



**SINGAPORE SCHOOLS SPORTS COUNCIL
CANOEING RULES AND REGULATIONS FOR
NATIONAL SCHOOL GAMES 2024**

(Updated as of 11 January 2024)

SINGAPORE SCHOOLS SPORTS COUNCIL
GENERAL RULES AND REGULATIONS FOR NATIONAL SCHOOL GAMES 2024

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PREAMBLE

This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG). 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 AND REGULATIONS

1. ORGANISATION STRUCTURE AND GOVERNING BODIES

1.1 The National School Games (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 the NSG.
- 1.1.4 according to the laws / rules established by the respective International Federations (IFs) / governing bodies.

1.2 National School Games Organising Committee (NSGOC)

1.2.1 The 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 NSGOCs are empowered to appoint sub-committees and individual members to assist in the organisation and running of the NSG competitions as and when required.

1.2.3 The NSGOCs shall have sub-committees to perform the following roles and responsibilities (Refer to [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 safe and developmentally appropriate NSG competitions.
- c) Recognition, Protest 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 / DIVISIONS/ NSG SPORTS CATEGORIES

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

'A' Division*	1 Jan 2004 (<i>subject to conditions laid out in para 2.2</i>) 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 (<i>subject to conditions laid out in para 2.2</i>) 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 (<i>subject to conditions laid out in para 2.2</i>) 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 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 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.

2.3 Categories of NSG Sports

- 2.3.1 Match-based (Team) Sports: Badminton, Basketball, Cricket, Floorball, Football, Hockey, Netball, Rugby, Sepaktakraw, Softball, Squash, Table Tennis, Tennis, Water Polo and Volleyball.
- 2.3.2 Match-based (Individual) Sports: Fencing, Taekwondo (Kyorugi) and Judo.
- 2.3.3 Event-based Sports: Bowling, Canoeing, Cross-Country, Golf, Gymnastics, Sailing, Swimming, Shooting, Taekwondo (Poomsae), Track & Field and Wushu.

3. ENTRIES

- 3.1 Each school is eligible to submit two entries per division per event, with the exception for the K4 event where each school is allowed one entry. All entries must comply with the following.
 - 3.1.1 All participants must have achieved the 1 STAR PERSONAL SKILL AWARD¹.
 - 3.1.2 Each participant shall be allowed to participate in maximum two events only.
 - 3.1.3 Names of participants submitted must be as in their NRIC/Student Pass.
 - 3.1.4 Substitution can only be made from the names that appear on the reserve list.
- 3.2 Para event
 - 3.2.1 Only SPED School students are allowed to participate in the Para Event, i.e. Mixed-Open Category, JK1 500m event.
 - 3.2.2 There is no restriction to the number of entries from each SPED School.

4. REGISTRATION OF PARTICIPANTS

- 4.1 Eligibility
 - 4.1.1 Only official students 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
 - 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

¹With the exception of the para event, students who engage in competitive canoeing/kayaking and training sessions should have at least the One-Star Proficiency certificate issued by the Singapore Canoe Federation.

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

4.2.2.2 Match-based (Individual) Sports: Before the draw is conducted

4.2.2.3 Event-based Sports: 1 working day before issue of start list²

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 numbers.

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 day before the commencement of the Championship.

² The start list should not be issued more than 10 working days before the start of the competition.

SECTION B – COMPETITION RULES & REGULATIONS

5. COMPETITION FORMAT (Refer to [Annex C](#))

- 5.1 All sports competition formats shall be 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 format:
a) Direct National
- 5.3 For a competition / event to be organised:
5.3.1 There must be a minimum of three (3) registered participants from two (2) different schools for Individual Sports.
- 5.4 The events for the championship are as follows:

No.	Events	BOYS			GIRLS			Mixed Open Category (Para event)
		A	B	C	A	B	C	
1.	JK1 - 500m	-	-	X	X	X	X	X
2.	JK2 - 500m	-	-	X	-	-	X	-
3.	K1 - 500m	X	X	X	X	X	X	-
4.	K2 - 500m	X	X	X	X	X	X	-
5.	K4 - 500m	X	X	X	X	X	X	-
6.	C1 - 500m	X	X	X	-	-	-	-
7.	C2 - 500m	X	X	X	-	-	-	-
8.	K1 - 1000m	X	X	X	X	X	X	-
9.	K2 - 1000m	X	X	X	X	X	X	
10.	K4 - 1000m	X	X	-	X	X	-	
11.	C1 - 1000m	X	X	-	-	-	-	
12.	C2 - 1000m	X	X	-	-	-	-	
Number per team		32	32	28	22	22	22	
Number of reserves		16	16	14	11	11	11	

6. AWARD OF LEAGUE POINTS

- 6.1 Not applicable for canoeing

7. AWARDS

- 7.1 Divisional Awards
7.1.1 There should be only one (1) Divisional Title³ per division per sex for each sport.
7.1.2 The number of divisional trophies to be awarded shall be as follows:

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

- 7.1.3 No individual award will be given to each participant.

³ Only events with a minimum of three (3) competitors from three (3) different schools will contribute to the calculation for Divisional Titles.

7.1.4 The top 4 teams of the following 6 Divisions shall be awarded with Divisional championship titles.

A Division Boys
B Division Boys
C Division Boys

A Division Girls
B Division Girls
C Division Girls

7.1.5 Points will be scored according to the age-group divisions.

7.1.5.1 Points scored for all races for the award of the championship are as follows:

1st	–	9 points
2nd	–	7 points
3rd	–	6 points
4th	–	5 points
5th	–	4 points
6th	–	3 points
7th	–	2 points
8th	–	1 point

7.1.6 For a tie in championship points between 2 or more teams, the team with the greatest number of first place finishes will be declared the winner, and so on.

7.2 The number of prizes to be awarded for each event shall be as follows:

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

7.3 (Para event only) Participation medals shall be awarded to participants who are not awarded the prizes stated under 7.2.

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, the NSGOC can allow for a grace period of fifteen (15) minutes. The NSGOC may extend this grace period if deemed justifiable.

8.3 All participants whose events are due must report to the participant stewards. It shall be the duty of the Team Manager (TM) to ensure that their participants report to the Participant Stewards within their allocated time slot.

