

# SINGAPORE SCHOOLS SPORTS COUNCIL VOLLEYBALL RULES AND REGULATIONS 2024

*This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG). This is subject to possible changes in prevailing national posture. Update will be communicated to participating schools when required.*

*These rules and regulations should be interpreted and implemented in alignment to the spirit of the SSSC's Mission, Aspirations and Motto (**Refer to Annex A**)*

## **SECTION A – ADMINISTRATIVE RULES & REGULATIONS**

### **1. RULES AND REGULATIONS**

1.1. The NSG shall be conducted:

- 1.1.1 as governed by the General Rules and Regulations of the Singapore Schools Sports Council (SSSC).
- 1.1.2 according to the sport-specific rules and regulations that are modified to suit the level of our school students for safety / developmental reasons.
- 1.1.3 adhering to the Baseline Safety Standards for National School Games.
- 1.1.4 according to the 2021 to 2024 International Official Volleyball Rules as adopted by the *Federation Internationale de Volleyball (FIVB)* except as otherwise stated in the Rules and Regulations of the Singapore Schools Sports Council.

### **1.2 NATIONAL SCHOOL GAMES ORGANISING COMMITTEE**

- 1.2.1 The National School Games Organising Committee (NSGOC) shall consist of the following:
  - a) Lead Convenor
  - b) Convenors
  - c) Lead Organising Secretary
  - d) Organising Secretaries
  - e) Game Advisor
  - f) Game Manager / Game Executive
  - g) Technical Committee
  - h) Any other co-opted members deemed necessary
- 1.2.2 The NSGOC is empowered to appoint sub-committees and individual members to assist in the organisation and running of the Championship as and when required.
- 1.2.3 The NSGOCs shall have sub-committees to perform the following roles and responsibilities (Terms of Reference for NSGOCs are given in **Annex B**):-
  - a) Competitions: Organise and conduct the competition according to the rules and regulations, and established safety standards

- b) Technical: Establish, review and update competition rules and regulations for the competitions and other matters necessary to provide for developmentally appropriate NSG competitions
- c) Recognition, Appeal and Discipline: Manage recognition and discipline structures to support the desired outcomes of the NSG
- d) Other functions necessary for the successful completion of the NSG sport that the NSGOC is in charge of.

## 2 AGE GROUPS/DIVISION

### 2.1 All students shall compete in their respective divisions according to their year of birth\* as follows:

- 'A' Division\* 1 Jan 2004 (subject to conditions laid out in para 2.2)  
 2 Jan 2004 - 31 Dec 2004  
 1 Jan 2005 - 31 Dec 2005  
 1 Jan 2006 - 31 Dec 2006  
 1 Jan 2007 – 31 Dec 2007  
 1 Jan 2008
- 'B' Division\* 1 Jan 2007 (subject to conditions laid out in para 2.2)  
 2 Jan 2007 - 31 Dec 2007  
 1 Jan 2008 - 31 Dec 2008  
 1 Jan 2009 - 31 Dec 2009  
 1 Jan 2010
- 'C' Division\* 1 Jan 2010 (subject to conditions laid out in para 2.2)  
 2 Jan 2010 - 31 Dec 2010  
 1 Jan 2011 - 31 Dec 2011  
 1 Jan 2012

#### \*Subject to the following conditions:

- All students in the Junior Colleges (JC) and Millennia Institute (MI) must compete in the 'A' Division.
- Year 1 to Year 4 students in the Integrated Programme (i.e., Through-Train Programme) and International Baccalaureate Programme will compete in their respective age group. Those in Year 5 (equivalent to JC 1) and Year 6 (equivalent to JC 2) must compete in the 'A' Division.
- All students in Secondary Schools must compete in the 'B' or 'C' Division according to their year of birth.
- All students in Secondary Schools not born in the stipulated year for 'B' or 'C' Division must compete in the 'A' Division.

2.1.1 With effect from 2021, students who are born on 1<sup>st</sup> January and have participated in NSG previously shall follow the rules stated in Para 2.2.  
 This rule will supersede all previous decisions.

2.1.2 This exception in Para 2.2 does not apply to students who are born on 1<sup>st</sup> January and have repeated a year of study.

### 2.2 All students can only be registered in one division of that particular sport within the same year.

### 3 ENTRIES

- 3.1 Each school is eligible to enter one team per division per sex.
- 3.2 All entries for Match-based (team) Sports must be submitted by the PE/CCA Key Personnel via Form SG for:
  - 3.2.1 'B' and 'C' Divisions by 2 January 2024.
  - 3.2.2 'A' Division by 28 February 2024.
  - 3.2.3 Requests for late /withdrawal of entries must be sent via email. Through the Principal to the Lead Convenor by the Team Managers' (TMs) Briefing.

### 4 REGISTRATION OF COMPETITORS

#### 4.1 Eligibility

- 4.1.1 Only officials of the school can represent the school.
- 4.1.2 Students' requesting for a transfer may only represent their new school when the transfer has been officially effected.
- 4.1.3 International students can only be registered to compete for their school **after** they have been issued with the student passes from the Immigration and Checkpoints Authority (ICA).
- 4.1.4 Students who are in the schools on exchange programmes are not allowed to represent the school.
- 4.1.5 Students granted Leave of Absence (LOA) by MOE are allowed to represent the school.
- 4.1.6 Students who have qualified for the Polytechnic Foundation Programme (PFP) can represent their school only up till 31 January of the competition year.
- 4.1.7 Registration constitutes representation, that is, once a student is registered to compete for a school, he or she is deemed to have represented his or her school. Hence, the student is not allowed to represent another school in the same sport in the same year.
- 4.1.8 The fielding of unregistered players will result in a forfeiture of the matches / events concerned (Refer **to Para. 10**)

#### 4.2 Registration Process

Each team may register up to a maximum of fifteen (15) players and a minimum of 9 players. Schools should have minimum 6 players (excluding Libero) to start the match. There must be a reserve player to start a match. Submission of player can have a , maximum of 12 players + 2 Liberos.

- 4.2.1 All registration must be submitted through the NSG Integrated system (NIS) Registration Module at <https://nsg.moe.edu.sg/nis/#!/login> by the stipulated closing date. This includes details of participants along with the necessary supporting documents including :
  - a) Baseline Safety Standards Acknowledgement Form
  - b) Supporting documents for Special / Transfer case students
  - c) Other forms as determined by the respective NSGOCs
- 4.2.2 Any late or amendments to the registration after the closing date must be sent via email through the Principal to the Lead Convenor.

4.2.2.1 Match-based (Team) Sports: 1 working day before the team's next match.

#### 4.3 Replacement and addition of participants

- 4.3.1 Replacement of a registered participant is only allowed when that participant is no longer an official student of the school and if the school has maximised their registration numbers.
- 4.3.2 Addition of participants is only allowed for students who have joined the school after registration has closed and if schools have not maximised their registration.
- 4.3.3 Any request for replacement (Para. 4.3.1) or addition (Para. 4.3.2) after registration has closed, must be sent via email through the Principal to the Lead Convenor at least one (1) working before the next match.

