



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

(Updated as of 6 March 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 SPSSC'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 Primary Schools Sports Council (SPSSC).
- 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 in adherence 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 NSGOC 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 as stated below:

Division	Date of Birth
Senior 2	<u>Senior 2</u> 1 Jan 2012 2 Jan 2011 - 31 Dec 2011 1 Jan 2011*
Senior 1	<u>Senior 1</u> 1 Jan 2013 2 Jan 2012 - 31 Dec 2012 1 Jan 2012*
Junior 2	<u>Junior 2</u> 1 Jan 2014 2 Jan 2013 - 31 Dec 2013 1 Jan 2013*
Junior 1	<u>Junior 1</u> 1 Jan 2016 1 Jan 2015 - 31 Dec 2015 2 Jan 2014 - 31 Dec 2014 1 Jan 2014*
Age Dispensation for Junior 1	1 Jan 2018 1 Jan 2017 - 31 Dec 2017 2 Jan 2016 - 31 Dec 2016

2.2 Age Dispensation

2.2.1 Age Dispensation refers to the approval given to 7-year-old and 8-year-old students to participate in the Junior Division (refer to table above)

2.2.2 Application has to be put forth by parents / guardians, endorsed by school Principals and submitted to respective NSGOCs for follow-up (Refer to [Annex D](#)).

3. ENTRIES

3.1 Senior & Junior 2 Division

3.1.1. Each school is eligible to enter a maximum of four entries per individual event. These entries must meet the stipulated qualifying times.

3.1.2 Each competitor must swim at least two different strokes from the individual event category except for 200m Individual Medley which would be considered as having demonstrated swimming at least two different strokes.

3.1.3 Each competitor is allowed to swim up to two individual events (championship events), up to two individual events (non-championship events) and any number of relay events in his/her division

3.1.4 For relay events, each school may enter only one team per event. All swimmers entered in that division are eligible to swim in the relay events. The relay team must swim according to the order listed in the submission form. The relay form must be submitted at least one hour before the start of the respective session i.e. 0800hrs or 1300hrs

**3.2 Senior 1 & 2, Junior 2 EVENTS & QUALIFYING ENTRY TIMES
(Valid from 2023 - 2025)**

No.	BOYS			Individual Events (Championship Events)	GIRLS				
	Senior 2	Senior 1	Junior 2		Senior 2	Senior 1	Junior 2		
1	00:42.31	00:42.31	00:45.77	50m Freestyle	00:45.04	00:45.04	00:46.31		
2	00:53.93	00:53.93	00:58.86	50m Breaststroke	00:56.43	00:56.43	00:59.13		
3	N.A.	00:50.48	00:54.34	50m Backstroke	N.A.	00:53.71	00:56.30		
4		00:49.12	00:50.20	50m Butterfly		00:49.27	00:52.47		
5		01:33.57	01:40.40	100m Freestyle		01:37.86	01:43.19		
6		01:56.73	02:07.73	100m Breaststroke		02:03.49	02:08.38		
7		01:52.52	01:57.73	100m Backstroke		01:57.38	01:58.49		
8		01:49.08	02:00.49	100m Butterfly		01:53.26	02:02.85		
9		03:15.33	N.A.	200m Freestyle		03:28.64	N.A.		
10		03:54.83	03:58.42	200m Individual Medley		04:20.46	04:04.01		
		Senior 2	Senior 1	Junior 2		Individual Events – Multi-Stroke (Non-Championship Events)	Senior 2	Senior 1	Junior 2
11		N.A.	02:00.00	02:01.00		100m - 50m Fly and 50m Backstroke	N.A.	02:05.00	02:07.00
12	01:50.00		02:14.00	100m - 50m Fly and 50m Breaststroke	02:08.00	02:14.00			
13	01:33.00		01:48.00	100m - 50m Fly and 50m Freestyle	01:47.00	01:50.00			
14	02:08.00		02:09.00	100m - 50m Back and 50m Breaststroke	02:10.00	02:12.00			
15	01:53.00		01:57.00	100m - 50m Back and 50m Freestyle	01:51.00	01:54.00			
16	01:44.00		01:56.00	100m - 50m Breast and 50m Freestyle	01:57.00	01:59.00			
	Senior 2	Senior 1	Junior 2	Relay Events (Championship Event)	Senior 2	Senior 1	Junior 2		
17	N.A.	03:50.42	03:57.52	4x50m Freestyle Relay	N.A.	03:50.42	03:34.25		
18		03:33.56	03:43.60	4x50m Medley Relay		03:33.56	03:54.27		

Individual Multi-Stroke Non-Championship Events (Senior & Junior 2 Division):

- 3.2.1 Events 11-16 will be swum as non-championship events.
- 3.2.2 No points will be awarded. However, medals will be given out in accordance to para 7.
- 3.2.3 The events will follow individual medley turn rules and are timed finals

