



**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
RULES AND REGULATIONS FOR
TENNIS NATIONAL SCHOOL GAMES 2025**

(Updated as of 13 February 2025)

**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
GENERAL RULES AND REGULATIONS FOR NATIONAL SCHOOL GAMES 2025**

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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 in **Annex C**.
- 2.2 All students shall compete in the respective divisions set out in the Para. 2.1 **with the exception of those born on 1 January who have been given approval for deferment by MOE during P1 registration**. These students will compete in the division with the cohort that they are studying with.
- 2.2.1 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.
- 2.2.2 This exception in Para 2.2 does not apply to students who are born on 1 January and have repeated a year of study.
- 2.3 All students can only be registered in one division of a sport within the same year.
- 2.4 Students aged 11 can play in either the Senior or Junior Division depending on their level of competency¹ for the following sports:

| | | | |
|----|---------------|----|---------------------|
| a) | Badminton | g) | Table Tennis |
| b) | Bowling | h) | Taekwondo (Poomsae) |
| c) | Rope Skipping | i) | Tennis |
| d) | Sailing | j) | Volleyball |
| e) | Sepaktakraw | k) | Wushu |
| f) | Softball | | |

- 2.4.1 For these sports, schools will make the decision based on what they deem to be the appropriate level of play for each 11-year-old concerned.

2.5 Age Dispensation

- 2.5.1 Age Dispensation refers to the approval given to 7-year-old 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 | g) | Swimming (<i>Junior 1 only</i>) |
| b) | Bowling | h) | Table Tennis |
| c) | Golf | i) | Taekwondo (Poomsae) |
| d) | Gymnastics ² | j) | Tennis |
| e) | Rope Skipping | k) | Track and Field (<i>Junior 1 only</i>) |
| f) | Sailing | l) | Wushu |

¹ Participating Schools should register their students for the Senior or Junior Division based on the students' level of competency and readiness.

² Please refer to Annex C and Gymnastics R&R for details.

2.5.2 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**).

2.5.3 Age dispensation is only applicable to the specific sport and division in the year of application.

2.6 Categories of NSG Sports

2.6.1 Match-based (Team) Sports: Badminton (Senior), Basketball, Floorball, Football, Hockey, Netball, Rugby, Sepaktakraw, Softball, Table Tennis (Senior) and Volleyball

2.6.2 Match-based (Individual) Sports: Badminton (Junior), Table Tennis (Junior), Taekwondo (Kyorugi) and Tennis

2.6.3 Event-based Sports: Bowling, Golf, Gymnastics, Rope Skipping, Sailing, Swimming, Taekwondo (Poomsae), Track & Field and Wushu

3. ENTRIES

3.1 Senior Division

Each school is eligible to enter in each of the following categories:

- a) Boys Yellow Ball category (3 singles and 2 doubles)
- b) Girls Yellow Ball category (3 singles and 2 doubles)

3.2 Junior Division

Each school is eligible to enter in each of the following categories:

- a) Boys Green Ball category (3 singles and 2 doubles)
- b) Boys Orange Ball category (3 singles)
- c) Girls Green Ball category (3 singles and 2 doubles)
- d) Girls Orange Ball category (3 singles)

3.3 Each school is eligible to enter a reserved player per division per sex.

| Division | Category | Maximum no. of players per sex | | |
|----------|----------|--------------------------------|---------------------------|----------|
| | | Singles | Doubles | Reserve* |
| Senior | Yellow | 3 | 4 (2 pairs of doubles) | 1 |
| Junior | Green | 3 | 4 (2 pairs of doubles) | 1 |
| | Orange | 3 | - | |

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**).

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..>
- 4.2.2 Registration through the NIS must include the 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
- 4.2.3 Registration dates for SPSSC Tennis will be:
 - 4.2.3.1 Senior Division 2 January 2025 to 10 January 2025, and
 - 4.2.3.2 Junior Division: 5 May 2025 to 16 May 2025.
- 4.2.4 Any requests for amendments or late registration after the closing date must be sent via email through the Principal to the Lead Convenor before the draw is conducted³.

4.3 Replacement and addition of participants

- 4.3.1 Replacement of a registered participant is only allowed at the end of the Classification Round, before the start of the League / Tier round, when the school has maximised their registration numbers.
- 4.3.2 Addition of participants is only allowed for students who have joined the school after registration has closed and if schools have not maximised their registration numbers.
- 4.3.3 Any request for changes that do not meet the conditions stated in 4.3.1 or 4.3.2 after registration has closed, must be sent via email through the Principal to the Lead Convenor at least 1 working day before the next match.

³ The start (or equivalent) list should not be issued more than 10 working days before the start of competition.