- 4.4 In competitions where there is a Classification / Pool Round for League Competitions, participants / teams will progress automatically to the League round with no further registration required.

### **SECTION B – COMPETITION RULES & REGULATIONS**

#### **5 COMPETITION FORMAT ( Refer to Annex C)**

- 5.1 All sports competition format shall be that as approved by the SSSC's Standing Committee and stated in the specific sport's rules and regulations.
- 5.2 The competition can be organised in the following formats:
  - a) Zonal to National ('B' Division -The Zonal Championships will be used as the qualifying round for the National Championship.
  - b) Direct National ( 'A' Division )
  - c) Classification / Pool to League ('C' Division)
- 5.3 For a competition / event to be organised:
  - 5.3.1 There must be a minimum of three (3) registered teams from three (3) different schools for Team Sports.
- 5.4 For Match-based sports
  - 5.4.1 Each participant / team will play a minimum of 6 matches. ( For 'C' Division only)
  - 5.4.2 For entries are grouped, each group shall have a minimum of four teams for all divisions.
- 5.5 Seeding and Placing ( Refer to Annex C)
  - 5.5.1 The preceding year's results shall be used for seeding in the first round of all competitions formats.
  - 5.5.2 For Pool to League Competitions, the following seeding and placing approaches shall be adopted for the three scenarios below
    - a) Barred / Withdrawn Teams  
If any team discontinues participation in the competition during the Pool Round, they will be placed last in the group. The team will be treated as a 'ghost ' entry in the next lower League and placed last there.

b) Missing Teams

Where there are any missing teams in the Pool Round prior to the draw, additional team(s) will be brought up from the next lower Pool based on the preceding year's results.

c) New Teams

The placement of new teams will be done as follows:

New Team	Placement
One new school	Lowest Pool
Two new schools (Combined Teams)	Lowest Pool
Current school + new school (Combined Teams)	Based on the current school's League placing
Two current schools (Merging / Combined Teams)	Based on the school with the higher League placing

5.6 The National Championships shall be played using a Four-Group Championship format. The top 4 positions of the Zone Championships shall be seeded.

## 5.7 Height of Net

Division	A Boys	A Girls	B Boys	B Girls	C Boys	C Girls
Height (cm)	243	224	238	220	224	212

## 5.8 Playing Sets

- 5.8.1. All Matches for 'B' & 'C' Divisions (except 'A' Division) will be played to the best of 3 sets to 25 points, each of them with a minimum lead of 2 points (including Semi-Finals and Final in the Zone Championships)
- 5.8.2 Each rally wins a point whether it is for the serving or for the receiving team. Winner of a rally wins a point as well as the serve.
- 5.8.3 Only for 'A' Division, all matches will be the best of 5 sets. In the case of a 2-2 tie, deciding set (the 5<sup>th</sup> set) is played to 15 points with a minimum lead of 2 points.

## 5.9 Competition Ball: Molten V5M 3500 (Size 5)

## 6 AWARD OF LEAGUE POINTS

6.1 The following scoring system shall apply:

6.1.1 For games which cannot end in a draw :

Won : 2 points

Lost : 1 point

Walkover: 0 point

6.2 Tie-break

6.2.1 In the event that teams have equal league points, their positions

shall be determined by the tie-breaker sequences stated in 6.2.2 to 6.2.4. If any team involved in the tie had forfeited any match, it shall be placed last among the tied teams before the tie-breaking sequence is applied to the remaining teams.

- 6.2.2 In the event of a tie in league points between two (2) teams, the winner of the match that was played between them shall be ranked higher, followed by the next levels of the tie-break rules as stated in the sport-specific rules and regulations. ( Points gained by each team per match; Set quotient; Point quotient )
- 6.2.3 In the event of a tie in league points between three (3) or more teams, the tie shall be resolved by considering the results amongst the tied teams, first before considering the results of the group.
- 6.2.4 If only two (2) teams remain ties after applying 6.2.3, the winner of the match between the two (2) teams will be placed higher, followed by the next levels of tie-break rules as stated in the sport-specific rules and regulations. ( Points gained by each team per match; Set quotient; Point quotient)
- 6.2.5 The results of any team that is not involved in a tie in league points and has forfeited a match shall be disregarded in the calculation of tie-breaks.

## **7. Awards**

### **7.1 Divisional Awards**

- 7.1.1 There should be only one (1 ) Divisional Title per division / sex for each sport.
- 7.1.2 The number of divisional trophies to be awarded shall be as follows:

<b>No. of Participants / Teams</b>	<b>Positions Awarded</b>
3 to 4	2
5 to 6	3
7 or more	4

- 7.2 The number of prizes to be awarded for Zonal to National /Direct National Competitions shall be as follows:

<b>No. of Participants / Teams</b>	<b>Positions Awarded</b>
3	2
4	3
5 or more	4

- 7.3 The number of prizes to be awarded for League Competitions ( 'C' Division ) shall be as follows:

<b>No. of Participants / Teams in League One</b>	<b>Positions Awarded for League One</b>	<b>Positions Awarded for each of the remaining leagues*</b>
4 - 6	3	1
7 - 8	4	2
9 - 10	5	2

11 - 12	6	3
13 - 14	7	3
15 and more	8	4

*\*For all remaining leagues, the number of prizes to be awarded will be up to 50% of the prizes awarded for League One.*

## **8 REPORTING AND GRACE PERIOD**

- 8.1 Participants are to report punctually according to the time stated by the NSGOC.
- 8.2 Participants who are unable to report on time, must inform the NSGOC or their representatives at the competition venue of the delay. Where applicable, specific sports can allow for a grace period of fifteen (15 ) minutes. The NSSOC may extend this grace period if deemed justifiable.

## **9 POSTPONEMENT**

- 9.1 Any postponement or abandonment of a match shall be determined by the NSGOC.

## **10. WITHDRAWAL AND FORFEITURE**

- 10.1 Any withdrawal or forfeiture can be considered contrary to the spirit of the NSG and can result in a walkover when the fixtures / competition schedule has been issued.
  - 10.1.1 In the event that the withdrawal causes unevenness in the fixtures / competition, the NSGOC may conduct a full /partial re-draw.
- 10.2 For each withdrawal or forfeiture, a written explanation duly endorsed by the Principal shall be submitted to the Lead Convenor and copied to the Game Advisor within one (1) working day.
- 10.3 For withdrawals, all results involving the team will be null and void.
- 10.4 For forfeitures, the team will concede a walkover and the results of a match shall be based on the sports specific rules and regulations.
- 10.5 In any play-off for top 8 placings, schools involved in a withdrawal or forfeiture without a valid reason will not be placed.

