinary Members</b>		
1	Aquatic Masters Swim Club	
2	Civil Service Club	
3	Hollandse Club	
4	Keppel Club	
5	Nanyang Technological University	
6	Orchid Country Club	
7	Serangoon Gardens Country Club	
8	Singapore Armed Forces Sports Association	
9	Singapore Polytechnic	
10	The British Club	
11	The Tanglin Club	
<b>Current Executive Committee Members</b>		
1	President / AGM Chairman	Lee Kok Choy
2	Secretary-General	Bervyn Lee
3	Treasurer	Tan Yew Khuan
4	Vice-President (Partnerships)	Alvin Hang
5	Vice-President (Swimming)	Joscelin Yeo
6	Assistant Secretary-General (Swimming)	Kelvin Yew
7	Vice-President (Water Polo)	Dominic Soh
8	Assistant Secretary-General (Water Polo)	Ang Ban Leong
9	Vice-President (Diving)	William Lee
10	Vice-President (Artistic Swimming)	Steve Chew
<b>Nominees for Office Bearers</b>		
1	Treasurer	Derrick Lim
2	Vice President (Diving)	Wendy Lim
3	Assistant Secretary-General (Water Polo)	Lee Thin Cheong
<b>In Attendance</b>		
1	SSA Executive Director	Edwin Ker
2	SSA Director of Finance, Admin & Business Development	Leon Lim
3	SSA Admin Manager	Linda Tan
4	Quahe Woo & Palmer LLC	Michael Palmer
5	SSA Appointed Person	Richard Gordon
6	SSI SPM	Leon Neo
7	SSI SPM	Vanessa Neo
<b><u>WELCOME</u></b>		
<p>Lee Kok Choy, SSA President, called the meeting to order at 7.30pm.</p> <p>Edwin Ker, SSA Executive Director, confirmed that 26 Ordinary Members and 5 Associate Members were present at the Annual General Meeting (AGM) by Electronic Means. The attendance met the minimum quorum required.</p> <p>Kok Choy welcomed and thanked all the members for supporting of the postponement of the AGM to today and cooperating the extensive process required to conduct an AGM by Electronic Means.</p> <p>He commented that the main impact of COVID-19 happened after the closing of the fiscal year 2019 and the pandemic showed the relevance and importance of the Singapore Swimming Association (SSA) as an entity as SportSG and MCCY looked to SSA to represent the sport in drawing up the guidelines for the safe return to aquatic sport.</p> <p>Kok Choy mentioned that SSA also provided help in various ways to our members such as providing ActiveSG pool space to accommodate training needs to keep our pipeline going and thanked SportSG for according SSA pool space and thanked members for their cooperation.</p>		
<b><u>ITEM 1: TO APPROVE AND CONFIRM THE MINUTES OF THE LAST AGM HELD ON 26 JUNE 2019.</u></b>		



Kok Choy updated the members that there was an amendment to the minutes of the last AGM held on 26 June 2019. The amendment was the addition of attendance of associate member, Aquatic Sports Academy.

With no further amendments, the minutes of meeting of the last AGM was approved.

Proposed by: Oon Jin Gee, Singapore Anglo Chinese School Old Boys' Association

Seconded by: Lim Lee Eng, Ace Swim Club

**ITEM 2: MATTERS ARISING FROM THE LAST AGM HELD ON 26 JUNE 2019.**

There were no matters arising from the minutes of the last AGM.

**ITEM 3: TO RECEIVE AND ADOPT THE ANNUAL REPORT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2020**

SSA published the 2019 Annual Report comprising the achievements of the respective disciplines and the Annual Statement of Accounts. Each affiliate member present was sent an electronic copy of the 2019 Annual Report via email in view of COVID-19.

Each Vice-President presented their respective discipline's highlights and achievements over the past year.

**Key Milestones:**

Dr Bervyn Lee, SSA Secretary-General, presented an overview of SSA's highlights for 2019.

He shared with members that it is important that SSA continues to sustain participation numbers (6,000 participants), certification of coaches (80 newly certified) and recruitment of technical officials and volunteers (469 technical officials and volunteers) for the coming year.

He added that SSA will continue to conduct courses for coaches, technical officials, and volunteers as they are enablers to ensure that the association maintains high participation and performance amongst our athletes.

Self-sustainability continues to be the focus for SSA. Approximately \$400,000 in donation at the SSA Fundraising Dinner was raised as we work towards full self-sustainability which is aligned to SportSG's key position for NSAs.