4.3.4 Activation of Reserves

| Event | Time period | Can reserves be activated? |
|--------------|--|---|
| Singles | Before start of first match of classification round. | Yes |
| | After the first match of the classification round. | No |
| Doubles | Before start of first match of classification round. | Yes |
| | After the first match of the classification round. | No (For entire pair) |
| | Before start of first match of tiered round. | Yes (One participant of the doubles pair) |
| | After the first match of the tiered round. | No |

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

SECTION B – COMPETITION RULES & REGULATIONS

5. COMPETITION FORMAT (Refer to Annex E)

- 5.1 All sports competition formats shall be that as approved by the SPSSC's Standing Committee and stated in the specific sport's rules and regulations.
- 5.2 The competition can be organised in the following formats:
- a) Direct National
 - b) Classification to League (Senior Division)
 - c) Classification to Tier (Junior Division)
- 5.3 For a competition / event to be organised:
- 5.3.1 There must be a minimum of three (3) registered participants from two (2) different schools for Individual Sports.
- 5.4 For Match-based sports:
- 5.4.1 Each participant / team will play a minimum of 6 matches, except in sports where there are 5 or fewer participants / teams competing.
 - 5.4.2 Where entries are grouped, each group may have a minimum of 3 participants / teams for all divisions.

5.5 Seeding and Placing

5.5.1 Schools are required to rank the participants / pairs upon registration.

5.5.2 Barred / Withdrawn Teams

If any team discontinues participation in the competition during Classification / Pool Round, they will be placed last in the group. The team will be treated as a “ghost” entry in the next lower Tier / League and placed last there.

5.6 For tiered and league competitions, a classification round will be used to determine the tier / league that the participant(s) / team will be playing in based on their competency. In the tiered / league round, each tier / league will be treated as a separate competition and the results in each tier / league shall be independent of the results in the other tiers.

5.7 A player who misses all games during the classification round will not be qualified to participate in the tiered / league round.

5.8 System of Scoring

5.8.1 In the Senior Division Yellow Ball category, the matches will be played using the 6-game rule where “No-Ad Scoring Method” will be adopted. If the game score is at 40-40, a deciding point is played at “Deuce” and the receiver shall receive the service from the right half of the court. In doubles, the participants of the receiving pair cannot change positions to receive this deciding point. If the score reaches 5 games all, a tie-break game shall be played. In the “Tie-break”, the first participant/pair to win 7 points wins the match. If the tie-break score is 6-6, a deciding point is played at “Deuce”. The receiver shall receive the service from the right half of the court.

5.8.2 In the Junior Division Green Ball Category, the matches will be played using the 4-game rule where “No-Ad Scoring Method” will be adopted. If the game score is at 40-40, a deciding point is played at “Deuce” and the receiver shall receive the service from the right half of the court. In doubles, the participants of the receiving pair cannot change positions to receive this deciding point. If the score reaches 3 games all, a tie-break game shall be played. In the “Tie-break”, the first participant/pair to win 5 points wins the match. If the tie-break score is 4-4, a deciding point is played at “Deuce”. The receiver shall receive the service from the right half of the court.

5.8.3 In the Junior Division Orange Ball category, each match will be played within a specified time of 15 minutes. Participants are required to change ends after 7 minutes. There will be a rest interval of 1 minute when changing of ends. Each participant shall serve alternately for 2 consecutive points. The ‘Let’ rule shall be adopted whereby if the ball hits the net and drops into the right service box, a ‘Let’ is called and the whole point shall be replayed. The participant who wins the most points within the specified time is declared the winner of the match. If the score is even, a deciding point is played at “Deuce”.

5.8.4 If any match is not completed for reasons of withdrawal or forfeiture, the full score shall be recorded. E.g., Competitor B leads Competitor A with a score of 1-2, when participant B is injured and forfeited the match. Participant A's victory shall be recorded as 4-2 for Green Ball Category, 6-2 for Yellow Ball Category or 10-2 for Orange Ball Category. For a withdrawal, a 4-0, 6-0 or 10-0 score will be awarded for Green, Yellow and Orange Ball Category respectively.

5.9 Warming-up

5.9.1 Participants are allowed a 3-minute warm-up time before the start of the match.

5.10 Continuous Play and Rest Period

5.10.1 Play shall be continuous from the first serve until the match is concluded (ITF Rule 29) and coaching is not allowed during the game (ITF Rule 30).

5.10.2 Play shall never be suspended, delayed or interfered with for the purpose of enabling a participant to recover his/her strength, breath, or physical condition. However, the Umpire may allow a one-time medical time-out of 3 minutes for the treatment of a medical condition.

5.10.3 Participants should hydrate themselves during every change-over and at the end of each game.

5.11 Competition Ball

5.11.1 The competition ball shall be the ball provided by the ITF-approved tennis balls decided by the NSGOC.

5.12 Competition Court

| Category | Court Size | Net Height |
|----------------------------------|-----------------------------------|---------------------------|
| Senior Division (Yellow Ball) | 23.77m X 8.23m | (at the center) 0.914m |
| Junior Division (Green Ball) | | |
| Junior Division (Orange Ball) | 13.4m X 6.1m (Badminton Court) | (at the center) 0.81m |

6. AWARD OF LEAGUE POINTS

6.1 The award of league points shall be that as approved by the SPSSC's Standing committee and stated in the specific sport's rules and regulations.