## **11. WALKOUT**

- 11.1 Staging a walkout is considered a serious breach of conduct and contrary to the spirit of NSG.
- 11.2 Participants that stage a walkout shall be subject to disciplinary action ( **Refer to Para 19**).
- 11.3 A written explanation from the school(s) duly endorsed by the Principal shall be submitted to the Lead Convenor and copied to the Game Advisor within one working day.
- 11.4 The competition officials shall submit a written report to the NSGOC within one (1) working

day.

## 12. CLARIFICATION AND PROTEST

### 12.1 Clarification

12.1.1 Team Managers (TMs) are allowed to seek clarification with the competition officials /NSGOC during intervals or appropriate times as stated in the sport-specific rules. Upon completion of clarification, the match shall proceed based on the decision of the competition officials / NSGOC.

12.1.2 If the clarification were to result in any disruption / interference of the competition, the matter shall be brought to the attention of the NSGOC for follow up action.

### 12.2 Competing Under Protest

12.2.1 If the TM has strong justification against the decision of the competition officials /NSGOC, the **TM** shall indicate their intention to compete under protest to the NSGOC or their representatives, who will inform all Competition officials and TMs involved in the affected match. This shall be done as soon as possible without disrupting the competition.

12.2.2 Any competition under protest and /or intent to lodge an official protest shall be officially recorded according to the sport – specific rules and regulations.

### 12.3 Protest

12.3.1 Following from Para 12.2, the TM concerned may submit an official protest to the NSGOC via email. The protest must fulfil all the following conditions:

- a) Be sent through the Principal.
- b) Reach the NSGOC within one (1) working day after the match unless stipulated otherwise in the respective sport-specific rules.
- c) Provide reasons and evidence for the protest.
- d) Meets the requirements as stated in Para 12.2.2.

12.3.2 Protests based solely on a decision involving the accuracy of judgement on the part of an umpire / referee / judge shall not be considered by the NSGOC.

12.3.3 A protest panel chaired by a Convenor will be formed within the NSGOC to deliberate on protests that have met all conditions in 12.3.1. Where there may be potential conflict of interest, the schools involved will not sit in the panel.

12.3.4 The decision of the protest panel will be made known in writing to the schools concerned within five (5) working days.

12.3.5 A protest fee of \$150 will be paid by the school that raised the protest (within 30 days from notification of outcome) if the protest is overruled.



## **13 APPEAL**

- 13.1 Schools may appeal against the outcome of a protest to the Council. The appeal must fulfil all the following conditions:
- a ) Be sent through the Principal.
  - b ) Reaches the respective Honorary Secretary for zonal competitions, or Secretariat of the main council for national competitions within two (2) working days upon receiving the protest sub-committee's decision.
  - c ) Provides reasons and evidence for the appeal.
- 13.2 The Board of Appeal (BoA) will be convened to deliberate on the appeal within ten (10 ) working days. Where there may be potential conflict of interest, the schools involved will not sit in the BoA. The decision of the BoA shall be final.
- 13.3 An appeal fee of \$300 will be paid by the schools that raised the appeal ( within 30 days from notification of outcome ) if the appeal is overruled.

## **14 BARRED PARTICIPANTS**

- 14.1 Participants barred by any one of the following bodies are not allowed to participate in the NSG for that sport:
- a) the School
  - b) the Singapore Schools Sport Council (SSSC)
  - c) the National Federation (NF) of the sport, with endorsement from SSSC.

## **15 TEAM MANAGER (TM)**

- 15.1 The Team Manager (TM) will represent the school on all matters pertaining to the duty of care, student management and competition matters relating to the teams from his/ her school (**Refer to Annex E**)
- 15.2 Participants must be accompanied by a TM who shall remain with the team throughout the duration of play. The absence of a TM will result in a forfeiture of the matches concerned (**Refer to Para.10**).
- 15.3 The TM shall be a school staff or School Adult Representative (SAR) (**Refer to Annex F**) appointed by the participating school.
- 15.4 TMs are expected to conduct themselves with decorum at all times and strive towards Aspiration 2 (**Refer to Annex A**).
- 15.5 TM must ensure that their coaches adhere to the rules and regulations and the Code of Conduct (**Refer to Annex G**).

## **16 COACHES (refer to Annex G)**

- 16.1 Coaches are expected to conduct themselves with decorum and in alignment to the Code of Conduct (**Refer to Annex G**) and strive towards Aspiration 2 at all times (**Refer to Annex A**).
- 16.2 Coaches are not allowed to approach the officials to query their decisions. Only TMs are allowed to approach game officials to seek clarifications.

## **17 COMPETITION OFFICIALS**

- 17.1 When required, participating schools shall provide competition officials based on the requirements of the sport-specific rules.
- 17.2 Schools staff and students can serve as officials when required by **Para. 17.1**.
- 17.3 Schools must ensure that the appointed officials are present to fulfil their duties as scheduled by the Convenor and in alignment to Aspiration 3 (**Refer to Annex A**).
- 17.4 Where required by sport-specific rules and regulations, competitions officials should declare any potential conflict of interest to the NSGOC before the start of the competitions.

## **18 SUPPORTERS**

- 18.1 Participating schools must ensure that their spectators from their schools attending the competition(s) are aligned to Aspiration 5 (**Refer to Annex A**) and cooperate with the officials.
- 18.2 Schools sending supporters to the competition shall ensure that their students are in proper school attire and that there are sufficient teachers present to be responsible for their management and well-being.
- 18.3 Spectators may not be allowed to enter the competition venue if they fail to comply with the venue's SOP.
- 18.4 All spectators should remain within their stipulated area throughout the competition and are not allowed to interfere with competition proceedings.
- 18.5 In the event of disruptive or unsportsmanlike behaviour, the NSGOC or its representatives may at their discretion, stop the disturbance and evict the spectators from the competition venue.

## **19 BREACH OF CODE OF CONDUCT BY PLAYERS/ OFFICIALS/ COACHES**

- 19.1 A Disciplinary Panel comprising members of the NSGOC will be formed to investigate the breach
  - 19.1.1 A convenor of the NSGOC shall be appointed as Chairperson of the Panel.
  - 19.1.2 The panel may co-opt members from outside the NSGOC, including personnel from the National Federation ( NF) to provide technical advice where necessary.
- 19.2 Any individual found guilty of serious breaches of conduct, such as an attempt to inflict, or has inflicted physical harm, or the threat of such on another person, shall be expelled from the NSG, and be banned from it for the calendar year of the NSG. The disciplinary panel can also recommend punishment beyond the calendar year if the breach occurs during the final stages of the competition. This shall also apply to all such behaviours traced to an NSG competition before, during or after the competition.
- 19.3 An appeal against the decision of the Disciplinary Panel can be submitted by

the school (for participant(s), coaches, and TM) and/or the official, to the Council, whose decision shall be final. **(Please refer to Para. 13)**

## **20 ATTIRE**

- 20.1 All participants must be suitable attire bearing the school crest / name where possible and in accordance with the sport-specific rules and regulations.
- 20.2 Playing attire must be uniform (except for the Libero) and of the same colour for a team.
- 20.3 The colour of the Volleyball Jersey number must be in one (1) solid colour (no stripes, polka dots, patterns) and clearly contrasted to the Jersey colour. The jersey number must be of a minimum of 15cm height on the chest and 20cm on the back.
- 20.4 Players' jerseys must be numbered from 1 to 20 inclusive. The number must be placed in the centre of the front and back of the jersey.