Dr Bervyn Lee added that winning the Charity Transparency Award 2019 also affirmed the fact the association is working within the boundaries set.

**Swimming:**

Joscelin Yeo, Vice-President (Swimming), started her presentation on the importance of upskilling the coaches. Since its inception in October 2017, National Head Coach and Performance Director, Stephan Widmer, has delivered coaching workshops for more than 600 coaches and a total of 39 coaches' workshops were conducted in 2019 for the different tier of coaches.

SSA will continue to push forward coaches' education to upscale their skills which in turn impact the greater community as pathway development.

She reported that over the year, the Singapore Swimming Proficiency Awards (SSPA) events have attracted close to 1,000 participants. In 2019, there is also a 20% increase in the participation numbers at our local events. Drawing reference to the pyramid model, Joscelin commented that it is significant that year on year, participation numbers are increasing as the numbers will translate to pipeline development and high performance.

She gave the members a performance summary at the 30<sup>th</sup> SEA Games 2019, whereby the team won 23 Golds, 10 Silvers and 4 Bronzes and this was our best medal haul for a games not on home soil.

A total of 26PBs, 9 National Records, 15 Meet Records and 3 Olympic 'A' Cut was achieved at the Games with 3 debutants winning gold in their first ever Games.

Joscelin shared that strategy for the past few years, ie to focus on relay as relays require depth and can motivate people to come together to achieve something.

The results of Women 4x200m Freestyle at the FINA World Champs showed that the right strategy was taken.



Although the team was 0.06s from the auto qualification for the Olympic Games, with 4 spots remaining and having ranked 13<sup>th</sup> at the FINA World Championships, the swimmers and coaches will continue to work towards the qualification.

With 8 technical officials representing Singapore in overseas officiating assignments, credit was given to the stakeholders as this affirms the quality of the events that we run locally.

Joscelin concluded the presentation by thanking the members and the stakeholders for the support.

#### **Water Polo:**

Dominic Soh, Vice-President (Water Polo), gave the members a performance summary of the 30<sup>th</sup> SEA Games 2019 where the Men's team won the Bronze medal and Women's team, the silver medal.

Singapore also hosted the first ever FINA Water Polo Challengers Cup at the OCBC Aquatic Centre in October 2019, where 10 international teams participated and attended by more than 2,000 spectators and our Men's National team emerged winner of the event.

He reported that 35 coaches have been certified from the SG Coach Water Polo Level 1 Integrated Program, bringing the total number of qualified coaches from 23 to a current pool of 58 coaches and a total of 12 workshops and courses were also organized for coaches and referees.

With the establishment of the Water Polo Youth team, concrete plans were made to institute systems and processes to sustain development and continual growth so that a pathway is set to allow smoother transition from development to high performance for the players.

Dominic shared that Singapore Water Polo will continue with the initiative to send players for attachment overseas to enhance their standards through training or playing at higher levels at renowned overseas water polo clubs.

Through the introduction of National League and Singapore Cup, the quality of competitions was raised as there were more competition opportunities and game time for the players. There are also plans to invite overseas teams to participate in the National Leagues in the future to increase the quality of the meet.

#### **Diving:**

William, Vice-President (Diving), started his presentation by expressing his thanks and gratitude to SSA and the members for allowing him to serve in the sport as a committee member for the past 8 years.

He reported that Jonathan Chan, won our first gold medal in the Men's 10m Platform at the 2019 Asian Diving Cup and it was a historic milestone as Jonathan is also the first ever Singaporean diver to qualify for the Tokyo 2020 Olympics.

Singapore has continued to maintain the strong position at the 30<sup>th</sup> SEA Games 2019, finishing 2nd overall in the medal tally, with a medal tally of 1 silver and 2 bronze medals.

The Singapore Diving Long Term Athlete Development programme, in collaboration with former UK Olympian and National Development Manager for British Diving, Karen Velthuis was established, and this allows us to set a solid pathway for the divers to be groomed for world class competitions.

He added that there was a 50% increase in the pool of divers added into the National programme in the year. SSA continued to recruit divers through the 'Try Diving' events hosted pre-Circuit Breaker and welcomed more divers through creative online "Learn-to-Dive" initiatives during the Circuit Breaker.

He shared with the members that with the diving awards as well as the SG Coach Level 1 Integrated Program will be rolled out progressively in the new year.