6.1.1 The following scoring system shall apply:

| Result | Point |
|----------|-------|
| Win | 2 |
| Loss | 1 |
| Walkover | 0 |

6.2 Ties in Classification / League Round

In the event that participants / teams have equal league points, their positions shall be determined by the tie-breaker sequences stated under 6.2.1 and 6.2.2. If any team involved in the tie had forfeited any match, it shall be placed last among the tied participants / teams before the tie-breaking sequence is applied to the remaining participants / teams.

6.2.1 2-way Tie

In the event of a tie in league points between 2 participants / teams, the winner of the match that was played between them shall be ranked higher.

6.2.2 3 (or more)-way Tie

If 3 or more participants score an equal number of league points, the tie shall be broken in the following sequence:

6.2.2.1 The total score-difference result between these 3 or more participants shall decide the placing.

6.2.2.2 If the 3 or more participants are equal after applying 6.2.2.1, The total score-difference result in their standing of the table shall decide the placing.

6.2.2.3 (Only applicable to green and yellow ball category) If the 3 or more participants are equal after applying 6.2.2.2, the total point difference result between the 3 or more participants shall decide the placing.

6.2.2.4 (Only applicable to green and yellow ball category) If the 3 or more participants are equal after applying 6.2.2.3, the total point difference result in the table shall decide the placing.

6.2.2.5 If a 2-way tie still exists after any of the clauses from 6.2.2.1 to 6.2.2.4 had been applied, winner of the match that was played between them shall be ranked higher.

6.2.3 The results of any participant / team that is not involved in a tie in league points and has forfeited a match shall be disregarded in the calculation of tie-breaks.

6.3 Ties in Tiered Round

In the event that a tie occurs in the Tiered Round, the following rules shall be applied:

6.3.1 The total score-difference result in their standing of the table shall decide the placing for all participants involved.

6.3.2 If the participants remain tied after applying 6.3.1, all participants shall be awarded the highest eligible rank.

7. AWARDS

7.1 Divisional Awards

7.1.1 There should be only one (1) Divisional Title⁴ per division per sex for each sport⁵.

7.1.2 The number of divisional trophies to be awarded shall be as follows:

| No. of Schools in the competition | Positions Awarded |
|-----------------------------------|-------------------|
| 3 to 4 | 2 |
| 5 to 6 | 3 |
| 7 or more | 4 |

7.1.3 For league competitions, divisional trophies are awarded only up to the top 4 schools.

7.1.4 There will be no individual prize given to each participant for Division Title.

7.1.5 There will be no Divisional Titles awarded to the Junior Division.

7.2 The top 4 teams of the following 2 Divisions shall be awarded with Divisional Championship titles.

Senior Division Boys

Senior Division Girls

7.3 The Divisional Championship titles shall be derived from the total ranking points awarded to each participant / pair in the classification and league rounds of the competition.

7.4 The following scoring system shall apply:

7.4.1 Ranking points for the classification round

| Position attained in the Classification round | Points awarded |
|---|----------------|
| First | 4 |
| Second | 3 |
| Third | 2 |
| Fourth position onwards | 1 |

⁴ Only events with a minimum of 3 participants from 3 different schools will contribute to the calculation for Divisional Titles.

⁵ The 3 disciplines for Gymnastics are considered as 3 individual sports.

7.4.2 Ranking points for the league round

7.4.2.1 Ranking points in a 2-Tiered league group competition

| Position attained in the League round (including additional playoffs, where required) | Points awarded for League 2 | Points awarded for League 1 |
|--|------------------------------------|------------------------------------|
| First | 4 | 8 |
| Second | 3 | 7 |
| Third | 2 | 6 |
| Fourth position onwards | 1 | 5 |

7.4.2.2 Ranking points in a 3-Tiered league group competition

| Position attained in the League round (including additional playoffs, where required) | Points awarded for League 3 | Points awarded for League 2 | Points awarded for League 1 |
|--|------------------------------------|------------------------------------|------------------------------------|
| First | 4 | 8 | 12 |
| Second | 3 | 7 | 11 |
| Third | 2 | 6 | 10 |
| Fourth position onwards | 1 | 5 | 9 |

7.4.2.3 Ranking points in a 4-Tiered league group competition

| Position attained in the League round (including additional playoffs, where required) | Points awarded for League 4 | Points awarded for League 3 | Points awarded for League 2 | Points awarded for League 1 |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| First | 4 | 8 | 12 | 16 |
| Second | 3 | 7 | 11 | 15 |
| Third | 2 | 6 | 10 | 14 |
| Fourth position onwards | 1 | 5 | 9 | 13 |

7.4.2.4 Ranking points in a 5-Tiered league group competition

| Position attained in the League round (including additional playoffs, where required) | Points awarded for League 5 | Points awarded for League 4 | Points awarded for League 3 | Points awarded for League 2 | Points awarded for League 1 |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| First | 4 | 8 | 12 | 16 | 20 |
| Second | 3 | 7 | 11 | 15 | 19 |
| Third | 2 | 6 | 10 | 14 | 18 |
| Fourth position onwards | 1 | 5 | 9 | 13 | 17 |

