



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

*(Updated as of **10 January 2025**)*

**SINGAPORE 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 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 2005 (<i>subject to conditions laid out in para 2.2</i>)
	2 Jan 2005 - 31 Dec 2005
	1 Jan 2006 - 31 Dec 2006
	1 Jan 2007 - 31 Dec 2007
	1 Jan 2008 - 31 Dec 2008
	1 Jan 2009
'B' Division*	1 Jan 2008 (<i>subject to conditions laid out in para 2.2</i>)
	2 Jan 2008 - 31 Dec 2008
	1 Jan 2009 - 31 Dec 2009
	1 Jan 2010 - 31 Dec 2010
	1 Jan 2011
'C' Division*	1 Jan 2011 (<i>subject to conditions laid out in para 2.2</i>)
	2 Jan 2011 - 31 Dec 2011
	1 Jan 2012 - 31 Dec 2012
	1 Jan 2013

*** 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 only one team per division per sex.
- 3.2 All entries for Match-based (team) Sports must be submitted by the PE/CCA Key Personnel via FormSG for:
- 3.2.1 'B' Division (including 'C' Division Water Polo¹) by 2 January 2025.
 - 3.2.2 'A' and 'C' Divisions (Excluding 'C' Division Water Polo) by 28 February 2025.
 - 3.2.3 Requests for late / withdrawal of entries must be sent via email through the Principal to the Lead Convenor by the Team Managers' (TMs) Briefing.

4. REGISTRATION OF 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 2 working days before the start² of competition through the NSG Integrated system (NIS) Registration Module at <https://nsg.moe.edu.sg/nis/#/login>. This includes details of participants along with the necessary supporting documents including:
 - a) Baseline Safety Standards Acknowledgement Form
 - b) Supporting documents for Special / Transfer case students
 - c) Other forms as determined by the respective NSGOCs
 - 4.2.2 Registrations for all match-based sports will commence on 2 January 2025 for 'B' Division and on 28 February 2025 for 'A' and 'C' Divisions.

¹ 'C' Division Water Polo will start earlier in 2025 to avoid conflict in venues with World Aquatics Championships 2025. In subsequent years, it will be aligned to other similar 'C' Division sports.

² The start of the competition refers to the first match day in the competition calendar.

- 4.2.3** Any requests for amendments or late registration after the closing date must be sent via email through the Principal to the Lead Convenor
- 4.2.3.1** Match-based (Team) Sports: **2 working days** before the team's next match
- 4.2.3.2** Match-based (Individual) Sports: Before the draw is conducted
- 4.2.3.3** Event-based Sports: **2 working days** before issue of start (or equivalent³) list⁴
- 4.3 Replacement and addition of participants
- 4.3.1 Replacement of a registered participant is only allowed **at the end of the Pool/Zone Round, before the start of the League/National 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.
- 4.4 In competitions where there is a Classification / Pool Round for League Competitions and Zonal for National Competitions, participants / teams will progress automatically to the **subsequent** round with no further registration required.

SECTION B – COMPETITION RULES & REGULATIONS

5. COMPETITION FORMAT (Refer to Annex C)

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

³ Examples of equivalent lists are the Participants List in Gymnastics, Rope Skipping and TKD (Poomsae) or Bout List in Judo and TKD (Kyorugi).

⁴ The start (equivalent) list should not be issued more than 10 working days before the start of the competition.

5.5 Seeding and Placing (**Refer to Annex C**)

5.5.1 The preceding year's results shall be used for seeding in the first round of all competition formats.

5.5.2 For Pool to League Competitions, the following seeding and placing approaches shall be adopted for the three scenarios below.

a) Barred / Withdrawn Teams

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

b) Missing Teams

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

c) New Teams

The placement of new teams will be done as follow:

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

5.6 Composition of Team

5.6.1 Each team will consist of 3 Singles and 2 Doubles for all divisions.

5.6.2 Each competitor is allowed to play only once in a team tie.

5.7 Line-up

5.7.1 The line-up of competitors must be submitted to the referee by the Team Manager at least 15 minutes before the commencement of the day's tie.