#### **Artistic Swimming:**

Steve remarked that 2019 was filled with breakthroughs for the National Artistic Swimming team as they secured new personal bests in both Team Free and Team Technical at the 18th FINA World Championships 2019.





He added that the duet pair of Debbie Soh and Miya Yong embarked on their quest to become the first Singaporean artistic swimmers to qualify for the Olympics.

The girls competed in the FINA Artistic Swimming World Series where they cemented their position as the region's top duet, by scoring new personal bests at both the FINA Artistic Swimming World Series US Open and Canada Open

He reported that the youth swimmers also did the country proud when they participated in the 10th Asian Age-Group in Bengaluru, India and brought home 1 silver medal and 3 bronze medals and the 13-15 swimmers participated in the inaugural 1st FINA World Youth Championships held in Slovakia.

On the local scene, he mentioned that there were more than 100 swimmers from more than 7 countries participating in the 14<sup>th</sup> Singapore Open Artistic Swimming Championships.

The inaugural SG-Coach Level 1 Artistic Swimming (Integrated) Coaching Course with a total of 18 participants were also conducted and plans to launch the ASPIRE program for the new year is in the works.

He concluded the presentation by paying tribute to Julie Sauve, who passed on in April 2020 for her contributions to as a Consultant and Coach for the past few years.

#### **Marketing and Communications:**

Alvin reported to the members that SSA held the second fundraiser, the "Dare to Dream" dinner, in September 2019 at the Shangri-La Hotel, with Minister for Trade and Industry, Chan Chun Sing as the guest of honour.

The event saw the aquatics fraternity coming together and raised more than \$400,000 in cash and in-kind donations, where the funds will be used to enhance and support athletes.

SSA continued to push out publicity through the various channels and secured total publicity value of S\$5 million for the year.

The renewal of commitment to SSA from our Official Banking Partner, OCBC Bank, and Official Medical Services Partner, EMS, also reflected the strong support from our Corporate Partners.

He added that with events being cancelled due to the pandemic, SSA will work to engage with internal and external stakeholders through traditional and social media and welcome any feedback from the members.

#### **Conclusion:**

Kok Choy stated his thanks to the Vice-Presidents for their presentations.

He reported to the members the proxy instructions to receive and adopt Annual Report for Financial Year ended on 31<sup>st</sup> March 2020 were as follows:

A total of 32 votes were received via Proxy.

For: 31

Against : 0

Abstain : 1

The votes were validated and confirmed by Mr Richard Gordon and the Annual Report for Financial Year ended on 31<sup>st</sup> March 2020 was accepted.

#### **ITEM 4: TO RECEIVE AND ADOPT THE ANNUAL STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 MARCH 2020**

The FY19 Financial Report was attached and circulated to the members in the Annual Report on pages 68-101.

Tan Yew Khuan, SSA Treasurer, shared that an unqualified audit opinion was received from independent auditor, Audit Alliance LLP for the financial year ended 31<sup>st</sup> March 2020.

Key areas in the financial statement that she would like to highlight are as follows:



Firstly, the financials for FY19 was reported to have a modest surplus of \$48,000 for the year.

Secondly, the “Dare to Dream” fundraising event in September 2019 raised donations amounting to \$400,000. This amount together with the government matching grant have be ring fenced under the ‘One Team Singapore Fund’, which is a fund created to support and strengthen the high-performance sport system.

Thirdly, during the last financial year, SSA invested \$82,000 in the implementation of a financial integrated system, ‘Oracle Netsuite’. She added that this was a strategic undertaking to move towards a cloud based and scalable integrated accounting system.

The system went operationally live in FY2019 and has proven to be timely when COVID-19 struck as SSA was able to continue processing payments and all other financial transactions and performed financial closing without interruptions.

Finally, a financial regulation compliance audit by SportSG on NSAs was conducted in FY2019 and SSA performed very well with no high-risk items.

Kok Choy reported to the members the proxy instructions to receive and adopt Executive Committee’s Statement, Audited Financial Statements and Auditor’s Report for Financial Year ended 31<sup>st</sup> March 2020 were as follows:

A total of 32 votes were received via Proxy.

For: 31

Against : 0

Abstain : 1

The votes were validated and confirmed by Mr Richard Gordon and the Executive Committee’s Statement, Audited Financial Statements and Auditor’s Report for Financial Year ended 31<sup>st</sup> March 2020 was accepted.