3.3 **Junior 1 Division**

- 3.3.1 Each school is eligible to enter a maximum of four entries per individual event. These entries must meet the stipulated qualifying times.
- 3.3.2 A participant must demonstrate the ability to swim two different strokes under the category of individual events. A participant is allowed to participate in a maximum of two individual events (single stroke or multi-stroke events).
- 3.3.3 Each entry must meet the stipulated qualifying times. An entry time must be entered for each event.
- 3.3.4 For relay events, each school may enter only one team per event. All swimmers entered in that division are eligible to swim in the relay events. The relay team must swim according to the order listed in the submission form. The relay form must be submitted at least one hour before the start of the respective session i.e. 0800hrs or 1300hrs

3.4 **JUNIOR 1 EVENTS & QUALIFYING TIMES (Valid from 2023 – 2025)**

Junior 1 Division Qualifying Entry Times (QET)			
No.	INDIVIDUAL EVENTS	Boys	Girls
Individual Events - Single Stroke			
1	25m Freestyle	00:23.37	00:25.48
2	25m Breaststroke	00:31.44	00:33.61
3	25m Backstroke	00:30.01	00:31.28
4	25m Butterfly	00:25.12	00:28.87
5	50m Freestyle	00:53.51	00:55.86
6	50m Breaststroke	01:05.25	01:11.55
7	50m Backstroke	01:03.02	01:03.93
8	50m Butterfly	00:54.32	01:00.06
Individual Events - Multi-stroke			
9	100m Individual Medley	02:12.66	02:18.98
10	50m - 25m Butterfly and 25m Backstroke	01:07.97	01:14.22
11	50m - 25m Butterfly and 25m Breaststroke	01:19.86	01:15.20
12	50m - 25m Butterfly and 25m Freestyle	01:04.03	00:55.71
13	50m - 25m Backstroke and 25m Breaststroke	01:18.63	01:38.38
14	50m - 25m Backstroke and 25m Freestyle	01:05.27	01:07.68
15	50m - 25m Breaststroke and 25m Freestyle	01:01.67	01:07.53
RELAY EVENTS (TEAM)		Boys	Girls
16	4 x 25m Freestyle Relay	01:42.03	01:46.44
17	4 x 25m Medley Relay	01:56.33	02:01.36

- 3.4.1 All events will be swum as timed finals. Competitors will be placed according to graduated time order, from slowest to fastest
- 3.4.2 Events 9 -15 will follow individual medley turn rules.

- 3.5 Entries submitted by a school may be based on times achieved in the current year at any of the following:
 - 3.5.1 Singapore Aquatics organised Meets i.e. Singapore Swimming Proficiency Award (SSPA), Singapore Swim Series, Singapore National Age Group
 - 3.5.2 Schools' Meets
 - 3.5.3 Singapore Aquatics Affiliated Club Meets

- 3.6 Entries with no Qualifying Entry Time (QET) or times slower than QET will be rejected

- 3.7 Appeals for late/ erroneous entries¹ submitted by schools will be accepted on a case-by-case basis with consensus from the Organising Committee. (Refer to **Annex D**). Schools must write in through the Principal, to inform the Convenors of any appeal before the start list is published.

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 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.
 - 4.1.7 The fielding of unregistered players will result in a forfeiture of the matches / events concerned (**Refer to [Para. 10](#)**).

¹ The rule applies to late/ erroneous in entries and registration of participants.

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 27 Mar 2024. 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 requests for amendments or late registration after the closing date must be sent via email through the Principal to the Lead Convenor.

4.2.2.1 Event-based Sports: 1 working day before issue of start lists²

SECTION B – COMPETITION RULES & REGULATIONS

5. COMPETITION FORMAT & ORDER OF EVENTS (Refer to [Annex E](#))

5.1 For individual swimming events, there must be a minimum of three (3) registered individuals from two (2) different schools before a race can be organised.

5.2 For relays, there must be a minimum of three (3) registered teams from three (3) different schools before a race can be organised

5.3 Any event with fewer than three entries will not be swum and the participants will be informed of the cancellation.

5.4 All events will be swum as timed finals. Competitors will be placed according to graduated time order, from slowest to fastest. There will be NO Re-Swims

5.5 The order of events can be found in Annex E

6. AWARD OF LEAGUE POINTS (CHAMPIONSHIP POINTS – Senior 1 Div only)

6.1 Points will be awarded to individual / team events as follows:

Position	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Points	10	9	8	7	6	5	4	3	2	1

6.2 Should there be a tie in points accumulated amongst any teams finishing in the overall top 4 position, a medal count will be taken to decide the position. This will begin with a medal count for the tied teams concerned, starting with the team with the most number of Gold medals, followed by Silver medals, and Bronze medals. The team with a better medal tally will finish in the higher

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

position. This will be carried out for the top four positions for each division to ensure that there is no tie position for any of the top four positions. If there are still no winners after taking the number of bronze medals into consideration, a winner will be decided by counting the number of records broken.