8.4 A participant who is late in reporting or does not report to the participant stewards can be barred from his/her event. With valid reason(s), TMs may report on behalf of their athletes provided the athletes are already at the competition venue.

8.5 As far as possible, all events will commence as scheduled. It may sometimes be necessary to run off an event ahead of or behind schedule. In such cases, announcements to this effect will be made over the main public-address system.

- 8.6 After clearance by the participant stewards, participants must get ready to report at the start line.

9. POSTPONEMENT AND ABANDONMENT

- 9.1 Any postponement or abandonment⁴ of an event shall be determined by the NSGOC only.
- 9.2 The referee/umpire/match manager is required to submit a written report of an abandoned race within one (1) working day.

10. WITHDRAWAL AND FORFEITURE

- 10.1 Any withdrawal⁵ or forfeiture⁶ 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 / participant will be null & void.
- 10.4 For forfeitures, the team / participant will concede a walkover and the results of a match / event 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.
- 10.6 A participant shall be excluded from participation in all further events in the competition, in cases where:
- (a) he/she has been registered to start in an event but then failed to participate without valid reason(s).
 - (b) he/she qualified in a preliminary round of an event for further participation in that event but failed to participate further.
- 10.7 The provision of a medical certificate (MC) issued by a doctor or a letter of excuse from the Principal for clash of sports fixture due to rescheduling of fixtures caused by inclement weather will be accepted as sufficient reason to accept that the participant became unable to compete after registration closed or after competing in a previous round but will be able to compete in further events on a subsequent day of the competition.
- 10.8 The TM of a school is responsible for the submission of this MC or letter of excuse to the Organising Secretary before the start of the participant's race. Failure to do so will render the athlete unable to compete in further events.

⁴ Abandonment refers to any match / event that started but cannot reach a natural conclusion and may be postponed or cancelled.

⁵ Withdrawal refers to discontinuing participation in the competition.

⁶ Forfeiture refers to inability to start or complete a match / event.

11. WALKOUT⁷

- 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 (1) 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 / event 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 / event. 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 a protest form. The protest must fulfil all the following conditions:
 - a) The principal has to be duly informed.
 - b) Reach the NSGOC twenty minutes (20) minutes following the release of the results. Results will be released online on a web portal.
 - c) The protest must be in writing on a protest form provided.
 - d) Provide reasons and evidence for the protest.
 - e) 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. Each protest shall be deliberated on in the order of receipt upon the completion

⁷ Wilful refusal to compete against the NSGOC's advice.

of the last race of the day. Where there may be potential conflict of interest, the schools involved will not sit in the panel.

- 12.3.4 The Competition Jury of Protest shall comprise the following:
- National Convenor
 - Game Advisor
 - Organising Secretaries
 - Chief Technical Referee
- 12.3.5 The decision of the protest panel will be made known in writing to the schools concerned within one (1) working day.
- 12.3.6 Only the official video-finish recording of each race will be referred to (by the Organising Committee) as corroborating evidence when deciding the outcome of a formal protest. No video recordings from the participating schools are admissible as evidence.
- 12.3.7 In the event the video finish is null and void, the decision by the protest panel will be final.
- 12.3.8 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.
- 12.3.9 For Schools on IFAAS
- Select Vendor Code: "LAW0300181" (Ministry of Education*)
 - Email the screenshot of IFAAS payment voucher to [LIM Guan Hong@moe.gov.sg](mailto:LIM_Guan_Hong@moe.gov.sg) and [Pearl CHUA@moe.gov.sg](mailto:Pearl_CHUA@moe.gov.sg)
 - Subject: NSG Protest Fee – Canoeing (School name)
- 12.3.10 For Schools NOT on IFAAS
- School is to pay via cheque, payable to "ACCOUNTANT-GENERAL SINGAPORE"
 - C/O National School Games Office, 21 Evans Road, Singapore 259366
 - The wordings: SSSC National School Canoeing Championships, <School> should be written at the back of the cheque
 - Email to [LIM Guan Hong@moe.gov.sg](mailto:LIM_Guan_Hong@moe.gov.sg) and [Pearl CHUA@moe.gov.sg](mailto:Pearl_CHUA@moe.gov.sg) once the cheque has been sent
 - Subject: NSG Protest Fee - Canoeing (School name)

13. APPEAL

- 13.1 Schools may appeal against the outcome of a protest to the Council. The appeal must fulfil all the following conditions:
- Be sent through the Principal.
 - Reaches the Secretariat of the main council for national competitions within two (2) working days upon receiving the protest sub-committee's decision.
 - 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) School
 - b) Singapore Schools Sports Council (SSSC)
 - c) 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 participants / teams from his / her school (**Refer to [Annex E](#)**).
- 15.2 Participants / teams 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 / events concerned (**Refer to [Para.10](#)**).
- 15.3 The TM shall be a school staff⁸ 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 TMs must ensure that their coaches adhere to the rules and regulations and the Code of Conduct (**Refer to [Annex G](#)**).

16. COACHES

- 16.1 Coaches are expected to conduct themselves with decorum 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 officials to seek clarifications.

17. COMPETITION OFFICIALS

- 17.1 Where required, participating schools shall provide competition officials based on the requirements of the sport-specific rules.
- 17.2 School staff⁹ and students can serve as officials when required by **Para. 17.1**.
- 17.3 Schools should ensure that the appointed competition officials are present to fulfil their duties as scheduled by the Convenor and in alignment to Aspiration 3 (**Refer to [Annex A](#)**).

⁸ MOE employed staff such as Education Officer, Contract Adjunct, Flexi Adjunct, EAS (AM, OM and CSO) and AED.

⁹ Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers, Allied Educators, Relief teachers and Untrained teachers.

- 17.4 Where required by sport-specific rules and regulations, competition officials should declare any potential conflict of interest to the NSGOC before the start of the competition.

18. SPECTATORS

- 18.1 Participating schools must ensure that spectators from their school attending the competitions are aligned to Aspiration 5 (**Refer to [Annex A](#)**) and cooperate with the officials.
- 18.2 Schools sending spectators 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. SERIOUS BREACH OF CONDUCT

- 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 the 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 participants, coaches, and TMs) and / or the official to the Council, whose decision shall be final (**Refer to [Para. 13](#)**).

20. ATTIRE

- 20.1 All participants must be in suitable attire bearing the school crest / name where possible and in accordance with the sport-specific rules and regulations.