## **21 MATTERS NOT PROVIDED FOR**

- 21.1 All matters not provided for in these Rules and Regulations shall be dealt with by the respective NSGOCs.

## **22 AMENDMENTS**

- 22.1 The SSSC shall have the right to delete, add or amend the rules and regulations laid down herein.

<b>List of Annexes</b>	
A	SSSC Mission, Aspirations and Motto
B	NSGOC Terms of Reference
B1	PDPA Notification
C	Competition Format
D	Clarification, Protest and Appeal Overview
E	Role of Team Managers
F	School Adult Representatives (SAR)
F1	SAR Letter of Appointment
G	Code of Conduct for Coaches

**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL (SPSSC)  
AND SINGAPORE SCHOOLS SPORTS COUNCIL (SSSC)**

**MISSION, MOTTO AND ASPIRATIONS**

Mission

*"To provide quality competition experiences for our school-athletes to support character development through the pursuit of sporting excellence"*

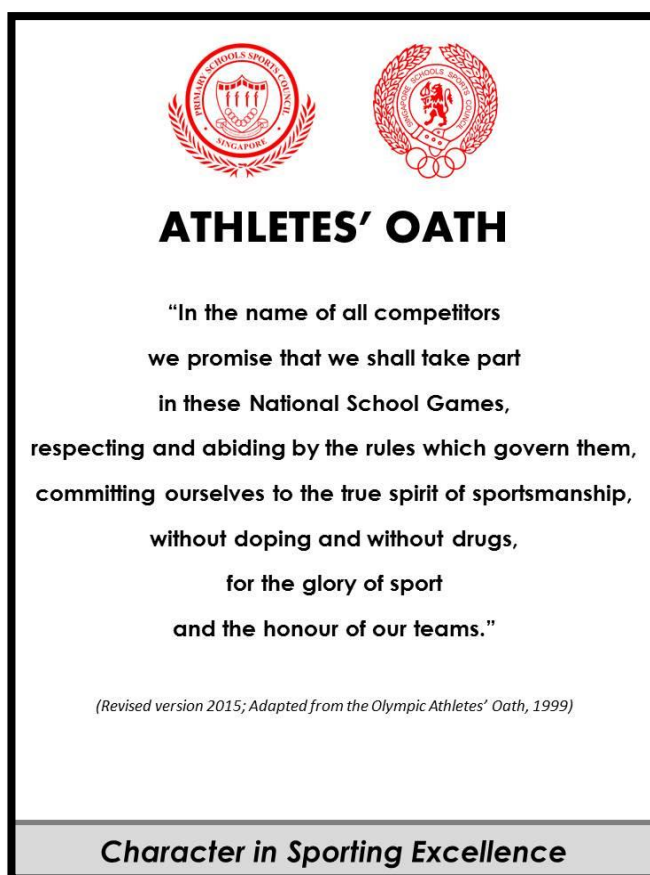
Motto

*"Character in Sporting Excellence"*

**Aspiration 1:** *Every athlete an honourable sportsperson*

**Guiding Principle:**

Athletes abide by the rules of the sport, gives their best in training and competitions, wins with integrity and humility, and loses with confidence and grace. They participate actively and are committed to being better in their sport. They respect their opponents, teammates, coaches, teachers and officials, and displays exemplary conduct both on and off court.



**Aspiration 2:** *Every teacher and coach an inspiring role model and mentor*

**Guiding Principle:**

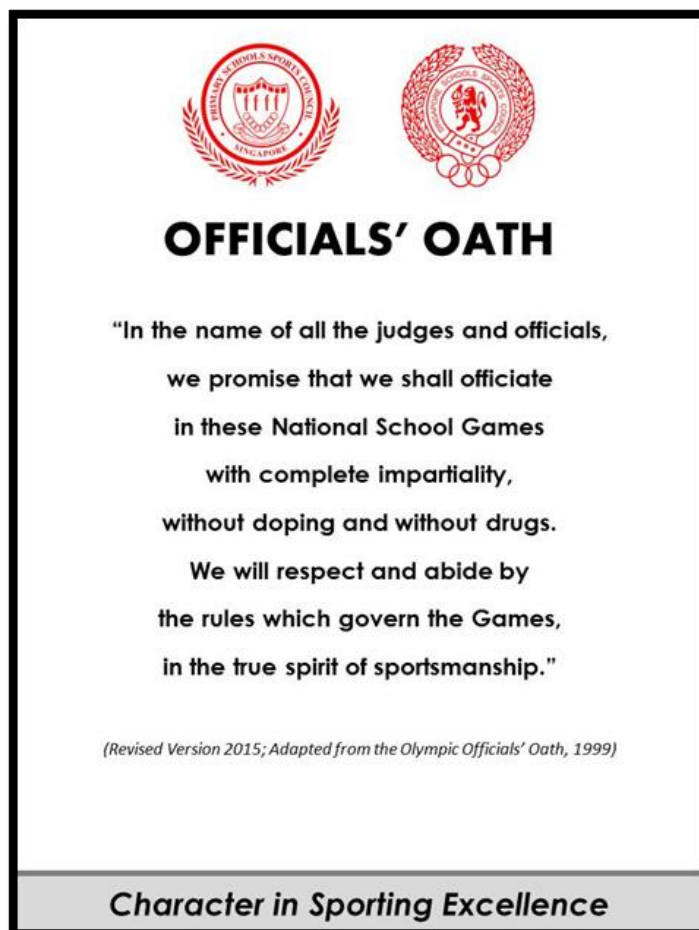
The teacher / coach endeavours to develop all athlete to their fullest potential. He focuses on student-centric and values-driven coaching. Teachers / coaches maintains a professional relationship with the athletes and ensures their safety and well-being at all times. As positive role models, they inspire and motivate the athletes towards greater heights.



### **Aspiration 3: *Every official a fair, respectable and competent authority***

#### **Guiding Principle:**

The official is well-versed in the rules of the sport, and enforces the laws of the sport with impartiality. They are alert and acts decisively when required. They ensure safety for all athletes and explains the rules when required. They uphold



the professionalism of the sport.