7. AWARDS & PRIZES

7.1 Divisional Awards

7.1.1 There should be only one (1) Divisional Title³ per division / per sex for each sport⁴.

7.1.2 Divisional Championship trophies will be presented to the top four champion schools for Senior 1 division on the final day

7.2 The number of prizes to be awarded for individual events and relays are as follow:

No. of Participants / Teams	Positions Awarded
3 - 4	2
5 - 6	3
7 - 8	4
9 - 10	5
11 -12	6
13 - 14	7
15 or more	8

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

⁴ Three (3) disciplines for Gymnastics are considered as three (3) individual sports.

7.3 Achievement Pins (for Junior Division)

7.3.1 Achievement pins will be given out based on the following criteria:

Junior 1 Division - Boys				
No.	INDIVIDUAL EVENTS	Gold	Silver	Bronze
1	25m Freestyle	00:15.00 & below	00:15.01 to 00:16.00	00:16.01 to 00:17.00
2	25m Breaststroke	00:19.00 & below	00:19.01 to 00:21.00	00:21.01 to 00:23.00
3	25m Backstroke	00:18.00 & below	00:18.01 to 00:19.00	00:19.01 to 00:21.00
4	25m Butterfly	00:16.00 & below	00:16.01 to 00:17.00	00:17.01 to 00:18.00
5	50m Freestyle	00:34.00 & below	00:34.01 to 00:36.00	00:36.01 to 00:38.00
6	50m Breaststroke	00:40.00 & below	00:40.01 to 00:44.00	00:44.01 to 00:49.00
7	50m Backstroke	00:38.00 & below	00:38.01 to 00:42.00	00:42.01 to 00:45.00
8	50m Butterfly	00:33.00 & below	00:33.01 to 00:36.00	00:36.01 to 00:41.00
9	100m Individual Medley	01:18.00 & below	01:18.01 to 01:27.00	01:27.01 to 01:32.00
10	50m - 25m Butterfly and 25m Backstroke	00:35.00 & below	00:35.01 to 00:40.00	00:40.01 to 00:44.00
11	50m - 25m Butterfly and 25m Breaststroke	00:39.00 & below	00:39.01 to 00:41.00	00:41.01 to 00:43.00
12	50m - 25m Butterfly and 25m Freestyle	00:34.00 & below	00:34.01 to 00:36.00	00:36.01 to 00:40.00
13	50m – 25m Backstroke and 25m Breaststroke	00:39.00 & below	00:39.01 to 00:42.00	00:42.01 to 00:47.00
14	50m - 25m Backstroke and 25m Freestyle	00:37.00 & below	00:37.01 to 00:40.00	00:40.01 to 00:44.00
15	50m - 25m Breaststroke and 25m Freestyle	00:38.00 & below	00:38.01 to 00:43.00	00:43.01 to 00:47.00

Junior 1 Division - Girls				
No.	INDIVIDUAL EVENTS	Gold	Silver	Bronze
1	25m Freestyle	00:16.00 & below	00:16.01 to 00:17.00	00:17.01 to 00:18.00
2	25m Breaststroke	00:20.00 & below	00:20.01 to 00:23.00	00:23.01 to 00:25.00
3	25m Backstroke	00:18.00 & below	00:18.01 to 00:20.00	00:20.01 to 00:22.00
4	25m Butterfly	00:16.00 & below	00:16.01 to 00:17.00	00:17.01 to 00:20.00
5	50m Freestyle	00:36.00 & below	00:36.01 to 00:39.00	00:39.01 to 00:42.00
6	50m Breaststroke	00:45.00 & below	00:45.01 to 00:49.00	00:49.01 to 00:53.00
7	50m Backstroke	00:40.00 & below	00:40.01 to 00:43.00	00:43.01 to 00:46.00
8	50m Butterfly	00:36.00 & below	00:36.01 to 00:38.00	00:38.01 to 00:41.00
9	100m Individual Medley	01:18.00 & below	01:18.01 to 01:28.00	01:28.01 to 01:40.00
10	50m - 25m Butterfly and 25m Backstroke	00:37.00 & below	00:37.01 to 00:38.00	00:38.01 to 00:39.00
11	50m - 25m Butterfly and 25m Breaststroke	00:42.00 & below	00:42.01 to 00:44.00	00:44.01 to 00:46.00
12	50m - 25m Butterfly and 25m Freestyle	00:35.00 & below	00:35.01 to 00:38.00	00:38.00 to 00:43.00
13	50m – 25m Backstroke and 25m Breaststroke	00:42.00 & below	00:42.01 to 00:44.00	00:44.01 to 00:52.00
14	50m - 25m Backstroke and 25m Freestyle	00:40.00 & below	00:40.01 to 00:42.00	00:42.01 to 00:47.00
15	50m - 25m Breaststroke and 25m Freestyle	00:38.00 & below	00:38.01 to 00:44.00	00:44.01 to 00:48.00

8. REPORTING AND GRACE PERIOD

- 8.1 All competitors are to report to the registration counter as stipulated in the Start-List. Latecomers will not be permitted to swim the event when the competitors for the event have been dispatched to the starting point.
- 8.2 No grace period will be given.

9. POSTPONEMENT AND ABANDONMENT

- 9.1 Any postponement or abandonment⁵ of a match / event shall be determined by the NSGOC only.