#### **ITEM 5: TO APPOINT THE AUDITOR FOR THE FINANCIAL YEAR ENDING 31 MARCH 2021**

Yew Khuan would like to propose to reappoint Audit Alliance LLP as SSA’s independent auditor for FY20.

She reported that Audit Alliance LLP has been auditing SSA’s accounts since FY2018 and has expressed its willingness to accept reappointment as SSA’s auditor.

Kok Choy reported to the members the proxy instructions to re-appoint Auditor, Audit Alliance LLP, for the Financial Year ending 31<sup>st</sup> March 2021 were as follows:

A total of 32 votes were received via Proxy.

For: 31

Against : 0

Abstain : 1

The votes were validated and confirmed by Mr Richard Gordon and the re-appointment of Audit Alliance LLP, for the Financial Year ending 31<sup>st</sup> March 2021 accepted.

#### **ITEM 6: TO ELECT THE FOLLOWING OFFICE BEARERS FOR THE TERM ENDING JUNE 2022**

The election was opened for nominations and closed on 5<sup>th</sup> August 2020 at 7.00 p.m. Only one name was nominated for each of the positions.

As there was no contest nor objection, the office bearers for the term ending June 2022 were elected as follows:

- a. President – Mr LEE Kok Choy
- b. Secretary General – Mr Bervyn LEE
- c. Vice-President (Partnerships) – Mr Alvin HANG
- d. Vice-President (Swimming) – Ms Joscelin YEO
- e. Vice-President (Water Polo) – Mr Dominic SOH
- f. Vice-President (Diving) – Ms Wendy LIM
- g. Vice-President (Artistic Swimming) – Mr Steve CHEW



- h. Treasurer – Mr Derrick LIM
- i. Assistant Secretary General (Swimming) – Mr Kelvin YEW
- j. Assistant Secretary General (Water Polo) – Mr LEE Thin Cheong

Kok Choy thanked Yew Khuan, who has served as the Treasurer for the past 2 terms, the maximum for the position.

Her contributions included building a robust finance system and actively participating and supporting the HR committee and thanked her for her time.

He also welcomed Mr Derrick Lim, taking over as Treasurer and informed the members that his credentials and experience will offer an independent view on our financials.

He also thanked William and expressed his gratitude to William for his time spent serving as Vice President Diving over the years.

His contributions included the historic milestone of having the first ever Singaporean diver to qualify for the Tokyo 2020 Olympics and having a significant position on medals won at SEA Games.

Kok Choy welcomed Ms Wendy Lim, the new Vice President of Diving and look forward to working with her to continue the trend and tradition in building Diving in Singapore.

Lastly, Kok Choy thanked Ban Leong for his contributions particularly his technical expertise towards Singapore Water Polo for the past 4 years. He shared that due to work commitment, Ban Leong has requested to step down from his position.

Mr Lee Thin Cheong will takeover as the new Assistant Secretary General (Water Polo) and shared with the members that Thin Cheong has been the team manager for the team for many years and looked forward to working with him to further develop the sport.

#### **ITEM 7: ANY OTHER BUSINESS**

Kok Choy reported that a question was posed by Aquatech and though it was not related to the AGM, he felt it was appropriate to discuss and respond in the AGM.

Question brought up by Aquatech:

*Due to COVID-19, self-distancing rules and 5-1 swimmers per lane, many school pools also closed, can SSA consider NTC/Junior NTC intake as pool times are a scarce commodity?*

*Can we do something more for development pipeline using SSA resource?*

Kok Choy replied that SSA has been working closely with SportSG on the pool space allocated to members with no pool space or insufficient pool space. Priority was given to members with no pool space as schools are closed and will continue to improve the process.

With regards to the intake of the NTC team, Kok Choy replied that he will leave the NTC team to review.

Kok Choy thanked everyone for the understanding and support in this tough time.

With no other matters, the AGM was brought to a close at 8:13 p.m.

