



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

*(Updated as of 8 Mar 2024)*

Note: Amendment to Rule 4.2

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

<b>Section/ Paragraph</b>	<b>Content</b>
	Preamble
<b>Section A</b>	<b>Administrative Rules and Regulations</b>
1	Organisation Structure and Governing Bodies
2	Age Groups / Divisions / NSG Sports Categories
3	Entries
4	Registration of Participants
<b>Section B</b>	<b>Competition Rules and Regulations</b>
5	Competition Format
6	Award of League Points
7	Awards
8	Reporting and Grace Period
9	Postponement and Abandonment
10	Withdrawal and Forfeiture
11	Walkout
12	Clarification and Protest
13	Appeal
14	Barred Participants
15	Team Manager
16	Coaches
17	Competition Officials
18	Spectators
19	Serious Breach of Conduct
20	Attire
<b>Section C</b>	<b>Amendments and Matters Not Provided For</b>
21	Matters Not Provided For
22	Amendments
23	List of Annexes

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

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

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

2.1.1 With effect from 2021, students who are born on 1 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 enter a maximum of six entries per event per division per sex.
- 3.2 Each competitor may participate up to **two individual events** and up to two relay events
- 3.3 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 composition of the relay team may be changed between heats and finals. 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 Individuals and relay teams must meet the qualifying entry times (**Refer to Annex C**)
- 3.5 Entries submitted by the 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 Time Trials, Singapore National Age Group
  - 3.5.2 Schools' swimming meets
  - 3.5.3 Singapore Aquatics affiliated club meets
- 3.6 Entries with no Qualifying Entry Time (QET) or slower than QET will be rejected.
- 3.7 The order of events can be found in **Annex C1**

### 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 **28 Mar 3rd April 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 NSGOs

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 1 working day before issue of start list<sup>1</sup>

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

### **5. COMPETITION FORMAT**

- 5.1 For a competition / event to be organised:
- 5.1.1 Relays: There must be a minimum of three (3) registered teams from three (3) different schools for Team Sports.
  - 5.1.2 Individual Events: There must be a minimum of three (3) registered participants from two (2) different schools for Individual Sports.
- 5.2 Any event with fewer than three entries will NOT be swum and the participants will be informed of the cancellation.
- 5.3 If any event has only 10 swimmers / teams or fewer, there will be NO heats and the swimmers will proceed to the finals.
- 5.4 All entries are subject to verification by the Swimming sub-committee.
- 5.5 The fastest ten timed swimmers will qualify for the Finals.
- 5.6 In the event of a tie for one or more positions in the qualifying rounds, the referee will decide to swim-off to resolve such a tie.

### **6. AWARD OF CHAMPIONSHIP POINTS**

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

Position	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Points	9	7	6	5	4	3	2	1

- 6.2 Should there be 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 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 considerations, a winner will be decided by counting the number of records broken.

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<sup>1</sup> The start list should not be issued more than 10 working days before the start of the competition.

## 7. AWARDS

### 7.1 Divisional Awards

7.1.1 There should be only one (1) Divisional Title<sup>2</sup> per division / sex for each sport<sup>3</sup>.

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.

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

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

## 8. REPORTING AND GRACE PERIOD

8.1 All competitors are to be ready 30 minutes before their scheduled events. They are to report to the Call Room Supervisor (in Call Room) immediately when called upon to do so by means of display boards. Latecomers without valid reasons will be disqualified. Please note that there will be no verbal announcements to remind competitors to report.

8.2 Team Manager must register and sign in their attendance at the Registration Counter for every session that their student is participating in before the start of each respective session.

## 9. POSTPONEMENT AND ABANDONMENT

9.1 Any postponement or abandonment<sup>4</sup> of a match / event shall be determined by the NSGOC only.

## 10. WITHDRAWAL AND FORFEITURE

10.1 Any withdrawal<sup>5</sup> or forfeiture<sup>6</sup> can be considered contrary to the spirit of the NSG and can result in a walkover when the fixtures / competition schedule has been issued.

10.2 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.

<sup>2</sup> Only events with a minimum of three (3) competitors from three (3) different schools will contribute to the calculation for Divisional Titles.

<sup>3</sup> Three (3) disciplines for Gymnastics are considered as three (3) individual sports.

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

<sup>5</sup> Withdrawal refers to discontinuing participation in the competition.

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

- 10.3 In the event where the competitor has a Medical Certificate, endorsement by the Principal is not required.
- 10.4 Any competitor who withdraws without a valid reason will NOT be allowed to participate in subsequent events including relay events.
- 10.5 Withdrawals from finals must be presented to the NSGOC within 30 minutes of the posting of the Heats results.

## 11. WALKOUT<sup>7</sup>

- 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 D)

- 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.
- 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.