### **Aspiration 4: *Every parent a supportive partner***

#### **Guiding Principle:**

Parents take interest in their child's, training and competitions and prioritises their long-term development over winning competitions. They ensure proper nutrition and rest for their children, and actively enquires on their progress and development. They work with the teacher and coach, attends competitions and respects the decisions of competition officials.

**Aspiration 5:** *Every spectator a respectful, responsible and caring motivator*

**Guiding Principle:**

Spectators applauds excellence and fair play from all athletes regardless of which team they represent. Spectators shows appreciation for the efforts of all athletes, teachers, coaches, officials and organisers. They should cheer to encourage and motivate as well as care for the athletes' well-being. Spectators are responsible and keep the venue safe and comfortable for all.



**Aspiration 6:** *Every game a safe and enriching learning experience*

**Guiding Principle:**

The format of competition is developmental and age-appropriate. The games provide athletes with the opportunity to display their sporting abilities, and be recognised for their achievements. Athletes enjoy the competitions, which are conducted under safe and conducive environments.

## TERMS OF REFERENCE FOR SPSSC / SSSC NATIONAL SCHOOL GAMES ORGANISING COMMITTEES (NSGOCs)

The NSGOCs shall have sub-committees to ensure the successful organising and completion of their respective sports that includes but is not limited to the following functions:

### 1. COMPETITION

Organise the competition according to the rules and regulations, and established safety standards, including:

#### a. Planning and Execution:

- i. Work out the competition schedules, fixtures and venues required.
- ii. Communicate with participating teams on all competition matters, including, but not limited to rules, dates, fixtures, venue, etc.
- iii. Identify and appoint Competition Director (if applicable) for deployment of officials.
- iv. Manage competition officials, venues, equipment, medical cover and logistics for effective and efficient conduct of the competition.

#### b. Risk Assessment and Management:

- i. Carry out risk assessment and management planning for each venue, including adherence to the baseline safety standards.
- ii. Communicate relevant parts of the risk assessment and management plan to all relevant parties.
- iii. Monitor and manage safety and security issues at the competition venue.

#### c. Venue Management:

- i. Ensure competition venues (including hosting schools and external venues) have the following in good condition to support the competition:
  - o Equipment
  - o Line Drawings (if applicable)
  - o Consumables
- ii. Inform hosting Schools of competition schedule.
- iii. Disseminate competition fixtures to all hosting and participating schools once fixtures are confirmed.
- iv. Inform hosting and participating schools at least three (3) working days before should there be any changes in venue or fixtures.
- v. Ensure that competition officials and medical support (if applicable) arrive at stipulated time at the competition venue.
- vi. Remind TMs during briefing:
  - o To check the latest hosting venues' SOPs before each competition
  - o To inform their fellow colleagues and SAR who may be accompanying their students for the competitions on their behalf
- vii. Prepare the competition venue, such as display of PDPA notifications (**Refer to [Annex B1](#)**), proper allocation of spaces for assembly, warm-up, match, rest areas, spectators, where necessary.

#### d. Results Processing:

- i. Ensure competition results are promptly and accurately sent to the NSGO for uploading to the NSG website.

#### e. Protest Management:

- i. Respond to clarifications / protests from participating schools during the competition.



- ii. Conduct investigations and resolve the clarifications / protests relating to the competition.

## **2. TECHNICAL**

- a. Establish competition rules and regulations for the sport to ensure age appropriateness and opportunities for skills development, including, but not restricted to:
  - Age grouping / division
  - Format of competition
  - Permitted equipment
  - Field of play
  - Duration of play; intervals
  - Number of participants
  - Substitution rules, etc.
- b. Identify and appoint the technical director and officials for each competition.
- c. Monitor and review baseline safety standards for the competition.
- d. Review and update competition rules and regulations annually and submit Games Recommendations to NSGOC or Council Standing Committee for approval, where necessary.

## **3. RECOGNITION, PROTEST AND DISCIPLINE**

- a. Recognition
  - i. Develop and implement appropriate recognition (including recognition criteria), to support the desired outcomes of the National School Games (NSG), such as Sportsmanship Award.
  - ii. Collect and communicate good stories to relevant parties, including participating schools, MOE HQ and the media where appropriate.
  - iii. Plan and organise prize presentations for the competition.
- b. Protest
  - iv. Conduct investigations with all parties involved, in consultation with the Game Advisor and Lead Convenor.
  - v. Resolve all protests and respond to relevant parties on the outcome within a week of incident reported.
  - vi. Update SPSSC / SSSC Standing Committee on the outcome of the clarifications / protests, where necessary.
- c. Discipline
  - i. Conduct investigations pertaining to disciplinary cases with all parties involved, in consultation with the Game Advisor.
  - ii. Resolve all disciplinary cases and respond to relevant parties in a timely manner
  - iii. Develop disciplinary policies and systemise processes to manage students, teachers and coaches and competition officials for alignment to the Councils' mission, motto and aspirations.



## **National School Games Photography & Video Recording Notice**



The Ministry of Education (MOE), its authorised photographers and videographers, and approved media broadcasters will be conducting photography and video recording at this event. The photographs and videos may be used by MOE for internal publication or publicity materials. Video footage of the event may be live-streamed on MOE's and the broadcasters' media platforms.

By entering this venue and taking part in this event, you consent to the collection, use, and/or disclosure of photographs and videos containing your personal data by MOE and the approved media broadcasters for the above purposes.

## COMPETITION FORMAT

In determining the format for the competition, NSGOC should aim to provide meaningful<sup>1</sup> competition experiences for participating teams. The suggested competition formats highlighted in this Annex are options that the NSGOC can consider when drawing up their fixtures. The selected competition format should be standardised within the same sport (i.e., across zones; and from year to year).

### 1. Grouping

The grouping approach should be determined based on the number of participants / teams in the competition, with the aim to allow teams to have sufficient playing opportunities while optimising resources (venue, officials, time, workload). Each group should comprise 4 to 6 teams with the exception of a single round robin for 7 teams.

### 2. Seeding

Seeding is done based on the preceding year's results and the seeding approach will differ according to the competition format chosen based on the following table:

*Table 1: Recommended seeding approaches for different competition formats*

<sup>1</sup> Each participating team should minimally play 3 matches (i.e., cumulative across Zonal and National competitions; where applicable) in the course of competition. For Tiered and League competitions, team should minimally play 6 matches. This is to allow for more equitable playing opportunities for all teams.