10. WITHDRAWAL AND FORFEITURE

- 10.1 Any withdrawal⁶ or forfeiture⁷ can be considered contrary to the spirit of the NSG.
- 10.2 For each withdrawal, a written explanation duly endorsed by the Principal shall be submitted to the Lead Convenor and copied to the Game Advisor and Lead Organising Secretary at least one (1) working day before the event.
- 10.3 In the event where the competitor has a Medical Certificate, submission of proof to the Lead Organising Secretary is required. Endorsement by the Principal is not required.
- 10.4 Any competitor who withdraws without a written explanation by Principal, Medical Certificate or valid reason such as compassionate leave will not be allowed to participate in subsequent events including relay events.

11. WALKOUT⁸

- 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 (Refer to [Annex F](#))

12.1 Clarification

- 12.1.1 Team Managers (TMs) are allowed to seek clarification with the Meet Director / NSGOC during intervals or appropriate times.
- 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.

⁵ Abandonment refers to any match / event that has started but cannot reach a natural conclusion and may be postponed or cancelled.

⁶ Withdrawal refers to discontinuing participation in the competition.

⁷ Forfeiture refers to inability to start or complete a match / event.

⁸ Wilful refusal to compete against the NSGOC's advice.

12.2 Protest

- 12.2.1 TM may submit an official protest to the NSGOC using the protest form found at the registration table.
- 12.2.2 Protests are possible:
- a) If the rules and regulations for the conduct of the competition are not observed,
 - b) If other conditions endanger the competition and/or competitors, or
 - c) Against decisions of the referee,
 - d) However, no protest shall be allowed against decisions of fact.
- 12.2.3 All protests shall be referred to the NSGOC. The team manager must seek approval from his/her principal before putting up a protest. All protests shall be referred verbally to the NSGOC by the Teacher-in-charge immediately after the race. The team manager must provide swimmer's details including event number, heat number, lane assigned, swimmer's name and school.
- 12.2.4 The protest(s) form must reach the NSGOC within 30 minutes following the conclusion of the respective event. However, if conditions that might give rise to a potential protest exist before the event, the protest must be lodged before the start signal is given
- 12.2.5 A protest panel chaired by a Convenor will be formed within the NSGOC to deliberate on protests that have met all conditions in 12.2.2. Where there may be potential conflict of interest, the schools involved will not sit in the panel.
- 12.2.6 The decision of the protest panel will be made known in writing to the schools concerned.
- 12.2.7 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 (Refer to [Annex F](#))

- 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) 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. 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 Primary Schools Sports Council (SPSSC)
 - c) Singapore Aquatics

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 their school (**Refer to [Annex G](#)**).
- 15.2 Participants / teams must be accompanied by a TM who shall remain with the participant throughout the duration that the swimmer is in competition. 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 staff⁹ or School Adult Representative (SAR) (**Refer to [Annex H](#)**) 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 I](#)**).

16. COACHES

- 16.1 Coaches are expected to conduct themselves with decorum in alignment to the Code of Conduct (**Refer to [Annex I](#)**) 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.
- 16.3 Schools must register their swimmers' coaches on NIS if their swimmer requires his/her coach to assist with warm-ups
- 16.4 Only coaches with current NROC (Swimming) certification will be issued a coaches pass

⁹ For TMs, MOE employed staff such as Education Officer, Contract Adjunct, Flexi Adjunct, EAS (AM, OM and CSO) and AED can be deployed.

17. COMPETITION OFFICIALS

17.1 Officials will be appointed by the NSGOC in consultation with Singapore Aquatics.

17.2 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 in accordance to World Aquatics by-laws on Swimwear.

21. ACCREDITATION PASSES

21.1 Teacher accreditation passes will be assigned based on size of swim team:

No. of swimmers in individual events	No. of accreditation passes
1 - 5	1
6 -19	2
20 - 39	3
40+	4

21.2 Accreditation passes are non-transferable. Any misuse of the pass will result in confiscation.

22 WARM-UP GUIDELINES

22.1 The warm-up pool will be available according to the schedule.

22.2 There shall be no diving in the circle swimming lanes, the turn practice lanes and the 50m pace lane (opposite side). Entry to these lanes is via feet first entry from the sitting position at all times.