7.5 Tie-breaker for Divisional Championship title

In the event that a tie occurs between 2 or more teams after the ranking points from both the classification and league rounds were accumulated for all school participants in determining the final placing of the schools, the following rules shall be applied:

- 7.5.1 The ranking points from only League round shall decide the placing.
- 7.5.2 The ranking points from League 1 and League 2 shall decide the placing.
- 7.5.3 The ranking points from only League 1 shall decide the placing.
- 7.5.4 The score-difference of all school participants at only the League round shall decide the placing.
- 7.5.5 If the participating schools remain tied after applying rules 7.5.1 to 7.5.4, all participating schools shall be awarded the highest eligible placing.

7.6 Prizes for League competitions

- 7.6.1 The number of individual prizes to be awarded for League Competitions (Senior Division) shall be as follows:

| No. of Participants / Teams in League 1 | Positions Awarded for League 1 |
|--|---------------------------------------|
| 4 - 8 | 4 |
| 9 - 12 | 6 |
| 13 or more | 8 |

For remaining leagues, the number of individual prizes to be awarded shall be as follows:

| No. of participants / teams in remaining leagues | Positions awarded for each league |
|---|--|
| 4 - 8 | 2 |
| 9 or more | 4 |

7.7 Tier Competitions (for Junior Division)

- 7.7.1 Up to the top 40% of participants / teams of each group within a tier can be awarded with prizes.
- 7.7.2 The number of prizes to be awarded for groups in Tier competitions shall be as follows:

| No. of Participants / Teams in each group | Positions Awarded |
|--|--------------------------|
| 4 | 1 |
| 5 - 7 | 2 |

7.7.3 Within each tier, the absolute number of medals awarded across groups should be the same.

7.9 Achievement Pins (for Junior Division)

7.9.1 Achievement pins shall be awarded up to the top 50% of participants in each Classification / Pool groupings.

7.9.2 The top 2 participants / pairs of each group in the classification round shall be awarded achievement pins.

7.10 The prizes awarded for all competitions shall be as follows:

| Position | Medals / Trophies |
|------------------------------------|-------------------|
| 1 st | Gold |
| 2 nd | Silver |
| 3 rd to 8 th | Bronze |

8. REPORTING AND GRACE PERIOD

8.1 Participants are to report punctually according to the time stated by the NSGOC.

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

9. POSTPONEMENT AND ABANDONMENT

9.1 Any postponement or abandonment⁶ of a match / event shall be determined by the NSGOC only.

9.2 In the event of inclement weather, the postponement of any match shall be determined with a maximum wait time of 60 minutes at the competition venue.

9.2.1 Team Managers and Participants shall report to the competition venue punctually, unless otherwise indicated by the NSGOC.

10. WITHDRAWAL AND FORFEITURE

10.1 Any withdrawal⁷ or forfeiture⁸ can be considered contrary to the spirit of the NSG and can result in a walkover when the fixtures / competition schedule has been issued.

10.1.1 In the event that the withdrawal causes unevenness in the fixtures / competition, the NSGOC may conduct a full / partial re-draw.

⁶ Abandonment refers to any match / event that has started but cannot reach a natural conclusion and may be postponed or cancelled.

⁷ Withdrawal refers to discontinuing participation in the competition.

⁸ Forfeiture refers to inability to start or complete a match / event.

- 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 1 working day.
- 10.3 For withdrawals, all results involving the team / participant will be null & void.
- 10.4 For forfeitures, the team / participant will concede a walkover and the results of a match / event shall be based on the sports specific rules and regulations.
- 10.5 In any play-off for top 8 placings, schools involved in a withdrawal or forfeiture without a valid reason will not be placed.

11. WALKOUT⁹

- 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 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 competition officials / NSGOC during intervals or appropriate times as stated in the sport-specific rules. Upon completion of clarification, the match / event shall proceed based on the decision of the competition officials / NSGOC.
- 12.1.2 If the clarification were to result in any disruption / interference of the competition, the matter shall be brought to the attention of the NSGOC for follow up action.

12.2 Competing Under Protest

- 12.2.1 If the TM has strong justification against the decision of the competition officials / NSGOC, the TM shall indicate their intention to compete under protest to the NSGOC or their representatives, who will inform all Competition officials and TMs involved in the affected match / event. These shall be done as soon as possible without disrupting the competition.
- 12.2.2 Any competition under protest and / or intent to lodge an official protest shall be officially recorded according to the sport-specific rules and regulations.

⁹ Wilful refusal to compete against the NSGOC's advice.