Zonal / Direct National Competitions	Pool – League Competitions	Other Competitions
--	-------------------------------	--------------------

<p>Objectives of Seeding:</p> <ul style="list-style-type: none"> <li>To evenly distribute the top teams from the preceding year into different groups</li> </ul>	<p>Objectives of Seeding:</p> <ul style="list-style-type: none"> <li>To group teams to increase opportunities for them to play with teams of relatively similar abilities</li> </ul>	<p>Event-based Competitions / Individual Match-based Competitions_(e.g. Taekwondo (Kyorugi))</p> <ul style="list-style-type: none"> <li>Adopt sports specific seeding approach that would meet the competition needs.</li> </ul>															
<ol style="list-style-type: none"> <li>The top 4 teams from preceding year's National results will be seeded and distributed to different groups.</li> <li>The remaining quarterfinalists will then be seeded and drawn into the different groups.</li> <li>The remaining teams will be drawn / placed into groups.</li> </ol>	<p><u>Pool</u></p> <ol style="list-style-type: none"> <li>Using preceding year's result, snake seeding will be used for Pool groupings.</li> <li>The remaining teams will be drawn / placed into different Pool groups.</li> <li>Refer to the table below which illustrates snake seeding.</li> </ol> <table border="1"> <thead> <tr> <th>Group One</th><th>Group Two</th><th>Group Three</th></tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td></tr> <tr> <td>6</td><td>5</td><td>4</td></tr> <tr> <td>7</td><td>8</td><td>9</td></tr> <tr> <td>12</td><td>11</td><td>10</td></tr> </tbody> </table> <p><i>*The number indicates the ranking position.</i></p> <p><u>League</u></p> <ul style="list-style-type: none"> <li>Using Pool's result, the top teams will be seeded in different groups within each League.</li> <li>The remaining teams will be drawn / placed into different groups.</li> <li>Teams from the same group in the Pool Round will not be drawn / placed into the same group in League Round.</li> </ul>	Group One	Group Two	Group Three	1	2	3	6	5	4	7	8	9	12	11	10	
Group One	Group Two	Group Three															
1	2	3															
6	5	4															
7	8	9															
12	11	10															

## SUGGESTED CHAMPIONSHIP FORMATS FOR POOL-LEAGUE COMPETITION

### **Multiple-Groups Championship Format**

NSGOCs should leverage on existing competition structures and mechanisms to implement a consistent seeding approach to seed and place them in different groups in the Pool Round using preceding year's results. Teams of similar ability are grouped together in all stages of the competition while ensuring porosity between leagues every year through promotion and relegation.

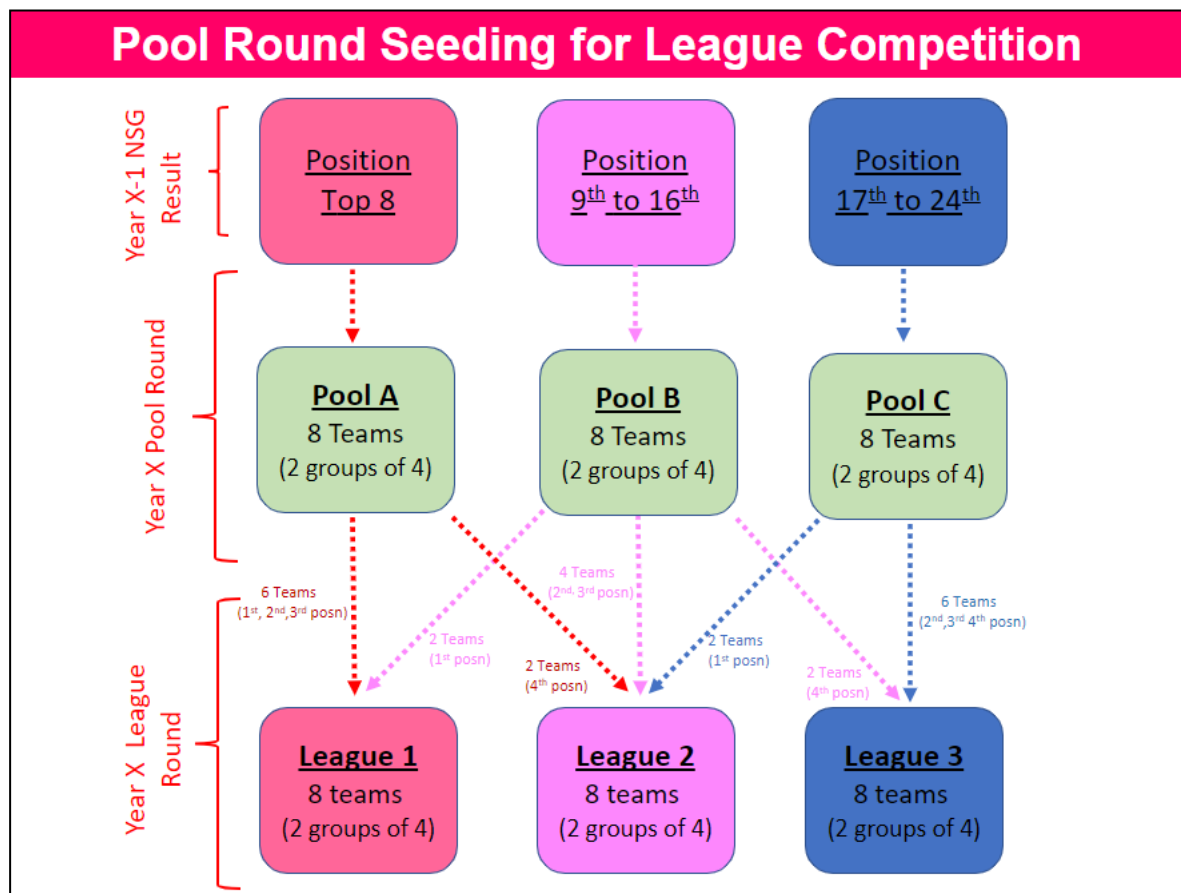
### **Examples to illustrate for League Competition**

Example 1: For sports that are moving from Zonal-National to the Pool-League format.

Using preceding year's National Competition result for seeding. (*This example will be removed in 2025*)