21. BOAT CONTROL

- 21.1 The length of a kayak shall be measured between the extremes of the bow and stern. Any rudder forming a continuation of the length of a kayak is not to be included in the measurement.
- 21.2 Steering rudders or any guiding apparatus directing the course of the kayak are not allowed.
- 21.3 All kayaks must have seats.
- 21.4 The NSGOC reserves the right to select at random any boats for checking.
- 21.5 All participants are to provide their own equipment based on the specifications given.
- 21.6 Limitations

	JK1	JK2	K1	K2	C1	C2	K4
Max. Length (cm)	430	550	520	650	520	650	1100
Min. Weight (kg)	11	14	12	18	14	20	30

21.7 Construction

- No foreign substance may be added to boats, which give participants an unfair advantage.
- All devices which provide real time feedback are forbidden in a boat when racing.

22. DISQUALIFICATION

- 22.1 Participants must wear Personal Floatation Devices, at all times, whilst afloat. Failure to comply with this rule will lead to the disqualification of the participant(s).
- 22.2 Any participant who attempts to win a race other than by honourable means, or who breaks the racing regulations, or who disregards the honourable nature of the racing regulations, shall be disqualified from the race concerned.
- 22.3 Should a participant have completed a race in a C (Canadian) canoe or kayak, which is shown upon inspection not to conform to the race classifications, he/she shall be disqualified from the race in question.
- 22.4 It is prohibited to receive external assistance during a race. Where external assistance is received, the participant shall be disqualified.
- 22.5 No participant may be accompanied along and adjacent to the race course by other boats while the race is in progress.
- 22.6 No participant may receive assistance by using objects thrown into the course. Any infraction will result in the disqualification of the participant(s) concerned.
- 22.7 Any capsizing which occurs at the start and during the course of the race will cause the participants to be disqualified from the race. A capsizing is deemed to have occurred

when a C canoe or kayak flips overs or when the participant leaves the cockpit of his/her C canoe or kayak.

- 22.8 No warm-up or practices are allowed along the racing lane during the course of the Championship. Such acts may entail the disqualification of the participant(s) concerned.
- 22.9 The lanes are marked with buoys or floats. Participants must pass in between the buoys corresponding to their lanes. Participants who enter the wrong buoys can be disqualified.
- 22.11 All results involving the team which has been disqualified will be considered null and void.

23. ALTERATIONS OF ENTRIES AND WITHDRAWALS

- 23.1 Substitution of participants for any heats must be made by the TMs with the approval of the NSGOC before the start of the event. The substituted participants must be from the reserve list submitted upon registration.
- 23.2 The participant who was substituted must produce a medical certificate to prove that he/she is unwell. Other special cases will be dealt with on a case-by-case basis, by the NSGOC. The committee's decision as to what constitutes a special case is final.
- 23.3 If a participant has withdrawn from an event due to valid reason(s), the participant is not eligible to participate in any event after, until verified ready by his/her TM, supported by an endorsement letter from the School Principal.
- 23.4 If the participant does not start, and has no valid reason approved by the NSGOC, he/she will be disqualified from the event. A participant who arrives too late at the start, shall be considered to have voluntarily withdrawn and shall be disqualified under this rule.
- 23.5 In the event of sickness of participant who has been deemed unfit to race and has qualified for semi-finals or finals in team boat events, a participant from the official reserve list may replace the participant. All cases must be supported by a valid Medical Certificate(s) and this rule will only apply for **team** boats. The participant from the reserve pool will row in all subsequent races.

24. COMPETITION COURSE

- 24.1 For races up to 1000 metres, the course shall be straight and in one direction (subject to the race venue).

25. RACING BOATS AND PERSONAL NUMBERS

- 25.1 All racing boats shall carry a vertical plate indicating the lane.
- 25.2 The plates shall be placed on the centreline on the afterdeck.

26. MEANS OF PROPULSION

- 26.1 Kayaks shall be propelled solely by means of double-bladed paddles.

- 26.2 C canoes shall be propelled solely by means of single-bladed paddles.
- 26.3 The paddles may not be fixed on the boats in any way.
- 26.4 If a paddle is broken during a race, a participant may not be provided with a new one by a supporter.
- 26.5 There will be no recall or re-start if a participant's paddle breaks after the start line.

27. HEATS AND FINALS [\(Annex C\)](#)

- 27.1 At least 3 C canoes or kayaks must be entered before a race can be held. If the number of entries in races up to and including 1000 metres is more than 8, heats will be conducted.
- 27.2 The division of the participants into heats shall be determined by the drawing of lots.
- 27.3 8 boats may participate in the final, but if more than 8 have been entered in the race, it shall be as follows:

3 - 8 entries	: Direct final.
9 entries	: 2 heats. 1 st to 3 rd boat from each heat and next 2 best timings to the finals and rest will be out.
10 - 16 entries	: 2 heats. 1 st to 4 th from each heat to the finals and rest will be out.
17 - 24 entries	: 3 heats. 1 st from each heat to the finals. 2 nd and 3 rd from each heat and next 3 best timing to semi-finals and rest will be out. From the semi-finals, 1 st to 5 th to the finals and rest will be out.
25 - 32 entries	: 4 heats. 1 st from each heat to the finals. 2 nd to 5 th from each heat to semi-finals and rest will be out. From the 2 semi-finals, 1 st and 2 nd to the finals and rest will be out.
33 – 40 entries	: 5 heats. 1 st to 4 th and next 4 best timing from each heat to semi-finals and rest will be out. From the 3 semi-finals, 1 st and 2 nd and next 2 best timings to the finals and rest will be out.
Withdrawal OR 'no-show' during the Championships	Any withdrawal or 'no show' <u>during the Championship</u> , by any team, for any heat, will not affect the other boats in that heat. Should the withdrawal or 'no show' result in only one boat remaining in a particular heat, that remaining boat will be declared a Finalist by default.

- 27.4 When making the draw, the difference between the number of participants in the heats of a race shall not exceed one. If the number of participants in the heats varies, the earlier heats shall have the larger numbers.
- 27.5 Any reserve participant who has not taken part in the heats or semi-finals (except for events with no heats) shall NOT be allowed to compete in the final of the JK1, K1 and C1 events.