5.7.2 In the event of postponed ties, if any game has commenced, the same line-up will be enforced. In the event of postponed ties, if any game has not commenced, a new line-up may be submitted.

5.8 Order of Play

5.8.1 The order of play for all divisions is:

- 1st Singles
- 2nd Singles
- 1st Doubles
- 2nd Doubles

- 3rd Singles

5.8.2 All competitors must be ready to play when called upon by the Convenor/Referee so that the limited court time is not wasted. The 3rd Singles may be required to play on another court if the 2nd Doubles is still being played.

5.9 System of Scoring

5.9.1 Matches for all divisions in the preliminary rounds (up to quarter-finals) shall be played on the first-to-reach 9 games. If the score reaches 8 games all, a tie-break game (ITF Rule 5b) shall be played.

5.9.2 Matches for the Semi-Finals and Finals (including 3rd and 4th placing) will be decided on the best of 3 sets. All sets shall be played as a "Tie-break Set" (ITF Rule 6b), where a tie-break game shall be played at 6 games all.

5.9.3 The "No-Ad Method" shall be adopted, where a deciding point is played at Deuce" (ITF Rule Appendix V).
A "No-Ad" game is scored as follows with the server's score being called first:

- No point – "Love"
- First point – "15"
- Second point – "30"
- Third point – "40"
- Fourth point – "Game"

If both competitors/teams have won three points each, the score is "Deuce", and a deciding point shall be played. The receiver(s) shall choose whether to receive the service from the right half or the left half of the court. In Doubles, the competitors of the receiving team cannot change positions to receive this deciding point. The competitor/team who wins the deciding point wins the "Game".

5.9.4 Change of Ends

5.9.4.1 The competitors shall change ends at the end of the first, third and every subsequent odd game of each set. The competitors shall also change ends at the end of each set unless the total number of games in that set is even, in which this case, the competitors change ends at the end of the first game of the next set. During a tie-break game, competitors shall change ends after every 6 points.

5.10 Warm-Up

5.10.1 Competitors are allowed a 3-minute warm-up before the start of the match.

5.11 Continuous Play and Rest Period

- 5.11.1 As a principle, play shall be continuous from the first serve until the match is concluded (ITF Rule 29):
- 5.11.2 Between points, a maximum of 20 seconds is allowed. When the competitors change ends at the end of a game, a maximum of 90 seconds is allowed. However, after the first game of each set and during a tie-break game, play shall be continuous and the competitors shall be a set break of a maximum of 120 seconds. The maximum time starts from the moment that one point finishes until the first service is struck for the next point.
- 5.11.3 Play shall never be suspended, delayed or interfered with for the purpose of enabling a competitor 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.
- 5.11.4 Competitors should hydrate themselves during every change-over and at the end of each set.

5.12 Correcting Errors (ITF Rule 27)

- 5.12.1 As a principle, when an error in respect of the Rules of Tennis is discovered, all points previously played shall stand. For example: During a standard game or a tie-break game, if a competitor serves from the wrong half of the court, this should be corrected as soon as the error is discovered, and the server shall serve from the correct half of the court according to the score. A fault that was served before the error was discovered shall stand.

5.13 Tournament Ball

- 5.13.1 The tournament ball shall be WILSON US OPEN Tennis Balls.

6. AWARD OF LEAGUE POINTS

- 6.1 The following scoring system shall apply:

Result	Point
Win	2
Loss	1
Walkover	0

6.2 Tie-break

- 6.2.1 In the event that teams have equal league points, their positions shall be determined by the tie-breaker sequences stated in 6.3.2 to 6.3.4. If any team involved in the tie had forfeited any match, it shall be placed last among the tied teams before the tie-breaking sequence is applied to the remaining teams.
- 6.2.2 In the event of a tie in league points between two (2) participants / teams, the winner of the tie ~~match~~ that was played between them shall be ranked higher.
- 6.2.3 In the event of a tie in league points between three (3) or more participants / teams, the tie shall be resolved by considering the results

amongst the tied teams first before considering the results of the group.