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<sup>7</sup> Wilful refusal to compete against the NSGOC's advice.



- 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

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

### 14. BARRED PARTICIPANTS

- 14.1 Participants barred by any one of the following bodies are not allowed to participate in the NSG for that sport:
  - a) School
  - b) Singapore Schools Sports Council (SSSC)
  - 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 his / her school (**Refer to Annex E**).
- 15.2 Participants / teams must be accompanied by a TM who shall remain with the participant throughout the duration of play / 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 staff<sup>8</sup> 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.
- 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

## 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.

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

- 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

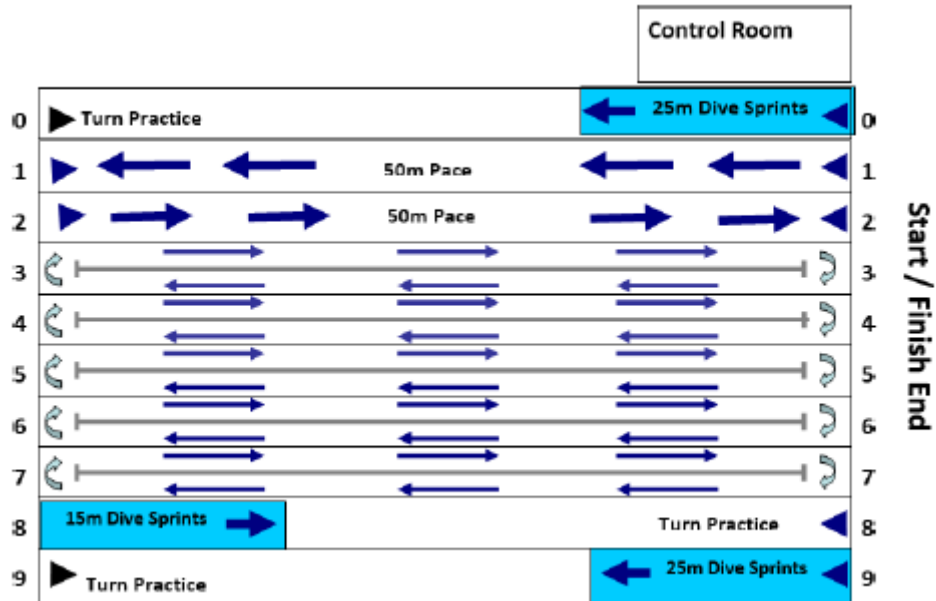
- 21.2 Accreditation passes are non-transferable. Any misuse of the pass will result in confiscation.

**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.

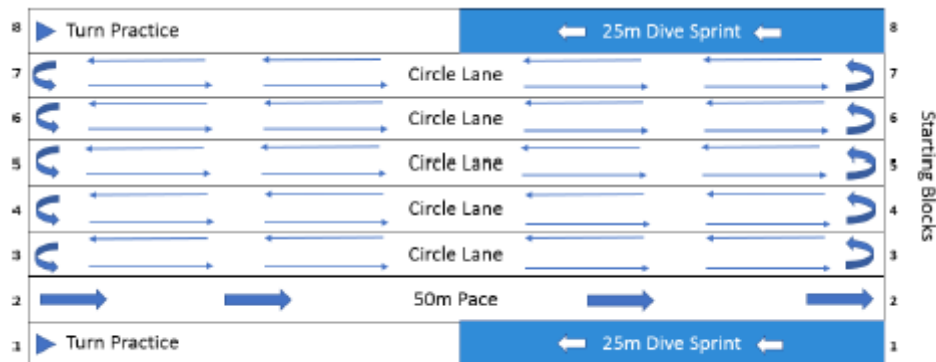
22.7

**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**

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

### **24. AMENDMENTS**

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

### **25. LIST OF ANNEXES**

A	SSSC Mission, Aspirations and Motto
B	NSGOC Terms of Reference
B1	PDPA Notification
C	Qualifying Entry Times
C1	Order of Events
D	Clarification, Protest and Appeal Overview
E	Role of Team Managers
F	School Adult Representative (SAR)
F1	SAR Letter of Appointment
G	Code of Conduct for Coaches