28. START

- 28.1 The allocation of lanes will be done randomly based on the Meet Manager's software.
- 28.2 The events shall commence without consideration to any absentees.
- 28.3 The position of the boats at the start shall be such that the bows of the competing boats are on the starting line and stationary.
- 28.4 The starting command will be "*Ready - Set - Go*" ("Go" can be a shot or strong sound signal). At the "Ready" command the participants begin their preparation to paddle. At the "Set" command the participants place their paddles in the catch position. Participants must not paddle forward or this action will be deemed to be a false start. The boat must not move forward at this point in the starting procedure. The starter when satisfied with the participants positioning and attention will say "Go" (or shot or powerful sound). The participants must react to the start command/signal "Go" and are not permitted to anticipate it. The participants may paddle only upon hearing the starting signal/command "Go".
- 28.5 If the Starter is not satisfied with the line-up, he/she will request for boats to be repositioned. All participants must reposition their boats accordingly at the start line. Any participant who disregards the instructions of the Starter to take up the correct position at the start, may be disqualified from the race.
- 28.6 In the event of a false start, the Starter will immediately give a powerful sound signal. On hearing this signal, all participants must stop paddling and follow the Starter's instructions for a new start. Before the new start, the Starter will identify the offending participant(s) making the false start and give them a warning. In the event of a second false start by the same participant, the boat will be disqualified from the race and must leave the race course immediately.

29. INTERRUPTIONS

- 29.1 The Lane Judges have the right to interrupt a correctly started race if unforeseen hindrances arise. Such an interruption may be affected by the Lane Judges with a long sound signal. Participants must immediately stop paddling and await further instructions.
- 29.2 If a race is declared null and void, no change of the composition of a participant is permitted at the new start.

30. TAKING PACE

- 30.1 Taking pace or receiving assistance from boat(s) not in the race or by any other means (e.g. loudhailers, whistles etc., used to provide cadence to competing canoeists, on-shore or off-shore) is not permitted. TMs must ensure that supporters (students, parents, coaches or alumni) refrain from such practices or run the risk of having their participants disqualified.
- 30.2 When a race is in progress, participants are strictly forbidden to proceed over the whole or part of the course even outside the marking buoys with the exception of boats proceeding to the start line.
- 30.3 Participants must keep within their lanes from the start to the finish of the course.

31. COLLISION OR DAMAGES

- 31.1 When any C canoe/kayak fails to keep within its proper course or enters the lane of another C canoe/kayak and/or causes obstruction/interference to the course of the other C canoe/ kayak, even if no collisions occur, the offending C canoe/kayak can be disqualified.
- 31.2 It will be the onus of every participant to prevent collisions. Any participant colliding into another C canoe or kayak or causing another C canoe or kayak to collide will be disqualified. A collision is defined as any part of one's C canoe or kayak or paddle touching the other.
- 31.3 Any participant who damages the C canoe or kayak or paddle of another will be disqualified and can be required to pay for the damages.

32. FINISH

- 32.1 Every participant must finish within his/her own lane.
- 32.2 The boat is deemed to have finished the race when its bow crosses the finish line with all participants in it.
- 32.3 If two or more boats reach the finishing line at the same time, they are awarded the same classification in the final. In case of a dead heat finish for any position, which determines the advance to the next level of the competition, the following rules will apply:
- i) Whenever there are not enough lanes available, there will be a re-race between the boats involved, one (1) hour after their last race.
 - ii) In case of a dead heat finish in a re-race, **drawing of lots** will determine the outcome.

33. UNFAIR MEANS

- 33.1 The boat(s) can be disqualified if any of its participant(s) is/are found guilty of deliberately manipulating the outcome of a race through unfair means. The Organising Committee may consider barring the participant(s) from subsequent races.

SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR

34. MATTERS NOT PROVIDED FOR

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

35. AMENDMENTS

- 35.1 The SSSC shall have the right to delete, add or amend the Rules and Regulations laid down herein.

36. LIST OF ANNEXES

A	<u>SSSC Mission, Aspirations and Motto</u>
B	<u>NSGOC Terms of Reference</u>
B1	<u>PDPA Notification</u>
C	<u>Lane Division System / Drawing lots aid</u>
D	<u>Clarification, Protest and Appeal Overview</u>
E	<u>Role of Team Managers</u>
F	<u>School Adult Representative (SAR)</u>
F1	<u>SAR Letter of Appointment</u>
G	<u>Code of Conduct for Coaches</u>

**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"

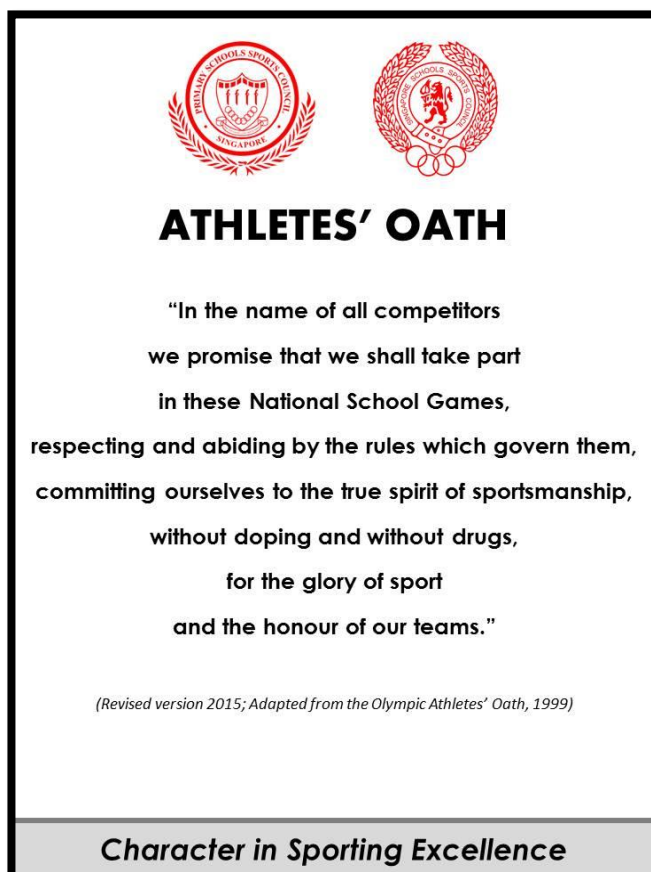
Motto

"Character in Sporting Excellence"

Aspiration 1: *Every athlete an honourable sportsperson*

Guiding Principle:

Athletes abide by the rules of the sport, give their best in training and competitions, win with integrity and humility, and lose 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 display exemplary conduct both on and off court.