- 6.2.4 (With reference from Davis Cup Rule 2007) If 3 or more teams score an equal number of points, the number of matches won shall decide the winner.
- 6.2.5 (With reference from Davis Cup Rule 2007) If matches won are equal, the percentage of games won of games played against all teams in the pool shall decide the winner.
- 6.2.6 If only two (2) participants / teams remain tied after applying 6.3.3, the winner of the match between the two (2) participants / teams will be placed higher.
- 6.2.7 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.

An example of application of rule 6.2.4 and 6.2.5:

School	Ties			Matches Won	Games		% Games won	Total Points
	Played	Won	Lost		Won	Lost		
Sch B	6	5	1					11
*Sch C	6	4	2					10
Sch A	6	4	2					10
**Sch D	6	3	3	15	130	115		9
***Sch E	6	3	3	13	125	114	52.3%	9
Sch F	6	3	3	13	120	115	51%	9
Sch G	6	0	6					6

- *Rule 6.2.2 applies (assuming Sch C beats Sch A)
- ** Rule 6.2.4 applies
- *** Rule 6.2.5 applies

- 6.3 If any match is not completed for reasons of withdrawal, forfeiture, the full score shall be recorded. E.g., Competitor A leads Competitor B by 4-1, when Competitor B is injured and unable to continue. Competitor A's victory shall be recorded as 9-1. For a withdrawal or walkover, a 9-0 score will be awarded.

7. AWARDS

7.1 Divisional Awards

- 7.1.1 There should be only 1 Divisional Title⁵ per division per sex for each sport⁶.
- 7.1.2 The number of divisional trophies to be awarded shall be as follows:

⁵ Only events with a minimum of 3 competitors from 3 different schools will contribute to the calculation for Divisional Titles.

⁶ 3 disciplines for Gymnastics are considered as 3 individual sports.

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 League 1 teams.

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

7.2 Individual prizes for Direct National competitions

7.2.1 The number of positions 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

7.3 Prizes for League competitions

7.3.1 The number of individual prizes to be awarded for League Competitions ('C' 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 prizes to be awarded shall be as follows:

Number of participants / teams in remaining leagues	Positions awarded for each league
4 - 8	2
9 or more	4

7.3.2 The top 2 teams in all leagues except League 1 will be awarded team trophies.

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 abandonment⁷ of a match / event shall be determined by the NSGOC only.

10. WITHDRAWAL AND FORFEITURE

- 10.1 Any withdrawal⁸ or forfeiture⁹ can be considered contrary to the spirit of the NSG and can result in a walkover when the fixtures / competition schedule has been issued.
- 10.1.1 In the event that the withdrawal causes unevenness in the fixtures / competition, the NSGOC may conduct a full / partial re-draw.
- 10.2 For each withdrawal or forfeiture, a written explanation duly endorsed by the Principal shall be submitted to the Lead Convenor and copied to the Game Advisor within 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. WALKOUT¹⁰

- 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 1 working day.
- 11.4 The competition officials shall submit a written report to the NSGOC 1 working day.

12. CLARIFICATION AND PROTEST

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

⁷ Abandonment refers to any match / event that started but cannot reach a natural conclusion and may be postponed or cancelled.

⁸ Withdrawal refers to discontinuing participation in the competition.

⁹ Forfeiture refers to inability to start or complete a match / event.

¹⁰ Wilful refusal to compete against the NSGOC's advice.

match / event shall proceed based on the decision of the competition officials / NSGOC.

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

12.2 Competing Under Protest

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

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

12.3 Protest

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

- a) Be sent through the Principal.
- b) Reach the NSGOC within one (1) working day after the match / 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

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) National Federation (NF) of the sport, with endorsement from SSSC

15. TEAM MANAGER (TM)

- 15.1 The Team Manager (TM) will represent the school on all matters pertaining to the duty of care, student management and competition matters relating to the participants / teams from his / her school (**Refer to Annex E**).
- 15.2 Participants / teams must be accompanied by a TM who shall remain with the team throughout the duration of play. The absence of a TM will result in a forfeiture of the matches / events concerned (**Refer to Para. 10**).
- 15.3 The TM shall be a school staff¹¹ or School Adult Representative (SAR) (**Refer to Annex F**) appointed by the participating school.
- 15.4 TMs are expected to conduct themselves with decorum at all times and strive towards Aspiration 2 (**Refer to Annex A**).
- 15.5 TMs must ensure that their coaches adhere to the rules and regulations and the Code of Conduct (**Refer to Annex G**).