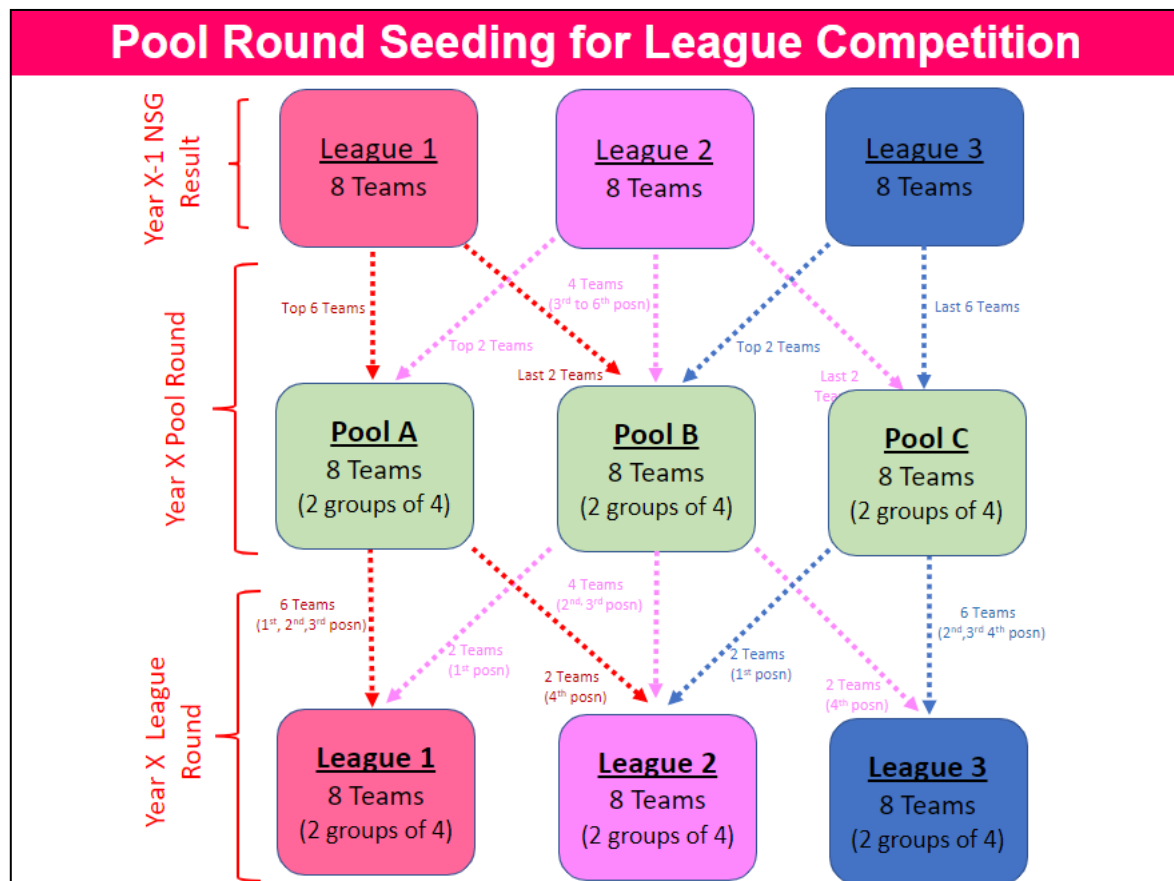
Pool A	<ul style="list-style-type: none"><li>• The National Top 8 will be placed in Pool A.</li><li>• The top 4 teams will be seeded and placed in 2 different groups within Pool A.</li><li>• No more than two seeded teams shall be drawn into the same group.</li><li>• The remaining 4 teams will be randomly drawn into groups within Pool A.</li></ul>
Pool B	<ul style="list-style-type: none"><li>• The next 8 teams (Position 9<sup>th</sup> to 16<sup>th</sup>) will be placed in Pool B and will be randomly drawn into the groups.</li></ul>
Pool C	<ul style="list-style-type: none"><li>• The remaining teams (Position 17<sup>th</sup> to 24<sup>th</sup>) will be placed in Pool C and will be randomly drawn into the groups.</li></ul>

**For a National Competition with 24 teams, porosity to Pool round should be in place as shown below.**



Example 2: For sports which have adopted the League system  
Using preceding year's League result for seeding

**For a competition with 3 Leagues of 24 teams, porosity to Pool round should be in place as shown below.**



In determining the competition format after the Pool Round, NSGOCs should refer to the suggested competition format based on the number of teams in each league.

## CLARIFICATION, PROTEST AND APPEAL OVERVIEW

	Clarification (Formal & Informal)	Competing Under Protest (Some Sports Only)	Protest	Appeal
<b>Handled by:</b>	NSGOC Rep and/or Competition Officials	NSGOC Rep and/or Competition Officials	NSGOC	BOA (Council and Zone Vice-Chairpersons)
<b>Who must be Informed:</b>	NSGOC Rep, Competition Officials	NSGOC Rep, Competition Officials, Affected TMs as determined by NSGOC	Principal, Lead Convenor, Lead Org Sec, Game Advisor	Principal, Lead Convenor, Lead Org Sec, Game Advisor and Honorary Secretary (for Zonal), Council Secretariat (for National)
<b>How to Inform:</b>	At competition venue, during appropriate interval without disrupting the game	At competition venue, during appropriate interval without disrupting the game	Indicate intent to protest on scoresheet at end of match and followed by an email sent through the Principal	Sent through the Principal via email
<b>Fees if Overruled:</b>	Nil	Nil	\$150	\$300
<b>Approval Required From:</b>	Nil	Nil	Principal	Principal



**Annex E****ROLE OF THE TEAM MANAGERS**

Team Managers (TMs) will represent the school on all matters pertaining to the duty of care, student management and competition matters relating to the participants from their school. They must be a good role model for the participants and are expected to conduct themselves well in carrying out their duties. They will:

No	Terms of Reference
1	Be the point of contact between the National School Games Organising Committee (NSGOC) and the Principal (school).
2	Perform all necessary administrative duties and attend all briefings and / or meetings called for by the respective NSGOCs.
3	Check, verify and keep updated the fixtures and schedules involving the school.
4	Ensure: <ul style="list-style-type: none"> <li>• Accuracy of participants' particulars in the registration and that participants are not placed in the wrong division.</li> <li>• All participants are adequately prepared for safe participation in the NSG in accordance with the Baseline Safety Acknowledgement Form.</li> </ul>
5	Check and comply with the hosting venue's Standard Operating Procedures (SOPs) and communicate all related the information to all the stakeholders associated with the participating schools.
6	Make transport arrangements for the participants.
7	Chaperone participants to and from the competition venue. TMs who are SAR need only chaperone their own child as Parent Chaperones are responsible for chaperoning their own children.
8	Remain with the participants throughout the duration of play.
9	Arrange for a replacement, in the event that they are not able to perform their duty during the entire competition duration. TMs who are SAR should contact the school for assistance in such situations.
10	Cooperate with NSGOC & officials and abide by the rules and regulations of the competition to facilitate the smooth conduct of the competition and be a good role model for the participants.
11	Submit participant / team list and other necessary documents when required.
12	Manage the coaches, participants and spectators, if any, to ensure that they adhere to the General and sport-specific and rules and regulations Code of Conduct given in the rules and regulations.
13	Perform the duty of care for the participants' safety and well-being including: <ul style="list-style-type: none"> <li>• Checking that participants are well enough to compete,</li> <li>• Reminding students to remain hydrated.</li> <li>• Having a first aid kit available.</li> <li>• For long duration competitions where students will need to consume a meal, the SAR should ensure that students have sufficient time for their meal.</li> </ul>
14	Contact the school immediately in the event of an injury or emergency.
15	Consult school leaders for all media related matters.
16	Represent the school in matters pertaining to clarifications / protests / appeals (as required by the sport).

17	Accompany participants at disciplinary board meetings if the occasion arises.
18	Attend to any other matters pertaining to the duty of care, student management and competition matters relating to the participants from their school.