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

Guiding Principle:

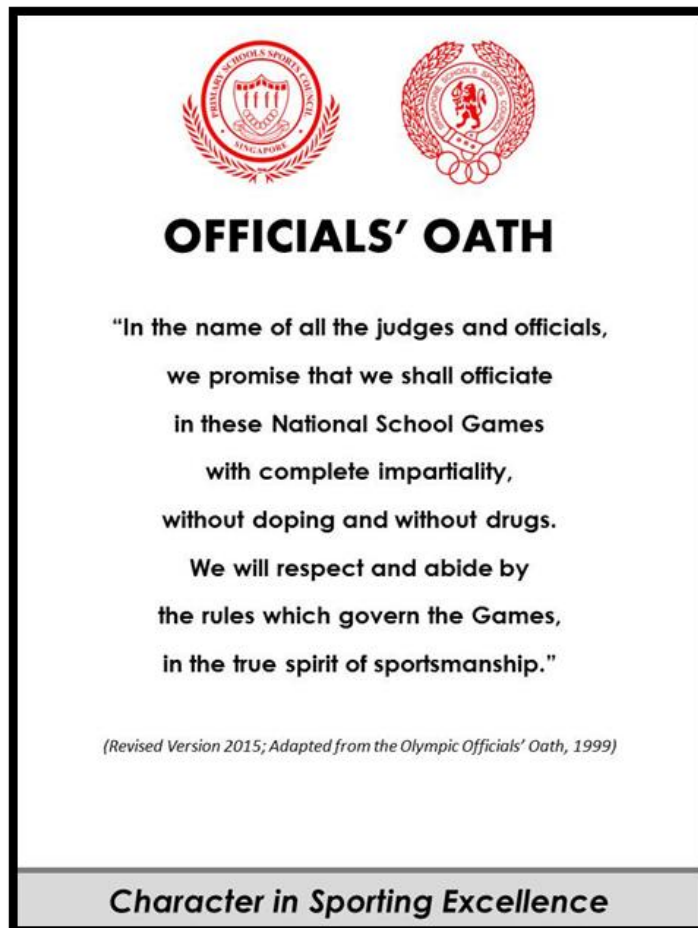
The teacher / coach endeavours to develop all athletes to their fullest potential. He focuses on student-centric and values-driven coaching. Teachers / coaches maintain a professional relationship with the athletes and ensure their safety and well-being at all times. As positive role models, they inspire 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 act decisively when required. They ensure safety for all athletes and explain 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 prioritise their long-term development over winning competitions. They ensure proper nutrition and rest for their children, and actively enquire on their progress and development. They work with the teacher and coach, attend competitions and respect the decisions of competition officials.

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

Guiding Principle:

Spectators applaud excellence and fair play from all athletes regardless of which team they represent. Spectators show 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

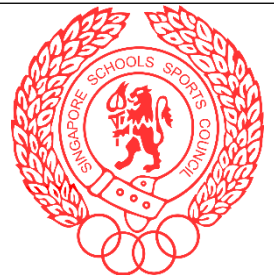
- a. Establish competition rules and regulations for the sport to ensure age appropriateness and opportunities for skills development, including, but not restricted to:
 - Age grouping / division
 - Format of competition
 - Permitted equipment
 - Field of play
 - Duration of play; intervals
 - Number 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.

LANE DIVISION SYSTEM

System A: For 9 Participants

No. of entries	NO. OF BOATS		FINAL	
	Heat 1	Heat 2	Placing	Final
				Lane
9	5	4	1 / H1	4
			1 / H2	5
			2 / H1	6
			2 / H2	3
			3 / H1	2
			3 / H2	7
			1 / BT	1
			1 / BT	8
2 Heats 1 st , 2 nd , 3 rd from heats & next 2 BT to final. Rest out.			Final	

System B: For 10 - 16 participants

No. of entries	NO. OF BOATS		FINAL	
	Heat 1	Heat 2	Placing	Final
				Lane
10	5	5	1 / H1	4
11	6	5	1 / H2	5
12	6	6	2 / H1	6
13	7	6	2 / H2	3
14	7	7	3 / H1	2
15	8	7	3 / H2	7
16	8	8	4 / H1	8
			4 / H2	1
2 Heats. 1 st , 2 nd , 3 rd & 4 th from heats to final. Rest out.			Final	

System C: For 17 - 24 participants

No. of entries	NO. OF BOATS			SEMI - FINAL		FINAL	
	Heat 1	Heat 2	Heat 3	Placing	SF 1	Placing	Final
					Lane		Lane
17	6	6	5	2 / H1	4	1 / H1	4
18	6	6	6	2 / H2	5	1 / H2	5
19	7	6	6	2 / H3	3	1 / H3	3
20	7	7	6	3 / H1	6	1 / SF	6
21	7	7	7	2 / H2	2	2 / SF	2
22	8	7	7	3 / H3	7	3 / SF	7
23	8	8	7	1 / BT	1	4 / SF	1
24	8	8	8	2 / BT	8	5 / SF	8
3 Heats. 1 st from heats to final. 2 nd and 3 rd + Next 2 BT to semi-final. Rest out.				1 Semi-Final 1 st , 2 nd , 3 rd , 4 th , & 5 th to Final. Rest out.		Final	

System D: For 25 - 32 participants

No. of entries	NO. OF BOATS				SEMI-FINAL				FINAL	
	Heat 1	Heat 2	Heat 3	Heat 4	Placing	SF 1	Placing	SF 2	Placing	Final
						Lane		Lane		Lane
25	7	6	6	6	2 / H1	4	2 / H3	4	1 / H1	4
26	7	7	6	6	2 / H2	5	2 / H4	5	1 / H2	5
27	7	7	7	6	3 / H1	6	3 / H3	6	1 / H3	3
28	7	7	7	7	3 / H2	3	3 / H4	3	1 / H4	6
29	8	7	7	7	4 / H1	2	4 / H3	2	1 / SF1	2
30	8	8	7	7	4 / H2	7	4 / H4	7	1 / SF2	7
31	8	8	8	7	5 / H1	8	5 / H3	8	2 / SF1	8
32	8	8	8	8	5 / H2	1	5 / H4	1	2 / SF2	1
4 Heats. 1 st from heats to final. 2 nd , 3 rd , 4 th , and 5 th to semi-finals. Rest out.					2 Semi-Finals 1 st & 2 nd from semi-finals to final. Rest out.				Final	