Recorded by:

Ms Linda Tan  
Admin Manager

Vetted By

Mr Edwin Ker  
Executive Director

For Secretary-General  
Singapore Swimming Association



## How to Join a Zoom Meeting

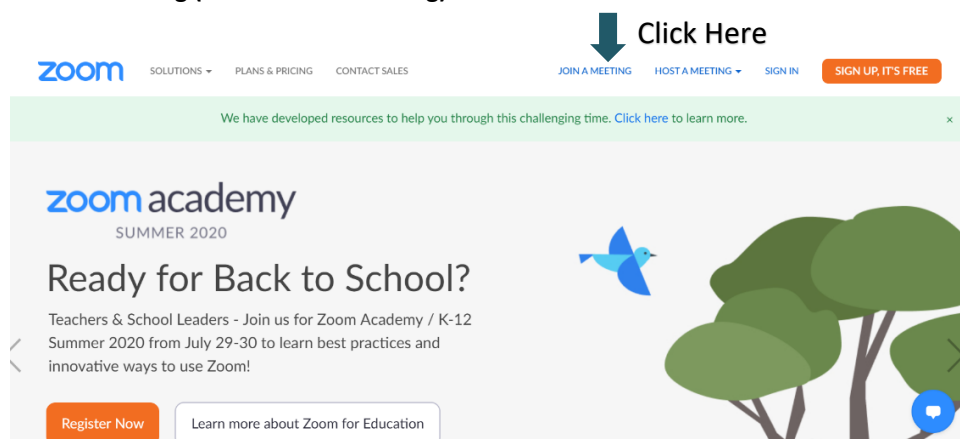
### Option 1: Join a Meeting via URL

1. Click the **Meeting URL** provided. **SSA AGM 2021 URL:** <https://tinyurl.com/SSA-AGM2021>
2. If necessary, follow the prompts to download and install the **Zoom desktop application**.

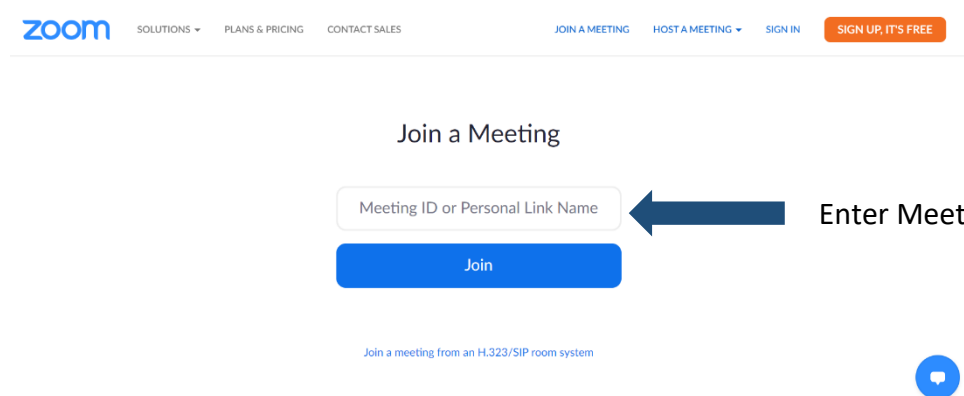
NOTE: You will need to download and install the Zoom desktop application to use meeting chat function.

### Option 2: Join a Meeting via the Zoom Web Portal

1. Navigate to the Zoom Web Portal at <https://zoom.us/> in your web browser.
2. Click **Join a Meeting (Connect to a meeting)**.



3. Enter the **Meeting ID** into the field. The meeting ID is the 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL.



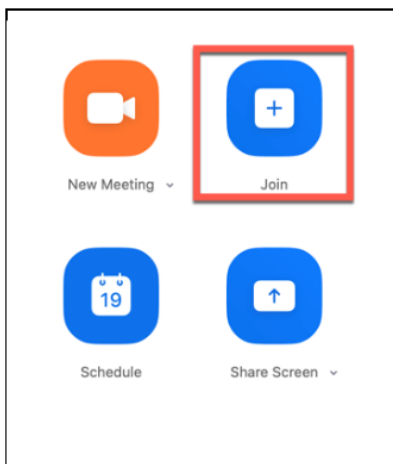
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **Zoom desktop application**.



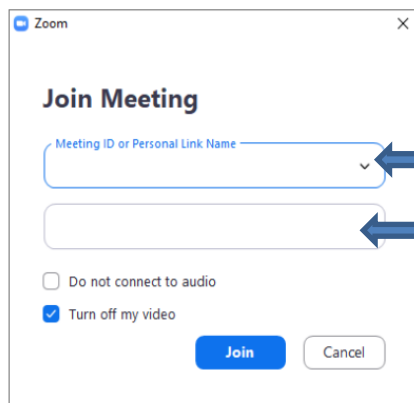
### Option 3: Join a Meeting using the Zoom Desktop Application