16. COACHES

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

17. COMPETITION OFFICIALS

- 17.1 Where required, participating schools shall provide competition officials based on the requirements of the sport-specific rules.

¹¹ MOE employed staff such as Education Officer, Contract Adjunct, Flexi Adjunct, EAS (AM, OM and CSO) and AED.

- 17.2 School staff¹² 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.

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**).

¹² Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers, Allied Educators, Relief teachers and Untrained teachers.

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

23. LIST OF ANNEXES

A	SSSC Mission, Aspirations and Motto
B	NSGOC Terms of Reference
B1	PDPA Notification
C	Competition Format
D	Clarification, Protest and Appeal Overview
E	Role of Team Managers
F	School Adult 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”

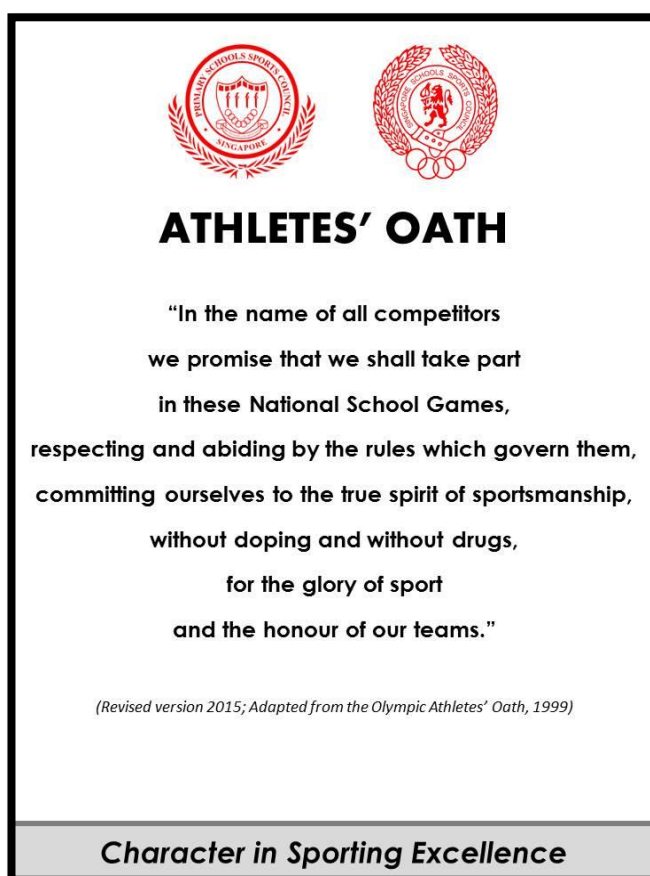
Motto

“Character in Sporting Excellence”

Aspiration 1: *Every athlete an honourable sportsperson*

Guiding Principle:

Athletes abide by the rules of the sport, 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 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."*