System E: For 33 - 40 participants

No. of entries	NO. OF BOATS					Placing	SEMI-FINAL				
	Heat 1	Heat 2	Heat 3	Heat 4	Heat 4		SF 1	Placing	SF 2	Placing	SF 3
							Lane		Lane		Lane
33	7	7	7	6	6	1 / H1	4	1 / H2	4	1 / H3	4
34	7	7	7	7	6	1 / H4	5	1 / H5	5	2 / H1	5
35	7	7	7	7	7	2 / H2	3	2 / H3	3	2 / H4	3
36	8	7	7	7	7	2 / H5	6	3 / H1	6	3 / H2	6
37	8	8	7	7	7	3 / H3	2	3 / H4	2	3 / H5	2
38	8	8	8	7	7	4 / H1	7	4 / H2	7	4 / H3	7
39	8	8	8	8	7	4 / H4	1	4 / H5	1	1 / BT	1
40	8	8	8	8	8	2 / BT	8	3 / BT	8	4 / BT	8
5 Heats. 1 st , 2 nd , 3 rd , 4 th , and Next 4 BT to semi-finals. Rest out.							3 Semi-Finals 1 st & 2 nd + Next 2 BT to final. Rest out.				

FINAL	
Placing	Final
	Lane
1 / SF1	4
1 / SF2	5
1 / SF3	3
2 / SF1	6
2 / SF2	2
2 / SF3	7
1 / BT	1
2 / BT	8
Final	

Drawing Lots Aid

DIRECT FINAL
1 to 8
1 Final / L4
2 Final / L5
3 Final / L3
4 Final / L6
5 Final / L2
6 Final / L7
7 Final / L1
8 Final / L8

SYSTEM A: 9 (2 HEATS)
9
2H: 5, 4
<p style="text-align: center;">2 Heats</p> <p style="text-align: center;">1st, 2nd, 3rd from heats & next 2 BT to final</p>
1 H1 / L4
2 H1 / L5
3 H1 / L3
4 H1 / L6
5 H1 / L2
6 H2 / L4
7 H2 / L5
8 H2 / L3
9 H2 / L6

NOTE: The number of entries is deemed to be the same whenever there is a withdrawal.

SYSTEM B: 10 – 16 PARTICIPANTS (2 HEATS)						
10	11	12	13	14	15	16
2H: 5,5	2H: 6,5	2H: 6,6	2H: 7,6	2H: 7,7	2H: 8,7	2H: 8,8
2 Heats. 1st, 2nd, 3rd & 4th from heats to final.						
1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4
2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6
5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2
6 H2 / L4	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7
7 H2 / L5	7 H2 / L4	7 H2 / L4	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1
8 H2 / L3	8 H2 / L5	8 H2 / L5	8 H2 / L4	8 H2 / L4	8 H1 / L8	8 H1 / L8
9 H2 / L6	9 H2 / L3	9 H2 / L3	9 H2 / L5	9 H2 / L5	9 H2 / L4	9 H2 / L4
10 H2 / L2	10 H2 / L6	10 H2 / L6	10 H2 / L3	10 H2 / L3	10 H2 / L5	10 H2 / L5
	11 H2 / L2	11 H2 / L2	11 H2 / L6	11 H2 / L6	11 H2 / L3	11 H2 / L3
		12 H2 / L7	12 H2 / L2	12 H2 / L2	12 H2 / L6	12 H2 / L6
			13 H2 / L7	13 H2 / L7	13 H2 / L2	13 H2 / L2
				14 H2 / L1	14 H2 / L7	14 H2 / L7
					15 H2 / L1	15 H2 / L1
						16 H2 / L8

NOTE: The number of entries is deemed to be the same whenever there is a withdrawal.

SYSTEM C: 17 – 24 PARTICIPANTS (3 HEATS, 1 SEMIFINAL)							
17	18	19	20	21	22	23	24
3H: 6,6,5	3H: 6,6,6	3H: 7,6,6	3H: 7,7,6	3H: 7,7,7	3H: 8,7,7	3H: 8,8,7	3H: 8,8,8
3 Heats. 1st from heats to final. 2nd and 3rd + Next 2 BT to semi-final.							
1 Semifinal. 1st, 2nd, 3rd, 4th, & 5th to Final.							
1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4
2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6
5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2
6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7
7 H2 / L4	7 H2 / L4	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1
8 H2 / L5	8 H2 / L5	8 H2 / L4	8 H2 / L4	8 H2 / L4	8 H1 / L8	8 H1 / L8	8 H1 / L8
9 H2 / L3	9 H2 / L3	9 H2 / L5	9 H2 / L5	9 H2 / L5	9 H2 / L4	9 H2 / L4	9 H2 / L4
10 H2 / L6	10 H2 / L6	10 H2 / L3	10 H2 / L3	10 H2 / L3	10 H2 / L5	10 H2 / L5	10 H2 / L5
11 H2 / L2	11 H2 / L2	11 H2 / L6	11 H2 / L6	11 H2 / L6	11 H2 / L3	11 H2 / L3	11 H2 / L3
12 H2 / L7	12 H2 / L7	12 H2 / L2	12 H2 / L2	12 H2 / L2	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H3 / L4	13 H3 / L4	13 H2 / L7	13 H2 / L7	13 H2 / L7	13 H2 / L2	13 H2 / L2	13 H2 / L2
14 H3 / L5	14 H3 / L5	14 H3 / L4	14 H2 / L1	14 H2 / L1	14 H2 / L7	14 H2 / L7	14 H2 / L7
15 H3 / L3	15 H3 / L3	15 H3 / L5	15 H3 / L4	15 H3 / L4	15 H2 / L1	15 H2 / L1	15 H2 / L1
16 H3 / L6	16 H3 / L6	16 H3 / L3	16 H3 / L5	16 H3 / L5	16 H3 / L4	16 H2 / L8	16 H2 / L8
17 H3 / L2	17 H3 / L2	17 H3 / L6	17 H3 / L3	17 H3 / L3	17 H3 / L5	17 H3 / L4	17 H3 / L4
	18 H3 / L7	18 H3 / L2	18 H3 / L6	18 H3 / L6	18 H3 / L3	18 H3 / L5	18 H3 / L5
		19 H3 / L7	19 H3 / L2	19 H3 / L2	19 H3 / L6	19 H3 / L3	19 H3 / L3
			20 H3 / L7	20 H3 / L7	20 H3 / L2	20 H3 / L6	20 H3 / L6
				21 H3 / L1	21 H3 / L7	21 H3 / L2	21 H3 / L2
					22 H3 / L1	22 H3 / L7	22 H3 / L7
						23 H3 / L1	23 H3 / L1
							24 H3 / L8

NOTE: The number of entries is deemed to be the same whenever there is a withdrawal.