#### To Join a Meeting with a URL or Meeting ID

1. Open your Zoom desktop application.
2. Click **Join** in the Zoom application window.



3. Enter meeting ID in the **Meeting ID** field.



Enter Meeting ID: 814 0370 7699

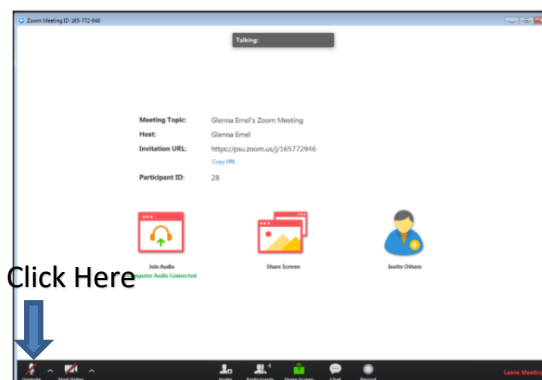
Enter name as per attendance form submitted.  
(John Tan – XYZ Swim Club)

4. Click **Join**.

#### Mute/Unmute Audio

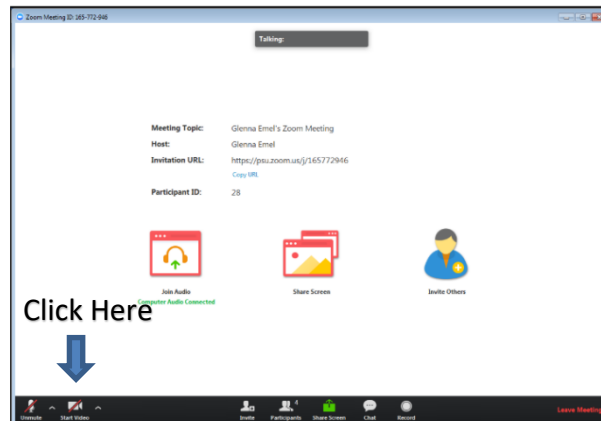
Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.



## Start/Stop Video

1. Click the **Start Video** button in the menu bar at the bottom of the window to begin your video stream.
2. Click the **Stop Video** button to stop sharing your video stream.

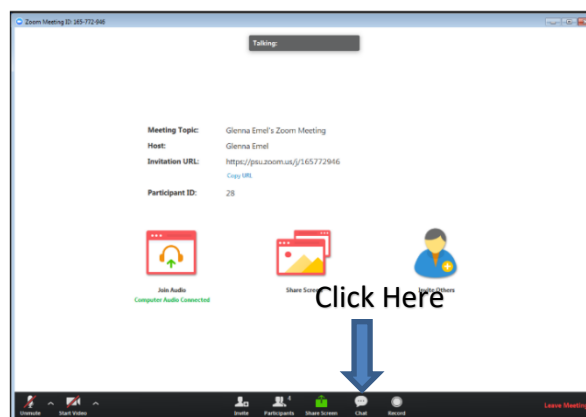


## Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

### Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.
2. Type your message in the **Text box** at the bottom of the panel.
3. Press **Enter** to send the message.



### Send a Private Message

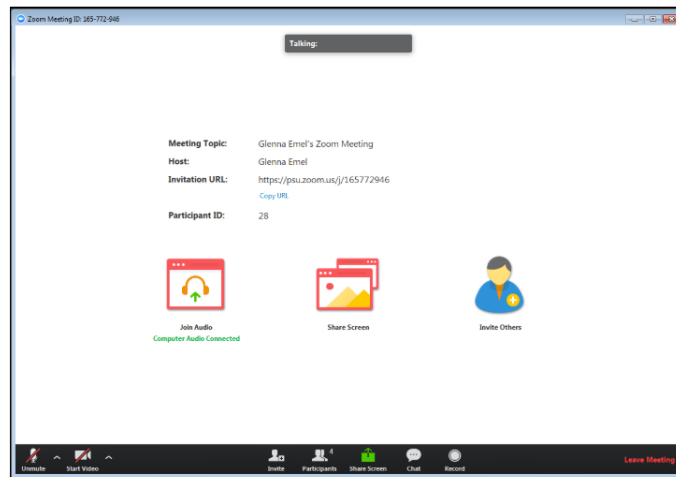
You can send a private message to a single person by clicking the down arrow in the **To:** field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select **Everyone (In Meeting)**.

## Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.



2. Click the **Leave Meeting** button in the confirmation dialog box



Click Here

For any enquiries, please do not hesitate to contact us via email at [agm@swimming.org.sg](mailto:agm@swimming.org.sg).