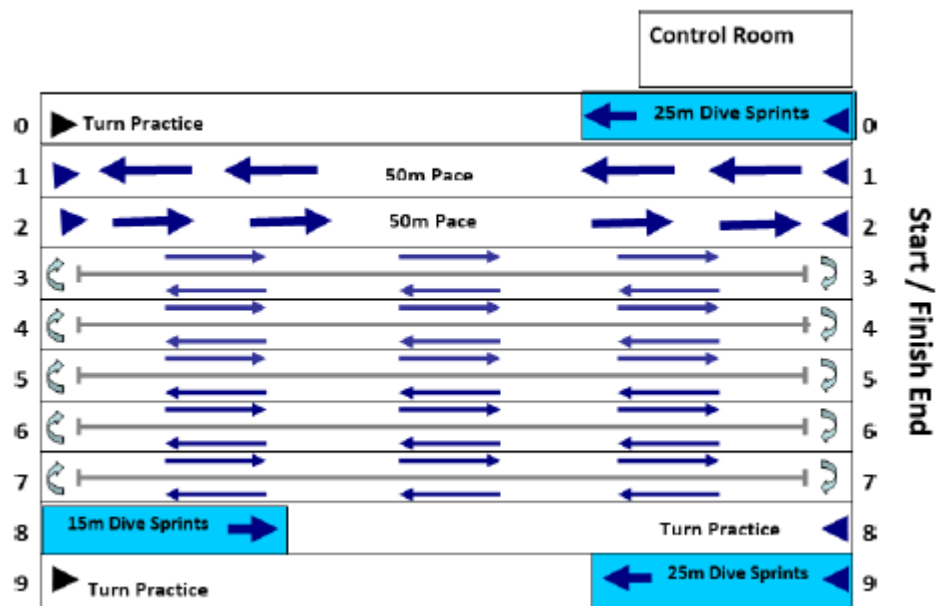
22.3 The use of swim paddles is prohibited during warm-up

22.4 The dive sprint lanes are one-way only. Swimmers should clear the lanes immediately and walk back. Swimmers are advised to exercise caution when doing backstroke starts.

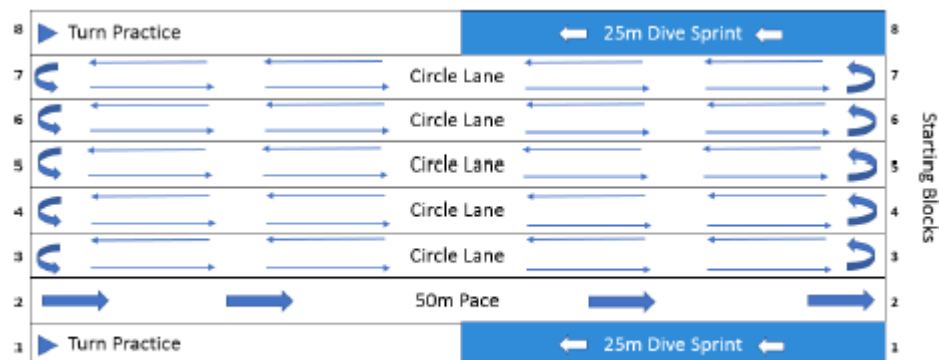
22.5 Coaches will be allowed on the warm up pool deck during the warm-up sessions

22.6 During competition, the competition pool deck is strictly out of bounds to all except for Technical Officials on duty, NSGOC, appointed crew members, appointed media personnel.

22.7 **Competition Pool warm-up Guideline**

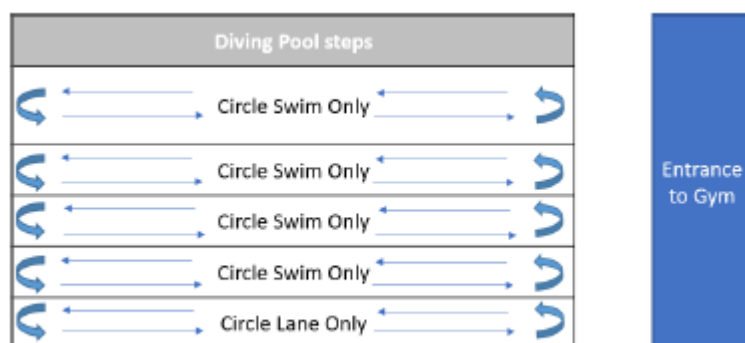


22.8 **Training Pool Guideline**



22.9 **Diving Pool Guideline**

22.9.1 Circle swimming allowed only



SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR

23. MATTERS NOT PROVIDED FOR

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

24. AMENDMENTS

24.1 The SPSSC shall have the right to delete, add or amend the rules and regulations laid down herein.

25. LIST OF ANNEXES

A	SPSSC Mission, Aspirations and Motto
B	NSGOC Terms of Reference
B1	PDPA Notification
C	Age Group
D	Age Dispensation
E	Order of Events
F	Clarification, Protest and Appeal Overview
G	Role of Team Managers
H	School Adult Representative (SAR)
H1	SAR Letter of Appointment
I	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 student-athletes to support character development through the pursuit of sporting excellence”