SYSTEM D: 25 – 32 PARTICIPANTS (4 HEATS, 2 SEMIFINALS)							
25	26	27	28	29	30	31	32
3H: 7,6,6,6	3H: 7,7,6,6	3H: 7,7,7,6	3H: 7,7,7,7	3H: 8,7,7,7	3H: 8,8,7,7	3H: 8,8,8,7	3H: 8,8,8,8
4 Heats. 1st from heats to final. 2nd, 3rd, 4th, and 5th to semi-finals.							
2 Semifinals. 1st & 2nd from semi-finals to final.							
1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4
2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6
5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2
6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7
7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1
8 H2 / L4	8 H2 / L4	8 H2 / L4	8 H2 / L4	8 H1 / L8	8 H1 / L8	8 H1 / L8	8 H1 / L8
9 H2 / L5	9 H2 / L5	9 H2 / L5	9 H2 / L5	9 H2 / L4	9 H2 / L4	9 H2 / L4	9 H2 / L4
10 H2 / L3	10 H2 / L3	10 H2 / L3	10 H2 / L3	10 H2 / L5	10 H2 / L5	10 H2 / L5	10 H2 / L5
11 H2 / L6	11 H2 / L6	11 H2 / L6	11 H2 / L6	11 H2 / L3	11 H2 / L3	11 H2 / L3	11 H2 / L3
12 H2 / L2	12 H2 / L2	12 H2 / L2	12 H2 / L2	12 H2 / L6	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H2 / L7	13 H2 / L7	13 H2 / L7	13 H2 / L7	13 H2 / L2	13 H2 / L2	13 H2 / L2	13 H2 / L2
14 H3 / L4	14 H2 / L1	14 H2 / L1	14 H2 / L1	14 H2 / L7	14 H2 / L7	14 H2 / L7	14 H2 / L7
15 H3 / L5	15 H3 / L4	15 H3 / L4	15 H3 / L4	15 H2 / L1	15 H2 / L1	15 H2 / L1	15 H2 / L1
16 H3 / L3	16 H3 / L5	16 H3 / L5	16 H3 / L5	16 H3 / L4	16 H2 / L8	16 H2 / L8	16 H2 / L8
17 H3 / L6	17 H3 / L3	17 H3 / L3	17 H3 / L3	17 H3 / L5	17 H3 / L4	17 H3 / L4	17 H3 / L4
18 H3 / L2	18 H3 / L6	18 H3 / L6	18 H3 / L6	18 H3 / L3	18 H3 / L5	18 H3 / L5	18 H3 / L5
19 H3 / L7	19 H3 / L2	19 H3 / L2	19 H3 / L2	19 H3 / L6	19 H3 / L3	19 H3 / L3	19 H3 / L3
20 H4 / L4	20 H3 / L7	20 H3 / L7	20 H3 / L7	20 H3 / L2	20 H3 / L6	20 H3 / L6	20 H3 / L6
21 H4 / L5	21 H4 / L4	21 H3 / L1	21 H3 / L1	21 H3 / L7	21 H3 / L2	21 H3 / L2	21 H3 / L2
22 H4 / L3	22 H4 / L5	22 H4 / L4	22 H4 / L4	22 H3 / L1	22 H3 / L7	22 H3 / L7	22 H3 / L7
23 H4 / L6	23 H4 / L3	23 H4 / L5	23 H4 / L5	23 H4 / L4	23 H3 / L1	23 H3 / L1	23 H3 / L1
24 H4 / L2	24 H4 / L6	24 H4 / L3	24 H4 / L3	24 H4 / L5	24 H4 / L4	24 H3 / L8	24 H3 / L8

25 H4 / L7	25 H4 / L2	25 H4 / L6	25 H4 / L6	25 H4 / L3	25 H4 / L5	25 H4 / L4	25 H4 / L4
	26 H4 / L7	26 H4 / L2	26 H4 / L2	26 H4 / L6	26 H4 / L3	26 H4 / L5	26 H4 / L5
		27 H4 / L7	27 H4 / L7	27 H4 / L2	27 H4 / L6	27 H4 / L3	27 H4 / L3
			28 H4 / L1	28 H4 / L7	28 H4 / L2	28 H4 / L6	28 H4 / L6
				29 H4 / L1	29 H4 / L7	29 H4 / L2	29 H4 / L2
					30 H4 / L1	30 H4 / L7	30 H4 / L7
						31 H4 / L1	31 H4 / L1
							32 H4 / L8

NOTE: The number of entries is deemed to be the same whenever there is a withdrawal.