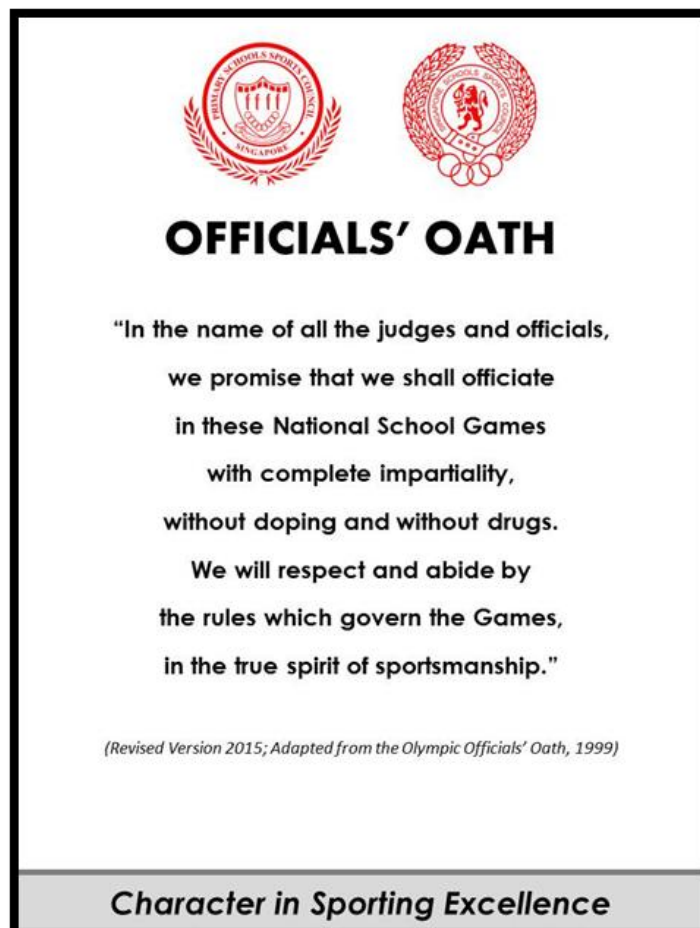
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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

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

COMPETITION FORMAT

In determining the format for the competition, NSGOC should aim to provide meaningful¹ competition experiences for participating teams. The suggested competition formats highlighted in this Annex are options that the NSGOC can consider when drawing up their fixtures. The selected competition format should be standardised within the same sport (i.e., across zones; and from year to year).

1. Grouping

The grouping approach should be determined based on the number of participants / teams in the competition, with the aim to allow teams to have sufficient playing opportunities while optimising resources (venue, officials, time, workload). Each group should comprise **3 to 5 teams** with the exception of a single round robin for 7 teams.

2. Seeding

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

Table 1: Recommended seeding approaches for different competition formats

Zonal / Direct National Competitions	Pool – League Competitions	Other Competitions
Objectives of Seeding: <ul style="list-style-type: none"> To evenly distribute the top teams from the preceding year into different groups 	Objectives of Seeding: <ul style="list-style-type: none"> To group teams to increase opportunities for them to play with teams of relatively similar abilities 	Event-based Competitions / Individual Match-based Competitions_(e.g. Taekwondo (Kyorugi)) <ul style="list-style-type: none"> Adopt sports specific seeding approach that would meet the competition needs.

¹ Each participating team should minimally play 3 matches (i.e., cumulative across Zonal and National competitions; where applicable) in the course of competition. For **Pool** and League competitions, team should minimally play 6 matches (**with the exception of sports with 5 teams or fewer**). This is to allow for more equitable playing opportunities for all teams.

<ol style="list-style-type: none"> 1. The top 4 teams from preceding year's National results will be seeded and distributed to different groups. 2. The remaining quarterfinalists will then be seeded and drawn into the different groups. 3. The remaining teams will be drawn / placed into groups. 	<p><u>Pool</u></p> <ol style="list-style-type: none"> 1. Using preceding year's result, snake seeding will be used for Pool groupings. 2. The remaining teams will be drawn / placed into different Pool groups. 3. Refer to the table below which illustrates snake seeding. <table border="1" data-bbox="913 459 1350 847"> <thead> <tr> <th>Group One</th> <th>Group Two</th> <th>Group Three</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>6</td> <td>5</td> <td>4</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>12</td> <td>11</td> <td>10</td> </tr> </tbody> </table> <p><i>*The number indicates the ranking position.</i></p>	Group One	Group Two	Group Three	1	2	3	6	5	4	7	8	9	12	11	10	
Group One	Group Two	Group Three															
1	2	3															
6	5	4															
7	8	9															
12	11	10															
	<p><u>League</u></p> <ul style="list-style-type: none"> • Using Pool's result, the top teams will be seeded in different groups within each League. • The remaining teams will be drawn / placed into different groups. • Teams from the same group in the Pool Round will not be drawn / placed into the same group in League Round. 																