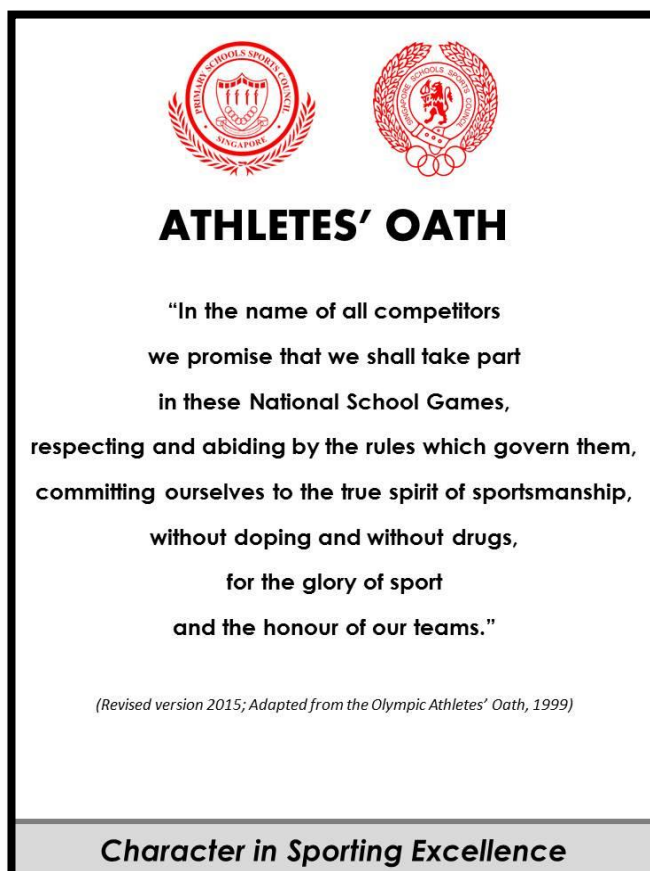
Motto

“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 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.



COACHES' OATH

*In the name of all the coaches,
we promise to respect all athletes,
officials and coaches in these
National School Games.*

*We shall act in the best interest of the
athletes and schools,
without doping and without drugs.*

*We commit ourselves to ensure that the
spirit of sportsmanship and fair play is
fully adhered to and upheld always."*

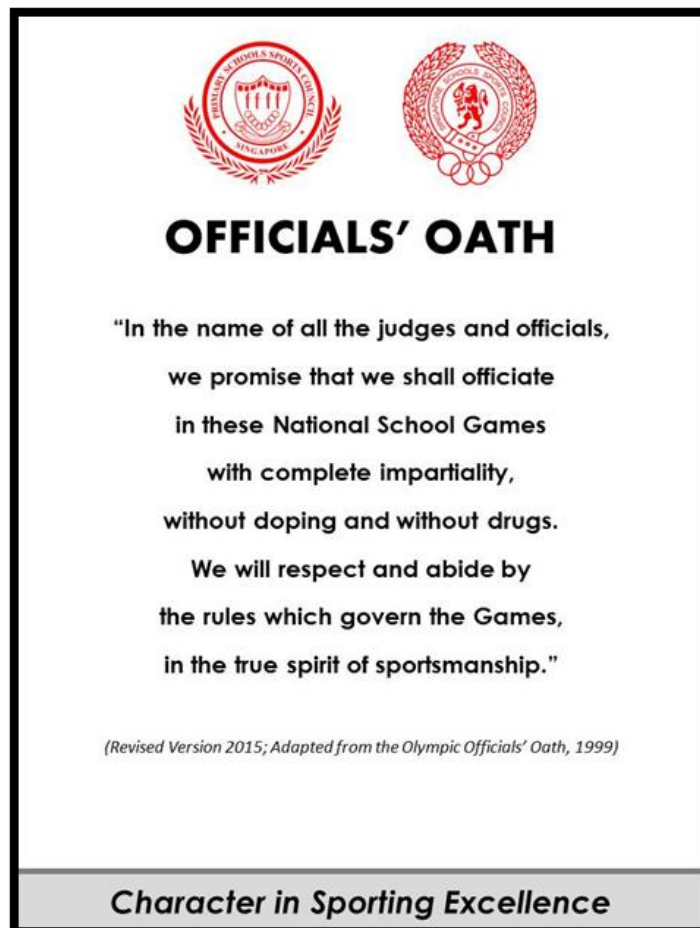
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

Character in Sporting Excellence

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.



SPECTATORS' CREED

Be a Respectful Supporter

- Applaud excellence and fair play
- Appreciate the efforts of all athletes, teachers, coaches, officials and organisers

Be a Caring Motivator

- Cheer to encourage and motivate
- Care for athletes' well-being

Be a Responsible Spectator

- Keep the venue safe and comfortable for all
- Keep the venue clean

Character in Sporting Excellence

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:
 - o Age grouping / division
 - o Format of competition
 - o Permitted equipment
 - o Field of play
 - o Duration of play; intervals
 - o Number of participants
 - o 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 authorized 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.