SYSTEM E: 33 – 40 PARTICIPANTS (5 HEATS, 3 SEMIFINALS)							
33	34	35	36	37	38	39	40
3H: 7,7,7,6,6	3H: 7,7,7,7,6	3H: 7,7,7,7,7	3H: 8,7,7,7,7	3H: 8,8,7,7,7	3H: 8,8,8,7,7	3H: 8,8,8,8,7	3H: 8,8,8,8,8
5 Heats. 1st, 2nd, 3rd, 4th, and Next 4 BT to semi-finals.							
3 Semifinals. 1st & 2nd + Next 2 BT to final.							
1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4	1 H1 / L4
2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5	2 H1 / L5
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6	4 H1 / L6
5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2	5 H1 / L2
6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7	6 H1 / L7
7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1	7 H1 / L1
8 H2 / L4	8 H2 / L4	8 H2 / L4	8 H1 / L8	8 H1 / L8	8 H1 / L8	8 H1 / L8	8 H1 / L8
9 H2 / L5	9 H2 / L5	9 H2 / L5	9 H2 / L4	9 H2 / L4	9 H2 / L4	9 H2 / L4	9 H2 / L4
10 H2 / L3	10 H2 / L3	10 H2 / L3	10 H2 / L5	10 H2 / L5	10 H2 / L5	10 H2 / L5	10 H2 / L5
11 H2 / L6	11 H2 / L6	11 H2 / L6	11 H2 / L3	11 H2 / L3	11 H2 / L3	11 H2 / L3	11 H2 / L3
12 H2 / L2	12 H2 / L2	12 H2 / L2	12 H2 / L6	12 H2 / L6	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H2 / L7	13 H2 / L7	13 H2 / L7	13 H2 / L2	13 H2 / L2	13 H2 / L2	13 H2 / L2	13 H2 / L2
14 H2 / L1	14 H2 / L1	14 H2 / L1	14 H2 / L7	14 H2 / L7	14 H2 / L7	14 H2 / L7	14 H2 / L7
15 H3 / L4	15 H3 / L4	15 H3 / L4	15 H2 / L1	15 H2 / L1	15 H2 / L1	15 H2 / L1	15 H2 / L1
16 H3 / L5	16 H3 / L5	16 H3 / L5	16 H3 / L4	16 H2 / L8	16 H2 / L8	16 H2 / L8	16 H2 / L8
17 H3 / L3	17 H3 / L3	17 H3 / L3	17 H3 / L5	17 H3 / L4	17 H3 / L4	17 H3 / L4	17 H3 / L4
18 H3 / L6	18 H3 / L6	18 H3 / L6	18 H3 / L3	18 H3 / L5	18 H3 / L5	18 H3 / L5	18 H3 / L5
19 H3 / L2	19 H3 / L2	19 H3 / L2	19 H3 / L6	19 H3 / L3	19 H3 / L3	19 H3 / L3	19 H3 / L3
20 H3 / L7	20 H3 / L7	20 H3 / L7	20 H3 / L2	20 H3 / L6	20 H3 / L6	20 H3 / L6	20 H3 / L6
21 H3 / L1	21 H3 / L1	21 H3 / L1	21 H3 / L7	21 H3 / L2	21 H3 / L2	21 H3 / L2	21 H3 / L2
22 H4 / L4	22 H4 / L4	22 H4 / L4	22 H3 / L1	22 H3 / L7	22 H3 / L7	22 H3 / L7	22 H3 / L7
23 H4 / L5	23 H4 / L5	23 H4 / L5	23 H4 / L4	23 H3 / L1	23 H3 / L1	23 H3 / L1	23 H3 / L1
24 H4 / L3	24 H4 / L3	24 H4 / L3	24 H4 / L5	24 H4 / L4	24 H3 / L8	24 H3 / L8	24 H3 / L8

25 H4 / L6	25 H4 / L6	25 H4 / L6	25 H4 / L3	25 H4 / L5	25 H4 / L4	25 H4 / L4	25 H4 / L4
26 H4 / L2	26 H4 / L2	26 H4 / L2	26 H4 / L6	26 H4 / L3	26 H4 / L5	26 H4 / L5	26 H4 / L5
27 H4 / L7	27 H4 / L7	27 H4 / L7	27 H4 / L2	27 H4 / L6	27 H4 / L3	27 H4 / L3	27 H4 / L3
28 H5 / L4	28 H4 / L1	28 H4 / L1	28 H4 / L7	28 H4 / L2	28 H4 / L6	28 H4 / L6	28 H4 / L6
29 H5 / L5	29 H5 / L4	29 H5 / L4	29 H4 / L1	29 H4 / L7	29 H4 / L2	29 H4 / L2	29 H4 / L2
30 H5 / L3	30 H5 / L5	30 H5 / L5	30 H5 / L4	30 H4 / L1	30 H4 / L7	30 H4 / L7	30 H4 / L7
31 H5 / L6	31 H5 / L3	31 H5 / L3	31 H5 / L5	31 H5 / L4	31 H4 / L1	31 H4 / L1	31 H4 / L1
32 H5 / L2	32 H5 / L6	32 H5 / L6	32 H5 / L3	32 H5 / L5	32 H5 / L4	32 H4 / L8	32 H4 / L8
33 H5 / L7	33 H5 / L2	33 H5 / L2	33 H5 / L6	33 H5 / L3	33 H5 / L5	33 H5 / L4	33 H5 / L4
	34 H5 / L7	34 H5 / L7	34 H5 / L2	34 H5 / L6	34 H5 / L3	34 H5 / L5	34 H5 / L5
		35 H5 / L1	35 H5 / L7	35 H5 / L2	35 H5 / L6	35 H5 / L3	35 H5 / L3
			36 H5 / L1	36 H5 / L7	36 H5 / L2	36 H5 / L6	36 H5 / L6
				37 H5 / L1	37 H5 / L7	37 H5 / L2	37 H5 / L2
					38 H5 / L1	38 H5 / L7	38 H5 / L7
						39 H5 / L1	39 H5 / L1
							40 H5 / L8

NOTE: The number of entries is deemed to be the same whenever there is a withdrawal.

CLARIFICATION, PROTEST AND APPEAL OVERVIEW

	Clarification (Formal & Informal)	Competing Under Protest (Some Sports Only)	Protest	Appeal
Handled by:	NSGOC Rep and/or Competition Officials	NSGOC Rep and/or Competition Officials	NSGOC	BOA (Council and Zone Vice-Chairpersons)
Who must be Informed:	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)
How to Inform:	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
Fees if Overruled:	Nil	Nil	\$150	\$300
Approval Required From:	Nil	Nil	Principal	Principal

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"> • Accuracy of participants' particulars in the registration and that participants are not placed in the wrong division. • All participants are adequately prepared for safe participation in the NSG in accordance with the Baseline Safety Acknowledgement Form.
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"> • Checking that participants are well enough to compete, • Reminding students to remain hydrated. • Having a first aid kit available. • For long duration competitions where students will need to consume a meal, the SAR should ensure that students have sufficient time for their meal.
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 ¹	l) Wushu

¹ 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.

<School Letter Head>

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

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

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.

Name & Signature of SAR

Date

Name & Signature of Principal

School Stamp

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.