12.3 Protest

- 12.3.1 Following from Para. 12.2, the TM concerned may submit an official protest to the NSGOC via email. The protest must fulfil all the following conditions:
- a) Be sent through the Principal.
 - b) Reach the NSGOC within 1 working day after the match / event unless stipulated otherwise in the respective sport-specific rules.
 - c) Provide reasons and evidence for the protest.
 - d) Meets the requirements as stated in Para. 12.2.2.
- 12.3.2 Protests based solely on a decision involving the accuracy of judgement on the part of an umpire / referee / judge shall not be considered by the NSGOC.
- 12.3.3 A protest panel chaired by a Convenor will be formed within the NSGOC to deliberate on protests that have met all conditions in 12.3.1. Where there may be potential conflict of interest, the schools involved will not sit in the panel.
- 12.3.4 The decision of the protest panel will be made known in writing to the schools concerned within 5 working days.
- 12.3.5 A protest fee of \$150 will be paid by the school that raised the protest (within 30 days from notification of outcome) if the protest is overruled.

13. APPEAL (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) 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 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 Primary Schools Sports Council (SPSSC)
- c) National Federation (NF) of the sport, with endorsement from SPSSC

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 team throughout the duration of play. The absence of a TM will result in a forfeiture of the matches / events concerned (**Refer to Para. 10**).
- 15.3 The TM shall be a school staff¹⁰ 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.

17. COMPETITION OFFICIALS

- 17.1 Where required, participating schools shall provide competition officials based on the requirements of the sport-specific rules.
- 17.2 School staff¹¹ and students can serve as officials when required by Para. 17.1.
- 17.3 Schools should ensure that the appointed competition officials are present to fulfil their duties as scheduled by the Convenor and in alignment to Aspiration 3 (**Refer to Annex A**).
- 17.4 Where required by sport-specific rules and regulations, competition officials should declare any potential conflict of interest to the NSGOC before the start of the competition.

¹⁰ For TMs, MOE employed staff such as Education Officer, Contract Adjunct, Flexi Adjunct, EAS (AM, OM and CSO) and AED can be deployed.

¹¹ For competition officials, Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers, Allied Educators, Relief teachers and Untrained teachers can be deployed.

- 17.5 Line Judging
- 17.5.1 The participant is required to make all calls on his/her side. It is important that lines are called honestly, and to make any call that is doubt in favour of their opponent. If there is a need, a court official will assist the participants as part of their learning of the game.

18. SPECTATORS

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

19. SERIOUS BREACH OF CONDUCT

- 19.1 A Disciplinary Panel comprising members of the NSGOC will be formed to investigate the breach.
- 19.1.1 A convenor of the NSGOC shall be appointed as the Chairperson of the panel.
- 19.1.2 The panel may co-opt members from outside the NSGOC, including personnel from the National Federation (NF) to provide technical advice where necessary.
- 19.2 Any individual found guilty of serious breaches of conduct, such as an attempt to inflict, or has inflicted physical harm, or the threat of such on another person, shall be expelled from the NSG, and be banned from it for the calendar year of the NSG. The disciplinary panel can also recommend punishment beyond the calendar year if the breach occurs during the final stages of the competition. This shall also apply to all such behaviours traced to an NSG competition before, during or after the competition.
- 19.3 An appeal against the decision of the Disciplinary Panel can be submitted by the school (for participants, coaches, and TMs) and / or the official to the Council, whose decision shall be final (**Refer to Para. 13**).

20. ATTIRE

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

SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR

21. MATTERS NOT PROVIDED FOR

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

22. AMENDMENTS

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

23. LIST OF ANNEXES

| | |
|----|--|
| A | SPSSC Mission, Aspirations and Motto |
| B | NSGOC Terms of Reference |
| B1 | PDPA Notification |
| C | Age Group |
| D | Age Dispensation |
| E | Competition Format |
| 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”

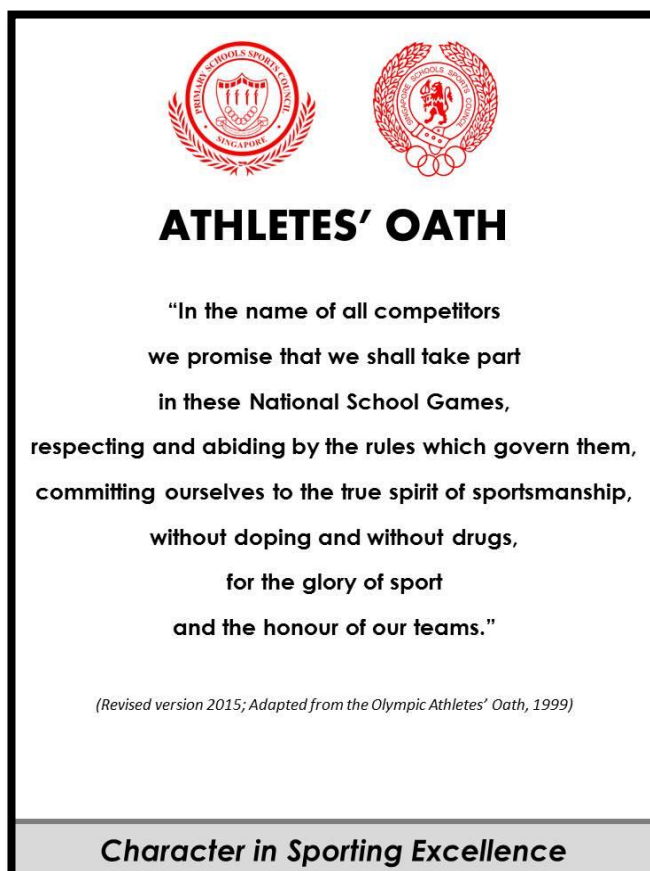
Motto

“Character in Sporting Excellence”