AGE GROUP FOR NSG

** For students in this group, please refer to General Rules and Regulations (subject to [para 2.2](#))*

No	Sport	Senior Division	Junior Division	Age Dispensation	Remark
1	Swimming	<u>Senior 1</u> 1 Jan 2013 2 Jan 2012 - 31 Dec 2012 1 Jan 2012* <u>Senior 2</u> 1 Jan 2012 2 Jan 2011 - 31 Dec 2011 1 Jan 2011*	<u>Junior 1</u> 1 Jan 2016 1 Jan 2015 - 31 Dec 2015 2 Jan 2014 - 31 Dec 2014 1 Jan 2014* <u>Junior 2</u> 1 Jan 2014 2 Jan 2013 - 31 Dec 2013 1 Jan 2013*	1 Jan 2018 1 Jan 2017 - 31 Dec 2017 2 Jan 2016 - 31 Dec 2016 Applicable for Junior 1 Div only	

APPLICATION FOR AGE DISPENSATION

1. Age Dispensation refers to the approval given to 7 and 8-year-old students to participate in the Junior Division competitions organised by the Singapore Primary Schools Sports Council (SPSSC). It is only allowed for the following sports:
 - a) Badminton
 - b) Bowling
 - c) Golf
 - d) Gymnastics¹
 - e) Rope Skipping
 - f) Sailing
 - g) Swimming (Junior 1 only)
 - h) Table Tennis
 - i) Taekwondo (Poomsae)
 - j) Tennis
 - k) Track and Field (Junior 1 only)
 - l) Wushu
2. Age dispensation is only granted for that year of application in a specific-sport where the student can only compete in the applicable division as stated in the sport-specific rules and regulations.
3. The Age Dispensation Application Form is to be submitted by parents / guardians to the school Principal for endorsement. The endorsed application form must be submitted together with the school's registration through the NSG Integrated System (NIS) Registration Module on or before the stipulated closing date.

¹Boys Junior Under 9, Boys Junior Novice and Boys Junior Optional; Girls Junior I and Girls Junior III (Not applicable for Girls Junior II)

Age Dispensation Application Form

PART 1: TO BE COMPLETED BY PARENT / GUARDIAN

**Please indicate (X) accordingly.*

1. Sport Information								
(a) Select the Sport: (<u>only 1</u>)								
<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Gymnastics	
<input type="checkbox"/>	Rope Skipping	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Table Tennis	
<input type="checkbox"/>	Taekwondo (Poomsae)	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Track and Field	<input type="checkbox"/>	Wushu	
(b) Year of Application (YYYY): _____								
2. Student's Information								
Name:		Sex*:	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female		
NRIC:		Date of Birth (DD/MM/YYYY):	_____ / _____ / _____					
School:								
3. Parent's/ Guardian's Information								
Name:								
Contact No.		Relation*:	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Guardian
Email:								

Terms and Conditions of Application
<ol style="list-style-type: none"> 1. Parents / guardians have assessed that the child / ward is physically and mentally ready and deemed him / her to be suitable and ready to compete in the above-stated sport. 2. Parents / guardians are to keep the school informed of any changes to personal information. The school is to follow-up with NSGOC of the change promptly. 3. Child / Ward is only allowed to compete in the applicable sport and division as stated in the sport-specific rules and regulations for the year of application. 4. This application is subject to the school's endorsement.

By signing below, I acknowledge that I have read, understood, and will adhere to the terms and conditions as stated above.

Name of Parent/ Guardian:		Signature:	
		Date:	

FOR OFFICIAL USE ONLY

PART 2: TO BE COMPLETED BY SCHOOL

1. School's Information	
School:	
Name of Principal:	
Email of Principal:	<i>(CES email)</i>
Name of Team Manager/ School Coordinator (NSG):	
Email of Team Manager/ School Coordinator (NSG):	<i>(CES email)</i>
2. Rationale for Support by School²	

Name of Principal:		Signature:	
		Date:	

² Application not supported / endorsed by school is not required to be submitted to NSGOC. School to ensure that student-athlete and parents / guardians are informed of the decision.

Senior & Junior 2 Div (Long Course)

(16/04/24) – Session 1 (0900hrs)		(16/04/24) – Session 2 (1400hrs)	
101	Senior 1 Girls 200 Freestyle	201	Junior 2 Girls 50 Butterfly
102	Senior 1 Boys 200 Freestyle	202	Junior 2 Boys 50 Butterfly
103	Junior 2 Girls 100 Butterfly	203	Senior 1 Girls 50 Butterfly
104	Junior 2 Boys 100 Butterfly	204	Senior 1 Boys 50 Butterfly
105	Senior 1 Girls 100 Butterfly	205	Junior 2 Girls 50 Backstroke
106	Senior 1 Boys 100 Butterfly	206	Junior 2 Boys 50 Backstroke
107	Junior 2 Girls 100 Backstroke	207	Senior 1 Girls 50 Backstroke
108	Junior 2 Boys 100 Backstroke	208	Senior 1 Boys 50 Backstroke
109	Senior 1 Girls 100 Backstroke	209	Junior 2 Girls 50 Breaststroke
110	Senior 1 Boys 100 Backstroke	210	Junior 2 Boys 50 Breaststroke
111	Junior 2 Girls 100 Breaststroke	211	Senior 1 Girls 50 Breaststroke
112	Junior 2 Boys 100 Breaststroke	212	Senior 1 Boys 50 Breaststroke
113	Senior 1 Girls 100 Breaststroke	213	Junior 2 Girls 50 Freestyle
114	Senior 1 Boys 100 Breaststroke	214	Junior 2 Boys 50 Freestyle
115	Junior 2 Girls 100 Freestyle	215	Senior 1 Girls 50 Freestyle
116	Junior 2 Boys 100 Freestyle	216	Senior 1 Boys 50 Freestyle
117	Senior 1 Girls 100 Freestyle		
118	Senior 1 Boys 100 Freestyle		
119	Junior 2 Girls 200 IM		
120	Junior 2 Boys 200 IM		
121	Senior 1 Girls 200 IM		
122	Senior 1 Boys 200 IM		