## SCHOOL ADULT REPRESENTATIVE (SAR)

1. The School Adult Representative (SAR) scheme aims to support schools in balancing the numerous competition opportunities for students and managing staff resources. SAR should be parents/legal guardians of one of the participating student-athletes in the session.
2. Schools may appoint suitable SAR as Team Managers for the sports listed.

a) Bowling	g) Sailing
b) Canoeing	h) Shooting
c) Fencing	i) Swimming
d) Golf	j) Taekwondo
e) Judo	k) Track & Field
f) Gymnastics <sup>1</sup>	l) Wushu

<sup>1</sup> For Artistic Gymnastic and Trampoline, SAR may only be appointed by schools that do not offer Gymnastics as a CCA. They may be deployed to manage up to a maximum of 3 student athletes for each distinct competition of the sport.

3. SAR may be deployed to manage up to a maximum of 3 student-athletes for each session of the sport.
4. When there is more than one student-athlete in a session, SAR should be supported by parent chaperones (PC) who should be parents / legal guardians of the participating student-athletes. PC should accompany their own children to and from the competition venue and be responsible for their children's safety and well-being throughout the competition.
5. SAR are encouraged to be trained in first aid.
6. When appointing SAR, schools should:
  - Appoint an Education Officer (EO) as the **School Coordinator**, to serve as liaison between the SAR and the NSGOC.
  - Arrange and conduct a briefing for the SAR on their duties including:
    - SSSSC General and Sport-Specific Rules and Regulations
    - Safety protocols
    - Roles of TMs (**Refer to [Annex G](#)**)
    - Other school-specific SOPs or requirements
  - Be represented by 1 SAR per session only.
  - Ensure that PC are present to oversee their own children's / ward's safety and well-being when the SAR is on duty.
  - Issue the SAR Letter of Appointment (**Refer to [Annex F1](#)**) endorsed by the School Principal.

## Frequently Asked Questions

**1. Can grandparents, siblings, helpers or other relatives be appointed as SAR?**

No. Only a parent or legal guardian of the student athlete can be appointed as the SAR.

**2. Can schools send an SAR for a team sport or event at the SSSC NSG?**

No. For all team sports or events, schools must send a **school staff** to be the Team Manager.

**3. What happens when an appointed SAR is not able to be present for duty or needs to leave before the end of a competition?**

The SAR should follow the school's current standard operating procedure for managing such situations and contact the school immediately to arrange for a replacement. An appropriate replacement should be provided by the participating school.

**4. If the SAR needs to accompany his/her child to the hospital before the end of the competition, what are the standard procedures?**

Please refer to Q6.

**5. If any of the parent chaperones does not turn up or needs to leave before the competition ends, what are the standard procedures?**

The SAR should call the School Coordinator to seek advice and assistance. The student whose parent is absent, may not be allowed to compete.

**6. Is there a different set of Baseline Safety Standards (BSS) School Acknowledgement Form for schools represented by SAR?**

The same form will be used. The School Coordinator should brief the SAR on the requirements and implications of the BSS Acknowledgement Form. SAR should also be familiar with the respective sports safety requirements and practices and is encouraged to be trained in first aid.

## &lt;School Letter Head&gt;

### SCHOOL ADULT REPRESENTATIVE (SAR) LETTER OF APPOINTMENT

<b>School:</b>	
<b>Sport:</b>	
<b>Full Name of SAR:</b> (as in NRIC / Passport)	
<b>NRIC / Passport No.:</b> (last 4 characters e.g. 234A)	
<b>Name of Child / Ward:</b>	
<b>Mobile No.:</b>	

#### Terms and Conditions

1. The above-mentioned is appointed as the SAR who shall represent the school in the National School Games competition for the sport and dates given only.
2. The SAR shall believe in and support the Council's mission, motto and aspirations and support the involvement of the students under their charge in the competitions and events with a strong educational focus.
3. The SAR shall perform the roles and responsibilities of the SAR including:
  - a. Representing of the school as a Team Manager (TM) (**Refer to [Annex E](#)** for the main roles and responsibilities of a TM.)
  - b. Attending all briefings and meetings conducted by the school for SAR.
  - c. Work and coordinate with PC, if any, to facilitate a good participation experience for all participants including:
    - Establishing contact with PC and keeping them informed on the competition schedules and other necessary information.
    - Ensuring that all participants are present and PC are present to oversee their own children's/ward's safety and well-being. SAR should contact the school coordinator for assistance immediately if they are unable to contact the PC and/or the participant.
  - d. Being professional in the discharge of their duties. They should not bring along any other students or children who are not involved in the competition for that day so that they can more effectively discharge their duties.

- e. Observing and complying with all rules, policies, procedures, expectations, and codes of conduct of the School, Singapore Schools Sports Council (SSSC) and the applicable sporting body as may be issued from time to time.
  - f. Take all necessary precautions to ensure the safety, security, health and wellbeing of the students under their charge.
- 4. The SAR shall declare to the school if he/she is under investigation for any criminal offence by any authority in Singapore or elsewhere or is facing disciplinary proceedings by any sporting body in Singapore or elsewhere.
  - 5. Except with the written consent of the school, the SAR shall not disclose any information or material furnished by the school or make any statement or representation on behalf of the school to any media or any person not related to the NSG Organising Committee.
  - 6. The SAR shall not make use of any information obtained directly or indirectly from the course of his/her duty, other than for the conduct of the NSG, unless prior written approval has been given by the school.
  - 7. The SAR declares that, at the date of entering into this Agreement, there is no conflict of interest in the performance of this service, and of its obligations under this Agreement.
  - 8. The appointment is subject to the meeting of the above terms and conditions and may be revoked by the school or SSSC if they are breached.

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Name & Signature of SAR

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Date

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Name & Signature of Principal

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School Stamp

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Date

**CODE OF CONDUCT FOR COACHES**

No	Description
1	Coaches must be good role models and are expected to conduct themselves well in carrying out their duties.
2	They are to observe the rules and regulations of the National School Games and honour the Coaches' Oath.
3	They should not replace the role of the Team Manager.
4	They are to prepare the training schedule for the team, in consultation with the Head of Department (HOD) and the teacher-in-charge (i.e. Student Development Programme).
5	It is the responsibility of coaches to adhere to the rules and to be well versed with the competition rules.
6	They are not allowed into the field of play except where the rule of the sport requires the presence of the coach.
7	They cannot represent the school in any matters.
8	They must not interfere with the organisation of the competition.
9	They are not allowed to approach the officials to query their decisions. Only Team Managers are allowed to approach officials to seek clarifications.
10	They must ensure that the student participants have adequate rest and are given water breaks.
11	Coaches should refrain from using foul language or speak in a tone not becoming of proper behaviour.
12	Coaches violating the rules will be asked to leave the competition arena.
13	Action will be taken against the school if the coaches fail to comply with the competition rules.