Aspiration 1: *Every athlete an honourable sportsperson*

Guiding Principle:

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



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

Guiding Principle:

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



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."*

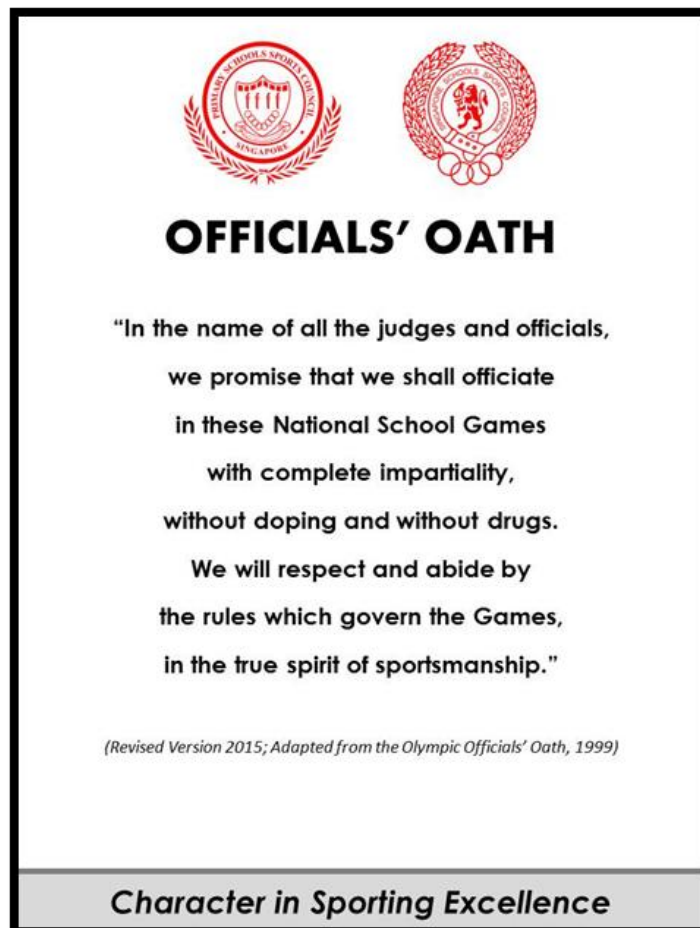
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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 act decisively when required. They ensure safety for all athletes and explain the rules when required. They uphold the professionalism of the sport.



Aspiration 4: *Every parent a supportive partner*

Guiding Principle:

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

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

Guiding Principle:

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



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 3 working days before should there be any changes of 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 |
|----|--------|---|---|---|----------------------|
| 18 | Tennis | 1 Jan 2015 1 Jan 2014 - 31 Dec 2014 1 Jan 2013 - 31 Dec 2013 2 Jan 2012 - 31 Dec 2012 1 Jan 2012* | 1 Jan 2017 1 Jan 2016 - 31 Dec 2016 1 Jan 2015 - 31 Dec 2015 2 Jan 2014 - 31 Dec 2014 1 Jan 2014* | 1 Jan 2019 1 Jan 2018 - 31 Dec 2018 2 Jan 2017 - 31 Dec 2017 Applicable for Junior Div | 11-Years-Old Overlap |

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.

¹ For the Women's Artistic Gymnastics discipline under Gymnastics, this is applicable for Girls Junior I and Girls Junior III only, and not applicable for Girls Junior II); Applicable for all Junior Division events of the Men's Artistic Gymnastics and Rhythmic Gymnastics disciplines.

Age Dispensation Application Form

PART 1: TO BE COMPLETED BY PARENT / GUARDIAN

**Please indicate (X) accordingly.*

| | | | | | | | | | |
|--|------------------------|--------------------------|------------|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 1. Sport Information | | | | | | | | | |
| (a) Select the Sport: (only 1) | | | | | | | | | |
| <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.

COMPETITION FORMAT

In determining the format for the competition, NSGOC should aim to provide meaningful¹²competition experiences for participating teams.

Classification round:

The objective of the classification round is to group participants / pairs objectively to enable the NSGOC to distinguish the level of abilities in order to classify them appropriately in the tiered / league round.

1. Participants / pairs from each school shall be drawn to different groups with the following guidelines administered, where applicable.

Each group should:

- i) have a minimum of 4 participants / pairs.
- ii) consist of participants / pairs from different schools.
- iii) have a good mix of participants / pairs of varied ability levels (ranked by participating schools).