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

**MISSION, MOTTO AND ASPIRATIONS**

Mission

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

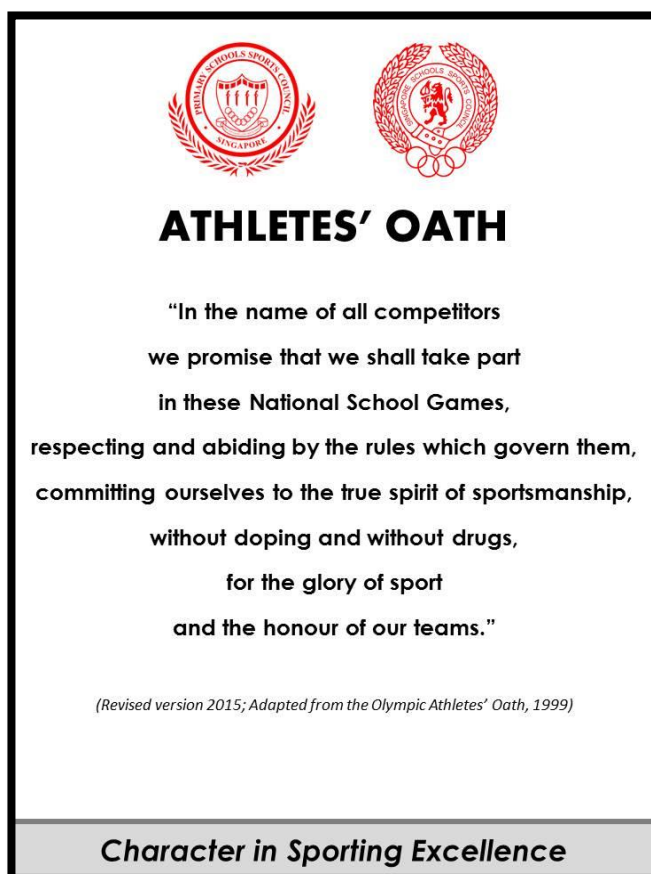
Motto

*“Character in Sporting Excellence”*

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

**Guiding Principle:**

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



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

**Guiding Principle:**

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



## **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."*

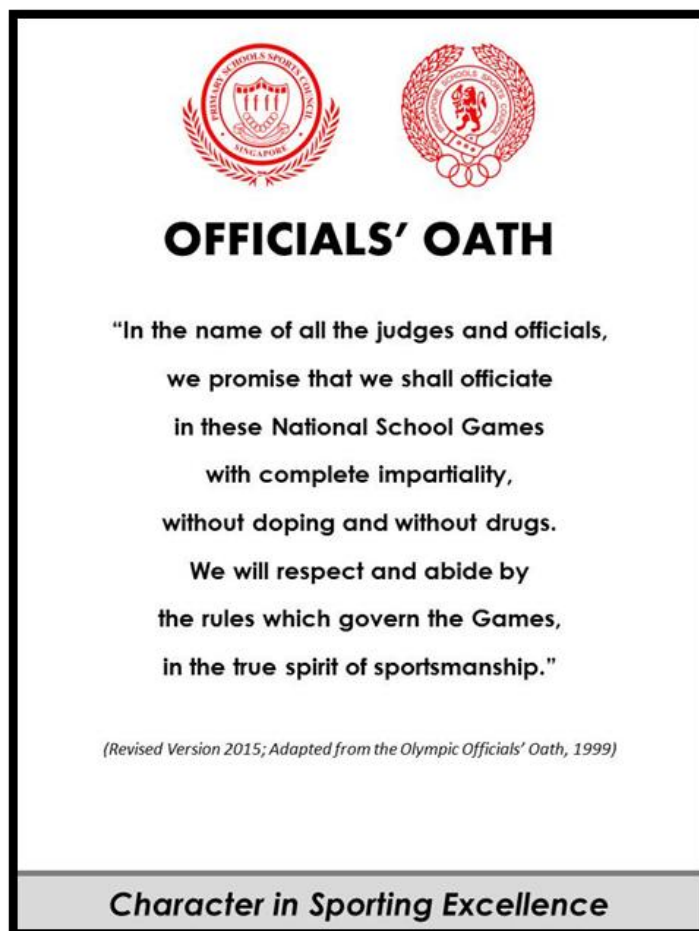
*(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)*