(17/04/24) – Session 3 (0900hrs)		(17/04/24) – Session 4 (1400hrs)	
301	Junior 2 Girls 100m : 50 Breast + 50 Free	401	Junior 2 Girls 100m : 50 Back + 50 Breast
302	Junior 2 Boys 100m : 50 Breast + 50 Free	402	Junior 2 Boys 100m : 50 Back + 50 Breast
303	Senior 1 Girls 100m : 50 Breast + 50 Free	403	Senior 1 Girls 100m : 50 Back + 50 Breast
304	Senior 1 Boys 100m : 50 Breast + 50 Free	404	Senior 1 Boys 100m : 50 Back + 50 Breast
305	Junior 2 Girls 100m : 50 Fly + 50 Breast	405	Junior 2 Girls 100m : 50 Back + 50 Free
306	Junior 2 Boys 100m : 50 Fly + 50 Breast	406	Junior 2 Boys 100m : 50 Back + 50 Free
307	Senior 1 Girls 100m : 50 Fly + 50 Breast	407	Senior 1 Girls 100m : 50 Back + 50 Free
308	Senior 1 Boys 100m : 50 Fly + 50 Breast	408	Senior 1 Boys 100m : 50 Back + 50 Free
309	Junior 2 Girls 100m : 50 Fly + 50 Free	409	Junior 2 Girls 100m : 50 Fly + 50 Back
310	Junior 2 Boys 100m : 50 Fly + 50 Free	410	Junior 2 Boys 100m : 50 Fly + 50 Back
311	Senior 1 Girls 100m : 50 Fly + 50 Free	411	Senior 1 Girls 100m : 50 Fly + 50 Back
312	Senior 1 Boys 100m : 50 Fly + 50 Free	412	Senior 1 Boys 100m : 50 Fly + 50 Back
313	Junior 2 Girls 4x50m Medley Relay	413	Junior 2 Girls 4x50m Freestyle Relay
314	Junior 2 Boys 4x50m Medley Relay	414	Junior 2 Boys 4x50m Freestyle Relay
315	Senior 1 Girls 4x50m Medley Relay	415	Senior 1 Girls 4x50m Freestyle Relay
316	Senior 1 Boys 4x50m Medley Relay	416	Senior 1 Boys 4x50m Freestyle Relay

Junior 1 Div (Short Course)

(18/04/24) – Session 1 (0900hrs)		(18/04/24) – Session 2 (1400hrs)	
101	Girls 50 Butterfly	201	Girls 25 Butterfly
102	Boys 50 Butterfly	202	Boys 25 Butterfly
103	Girls 50 Backstroke	203	Girls 25 Backstroke
104	Boys 50 Backstroke	204	Boys 25 Backstroke
105	Girls 50 Breaststroke	205	Girls 25 Breaststroke
106	Boys 50 Breaststroke	206	Boys 25 Breaststroke
107	Girls 50 Freestyle	207	Girls 25 Freestyle
108	Boys 50 Freestyle	208	Boys 25 Freestyle
		209	Girls 100 IM
		210	Boys 100 IM
(19/04/24) – Session 3 (0900hrs)		(19/04/24) – Session 4 (1400hrs)	
301	Girls 50m : 25 Fly + 25 Free	999	Special Event 25m Freestyle
302	Boys 50m : 25 Fly + 25 Free	401	Girls 50m : 25 Fly + 25 Breast
303	Girls 50m : 25 Back + 25 Breast	402	Boys 50m : 25 Fly + 25 Breast
304	Boys 50m : 25 Back + 25 Breast	403	Girls 50m : 25 Back + 25 Free
305	Girls 50m : 25 Fly + 25 Back	404	Boys 50m : 25 Back + 25 Free
306	Boys 50m : 25 Fly + 25 Back	405	Girls 50m : 25 Breast + 25 Free
307	Girls 4x25m Medley Relay	406	Boys 50m : 25 Breast + 25 Free
308	Boys 4x25m Medley Relay	407	Girls 4x25m Freestyle Relay
		408	Boys 4x25m Freestyle Relay

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) Badminton (Junior Div)	g) Swimming
b) Bowling	h) Table Tennis (Junior Div)
c) Golf	i) Taekwondo
d) Gymnastics ¹	j) Tennis (Senior and Junior Div)
e) Rope Skipping	k) Track & Field
f) Sailing	l) Wushu

¹ For Artistic Gymnastic, 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:
 - SPSSC 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 ([Annex H1](#)) 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 SPSSC 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 G](#)** 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 Primary Schools Sports Council (SPSSC) 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 SPSSC 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.