2. In the event where 2 or more participants / pairs from the same school are drawn to the same group, the following applies.

| No. of groups affected | Guidelines / Options |
|------------------------|--|
| 1 | <p>1.1 If the 2 participants / pairs are from a group with 4 participants / pairs, the second named participant / pair (as generated by the draw) from the same school shall be placed in the next group that does not have any participant / pair from the same school. Thereafter, one participant / pair from the group that the second named participant / pair is allocated to shall be drawn to be placed in the original group that the second named participant / pair came from.</p> <p>1.2 If the 2 participants / pairs are from a group with 5 or more participants / pairs, the second named participant / pair (as generated by the draw) from the same school shall be placed into the next group that is deemed appropriate in a clockwise direction.</p> <p>1.3 If there are 3 participants / pairs from the same school, the third named participant / pair (as generated by the draw) shall be placed into the next group that is deemed appropriate in a clockwise direction with reference to 1.1 or 1.2 after the second named participant / pair is allocated to a new group.</p> |

¹² Each participant / pair should minimally be allocated to play 6 matches (i.e. cumulative across classification and tiered / league rounds) in the course of the competition.

| | |
|-----------|--|
| 2 | 2.1 A mutual swap between the 2 second named participant / pair from both groups shall be done. |
| 3 or more | 3.1 A swap to the next group that is deemed appropriate between the second named participants / pair in the affected groups shall be done. 3.2 An overall re-draw could be conducted when the situation is deemed as complex. |

3. After the groupings are firmed up, the group(s) with the greatest number of participants (i.e. with 5 participants in a group) will be shifted to the front and be named first (i.e. Group A and B), followed by the remaining groups (i.e. Group C onwards with 4 participants) in the order generated by the draw.
4. Any subsequent entries that were granted approval by the National School Games Organising Committee (NSGOC) would be allocated to the next available group (e.g. Group C) with 4 participants / pairs.
5. In the absence of applicable guidelines upon the occurrence of situations during the draw, the National School Games Organising Committee (NSGOC) shall make the final decision.

Tiered / League round:

The objective of the tiered / league round is for participants / pairs to compete with participants / pairs of similar abilities. Groupings are based on the participants' / pairs' performance in the classification round.

1. The groupings¹³ for the tiered / league round are pre-determined prior to the draw for the classification round, with the following guidelines administered, where applicable.

Each group should:

- i) have a minimum of **3** participants / pairs.
 - ii) not consist of participants / pairs from the same group in the classification round.
 - iii) consist of participants / pairs with similar abilities (e.g. all participants / pairs ranked to be the first) or have a good balance of participants / pairs of similar ability levels (e.g. participants / pairs ranked to be the first and second) based on the ranks achieved in classification round.
 - iv) **(For Junior Division only)** consist of participants / pairs from different schools, where possible and fair to do so.
2. In the event where 2 or more participants / pairs from the same school are allocated to the same pre-determined group, rule 1.1 to 3.1 found in the table under the guidelines for classification round shall be applied, where appropriate.
 3. In the absence of applicable guidelines upon the occurrence of situations during the draw, the National School Games Organising Committee (NSGOC) shall make the final decision.

¹³ The groupings for tiered / league round shall be confirmed during TM briefing.

Play-off round (only applicable for Senior Division):

The objective of the play-off round is for participants / pairs to determine the rankings in relation to the number of prizes to be awarded under rule 7.6.

There will only be a play-off round for the league(s) that are unable to determine their positions in the league round. Generally, league(s) with only 1 group will be able to have their position determined in the league round and will not be required to play-off.

Players shall compete with participants / pairs emerging as the champion and / or runners up¹⁴ from the same league. The following competition formats¹⁵ are options that the NSGOC can consider when drawing up the fixtures for the play-off round.

| One Group Competition Format | |
|--|--|
| Grouping | |
| <ul style="list-style-type: none">• The Competition will be played in a one-group round robin format.• NSGOC may allocate 3 – 7 participant / pairs per group.• The NSGOC may decide to adopt one of the options listed below: | |
| Option 1: Without play-offs or semi-finals | <ul style="list-style-type: none">• Team ranking will be based on the league points awarded at the end of the single round robin league format. |
| Option 2: With Play-offs | <ul style="list-style-type: none">• At the end of the One-Group round robin format, the top 2 placed teams will play-off for 1st & 2nd positions and the 3rd and 4th placed teams will play-off for 3rd & 4th positions |
| Option 3: With Semi-Finals | <ul style="list-style-type: none">• At the end of the One-Group round robin format, semi-finals will be played between the teams ranked 1st & 4th and 2nd & 3rd.• The winners of the semi-finals will play for the 1st & 2nd and the losers of the semi-finals will play for the 3rd & 4th positions. |

¹⁴ Subjected to the number of positions to determine (based on the table under 7.6) and the number of groups for each league.

¹⁵ The groupings / format for the play-off round shall be confirmed during the TM briefing.