**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:
  - 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.

## Annex C

### Events and Qualifying Times (Valid from 2023 - 2027)

		BOYS			GIRLS		
No	Event	A Div	B Div	C Div	A Div	B Div	C Div
1	50m Freestyle	0:39.30	0:39.26	0:42.44	0:48.14	0:47.17	0:45.25
2	100m Freestyle	1:28.48	1:27.30	1:37.10	1:48.34	1:41.02	1:41.28
3	200m Freestyle	3:30.72	3:23.46	3:29.61	6:58.60	3:57.81	3:47.68
4	400m Freestyle	8:19.45	7:18.17	7:04.04	9:50.20	7:59.86	7:20.78
5	800m Freestyle	N.A.	N.A.	N.A.	15:00.00	15:00.00	N.A.
6	1500m Freestyle*	25:00.00	25:00.00	N.A.	N.A.	N.A.	N.A.
7	50m Backstroke	0:44.19	0:45.83	0:51.07	0:57.46	0:52.40	0:53.09
8	100m Backstroke	1:46.81	1:44.96	1:54.58	2:03.04	1:54.03	1:54.58
9	200m Backstroke	3:51.64	4:02.83	3:45.48	3:47.45	4:08.41	4:03.98
10	50m Breaststroke	0:48.56	0:50.65	0:54.86	0:59.91	0:58.72	0:58.37
11	100m Breaststroke	1:49.40	1:50.51	1:53.87	2:20.57	2:09.23	2:05.09
12	200m Breaststroke	4:23.37	4:04.22	4:24.58	5:14.53	5:00.58	4:43.76
13	50m Butterfly	0:42.07	0:41.52	0:45.56	0:55.06	0:50.10	0:49.83
14	100m Butterfly	1:34.03	1:35.79	1:43.10	2:20.59	1:55.75	1:59.09
15	200m Butterfly	4:09.07	3:51.34	3:45.12	3:38.15	4:00.95	4:13.57
16	200m Individual Medley	3:55.11	3:47.13	3:50.42	4:35.71	4:09.25	4:13.74
17	4x50m Freestyle	2:45.46	2:34.81	2:49.45	3:24.88	3:13.02	3:07.12
18	4x50m Medley	3:22.03	2:56.78	3:12.87	4:16.60	3:30.76	3:34.47

*\*Note: Swimmers will be asked to leave the pool once 25 min has been reached even if they have not completed the 1500m swim.*

## ORDER OF EVENTS

	AM	PM
Day 1	<b>Session 1</b>	<b>Session 2</b>
	1500m Freestyle*	50m Butterfly
	800m Freestyle*	200m Freestyle
	<i>Prize Presentation</i>	100m Backstroke
Day 2	<b>Session 3</b>	<b>Session 4</b>
	400m Freestyle*	200m Butterfly
	<i>Prize Presentation</i>	50m Backstroke
	200m Individual Medley	4x50m Medley Relay
	100m Breaststroke	50m Freestyle
Day 3	<b>Session 5</b>	<b>Session 6</b>
	200m Breaststroke	100m Freestyle
	200m Backstroke	50m Breaststroke
	100m Butterfly	4x50m Freestyle Relay
Day 4	<b>Session 7 (FINALS)</b>	<b>Session 8 (FINALS)</b>
	50m Butterfly	50m Backstroke
	200m Freestyle	4x50m Medley Relay
	<i>Prize Presentation</i>	<i>Prize Presentation</i>
	100m Backstroke	50m Freestyle
	200m Individual Medley	200m Breaststroke
	<i>Prize Presentation</i>	<i>Prize Presentation</i>
	100m Breaststroke	200m Backstroke
200m Butterfly	<i>Prize Presentation</i>	
	<i>Prize Presentation</i>	
Day 5	NIL	<b>Session 9 (FINALS)</b>
		Special Event – 50m Freestyle (SPED Sch)
		100m Butterfly
		<i>Prize Presentation</i>
		100m Freestyle
		50m Breaststroke
<i>Prize Presentation</i>		
	4x50m Freestyle Relay	
	<i>Prize Presentation</i>	

\*Timed Finals

## CLARIFICATION, PROTEST AND APPEAL OVERVIEW

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

## ROLE OF THE TEAM MANAGERS

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

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



15	Consult school leaders for all media related matters.
16	Represent the school in matters pertaining to clarifications / protests / appeals (as required by the sport).
17	Accompany participants at disciplinary board meetings if the occasion arises.
18	Attend to any other matters pertaining to the duty of care, student management and competition matters relating to the participants from their school.

## SCHOOL ADULT REPRESENTATIVE (SAR)

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

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

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

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

## Frequently Asked Questions

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

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

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

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

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

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

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

Please refer to Q6.

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

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

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

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

## &lt;School Letter Head&gt;

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

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

**Terms and Conditions**

1. The above-mentioned is appointed as the SAR who shall represent the school in the National School Games competition for the sport and dates given only.
2. The SAR shall believe in and support the Council's mission, motto and aspirations and support the involvement of the students under their charge in the competitions and events with a strong educational focus.
3. The SAR shall perform the roles and responsibilities of the SAR including:
  - a. Representing of the school as a Team Manager (TM) (**Refer to Annex E** for the main roles and responsibilities of a TM.)
  - b. Attending all briefings and meetings conducted by the school for SAR.
  - c. Work and coordinate with PC, if any, to facilitate a good participation experience for all participants including:
    - Establishing contact with PC and keeping them informed on the competition schedules and other necessary information.
    - Ensuring that all participants are present and PC are present to oversee their own children's/ward's safety and well-being. SAR should contact the school coordinator for assistance immediately if they are unable to contact the PC and/or the participant.

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

Name & Signature of SAR	Date
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Name & Signature of Principal	School Stamp	Date
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## 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.