Two Groups Competition format

- If the one group format is not adopted, the play-off round will be played in a Two Groups format.

| | |
|--------------------------|---|
| Three- Group | • One of the groups shall consist of two (2) group champions and one (1) group runners-up, and the other group one (1) group champion and two (2) group runners-up. |
| Four- Group | • Each group shall consist of two (2) group champions and two (2) group runners-up. |
| Five to Six-Group | • Each group shall consist of two / three group champions and two / three group runners-up. |

- The groups shall be determined by drawing of lots.
- The group champion and runner-up shall be placed in different groups in the quarter-final round. For example, if A1 is drawn into Group X, A2 shall be placed in Group Y.

Suggested grouping for Three to Six-Group Competition Format

| Three-Group | Option 1: | | | | | | | | | | | | |
|--------------------|---|---------|---------|----|----|----|----|----|----|----|----|----|----|
| | <table border="1"> <thead> <tr> <th>Group X</th> <th>Group Y</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>B1</td> </tr> <tr> <td>C1</td> <td>A2</td> </tr> <tr> <td>B2</td> <td>C2</td> </tr> </tbody> </table> | Group X | Group Y | A1 | B1 | C1 | A2 | B2 | C2 | | | | |
| Group X | Group Y | | | | | | | | | | | | |
| A1 | B1 | | | | | | | | | | | | |
| C1 | A2 | | | | | | | | | | | | |
| B2 | C2 | | | | | | | | | | | | |
| | Option 2: Round Robin Format (Semi-final / Final optional) | | | | | | | | | | | | |
| Four-Group | <table border="1"> <thead> <tr> <th>Group X</th> <th>Group Y</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>B1</td> </tr> <tr> <td>C1</td> <td>D1</td> </tr> <tr> <td>B2</td> <td>A2</td> </tr> <tr> <td>D2</td> <td>C2</td> </tr> </tbody> </table> | Group X | Group Y | A1 | B1 | C1 | D1 | B2 | A2 | D2 | C2 | | |
| | Group X | Group Y | | | | | | | | | | | |
| A1 | B1 | | | | | | | | | | | | |
| C1 | D1 | | | | | | | | | | | | |
| B2 | A2 | | | | | | | | | | | | |
| D2 | C2 | | | | | | | | | | | | |
| Five-Group | <table border="1"> <thead> <tr> <th>Group X</th> <th>Group Y</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>B1</td> </tr> <tr> <td>C1</td> <td>E1</td> </tr> <tr> <td>D1</td> <td>A2</td> </tr> <tr> <td>B2</td> <td>C2</td> </tr> <tr> <td>E2</td> <td>D2</td> </tr> </tbody> </table> | Group X | Group Y | A1 | B1 | C1 | E1 | D1 | A2 | B2 | C2 | E2 | D2 |
| | Group X | Group Y | | | | | | | | | | | |
| A1 | B1 | | | | | | | | | | | | |
| C1 | E1 | | | | | | | | | | | | |
| D1 | A2 | | | | | | | | | | | | |
| B2 | C2 | | | | | | | | | | | | |
| E2 | D2 | | | | | | | | | | | | |
| Six-Group | <table border="1"> <thead> <tr> <th>Group X</th> <th>Group Y</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>B1</td> </tr> <tr> <td>C1</td> <td>E1</td> </tr> <tr> <td>D1</td> <td>F1</td> </tr> <tr> <td>B2</td> <td>A2</td> </tr> <tr> <td>E2</td> <td>C2</td> </tr> </tbody> </table> | Group X | Group Y | A1 | B1 | C1 | E1 | D1 | F1 | B2 | A2 | E2 | C2 |
| | Group X | Group Y | | | | | | | | | | | |
| A1 | B1 | | | | | | | | | | | | |
| C1 | E1 | | | | | | | | | | | | |
| D1 | F1 | | | | | | | | | | | | |
| B2 | A2 | | | | | | | | | | | | |
| E2 | C2 | | | | | | | | | | | | |

| | | | | |
|--|--|----|----|--|
| | | F2 | D2 | |
|--|--|----|----|--|

All Groups Competition Format

Semi-Final Round

- The champion and runner-up of each group shall enter into a criss-cross championship.
- The winner of group X will meet the runner-up of group Y and vice-versa.

| | |
|--------------------|----------|
| Semi-final match 1 | X1 vs Y2 |
| Semi-final match 2 | Y1 vs X2 |

Final

- The winners of the two semi-finals shall then play at the final to decide the champion and runner-up.
- The losers of the two semi-finals will play for 3rd and 4th positions.

| | |
|---|--------------------------------|
| 1 st & 2 nd Positions | Winner of SF1 vs Winner of SF2 |
| 3 rd & 4 th Positions | Loser of SF1 vs Loser of SF2 |

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 (SAR or School Staff), 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 **the Artistic Gymnastic discipline**, 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 **period** 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 to parent/legal guardian and remind the SAR to bring a copy of the letter and produce a photo identification for verification at the competition.

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 and should be provided to the SAR. 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
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 **School Adult Representative (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 **Parent Chaperones (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 SAR declares that he or she is a parent or legal guardian of the student athlete.
 9. 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. |