**SUGGESTED COMPETITION FORMATS FOR
ZONE / DIRECT NATIONAL COMPETITION
(‘A’ and ‘B’ Division)**

One-Group Competition Format

Grouping

- The Competition will be played in a one-group round robin format.
- NSGOC may allocate 4 – 7 teams 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.

Two to Six-Group Competition Format

Preliminary Round

<u>Seeding</u>		<u>Grouping</u>
Two-Group	<ul style="list-style-type: none"> The champion and the fourth team of the preceding tournament shall be seeded in Group A. The runner-up and the third team of the preceding tournament shall be seeded in Group B. 	<ul style="list-style-type: none"> Except for the seeded teams, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. NSGOC may determine the order of the draw by alphabetical order of the school names or any other reasonable method and determine number of teams per group by drawing of lots. NSGOC may allocate 4 – 7 teams per group.
Three-Group	<ul style="list-style-type: none"> The champion of the preceding tournament shall be seeded in Group A, the runner-up and third placed teams in Group B and Group C respectively. The fourth-placed team shall be placed in either Group A, B or C by drawing of lots. In the event that one of the seeded teams withdraws from the tournament, the fourth-placed team of the preceding tournament will replace as the seeded team of the group. 	
Four to Six-Group	<ul style="list-style-type: none"> The champion of the preceding tournament shall be seeded in Group A, the runner-up, third- placed and the fourth-placed teams in Group B, Group C and Group D respectively. Quarter-finalists from the preceding year shall be seeded, separated and placed in the respective groups by drawing of lots. No more than two seeded teams shall be drawn into the same group to ensure no teams are disadvantaged as a result. 	

Three to Six-Group Competition Format

Quarter-Final Round

Grouping

- The quarter-final round will be played in a Two-Group format.

Three- Group	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Each group shall consist of two (2) group champions and two (2) group runners-up.
Five to Six-Group	<ul style="list-style-type: none"> 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				
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	Group X	Group Y														
	A1	B1														
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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> <tr> <td>F2</td> <td>D2</td> </tr> </tbody> </table>	Group X	Group Y	A1	B1	C1	E1	D1	F1	B2	A2	E2	C2	F2	D2
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	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

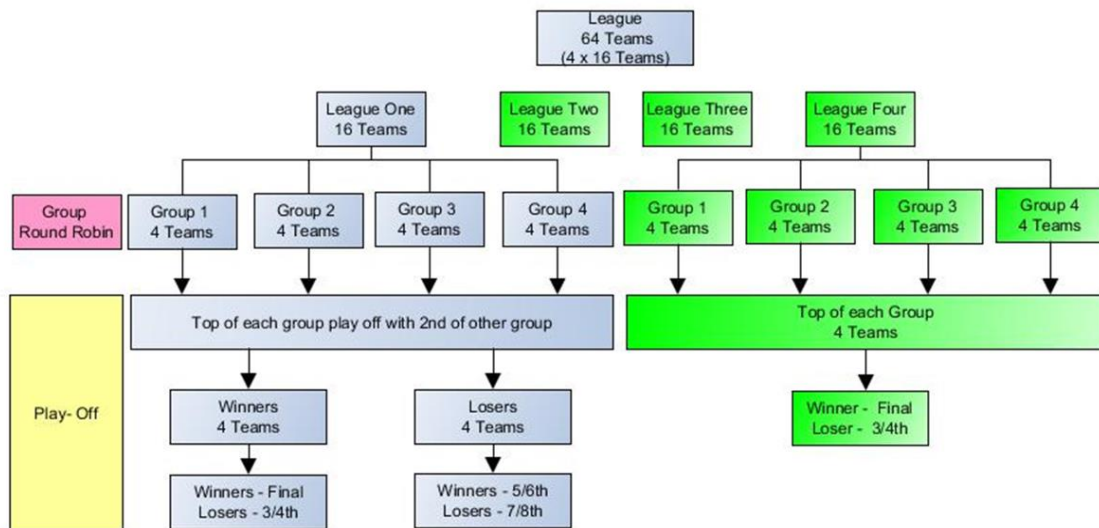
SUGGESTED CHAMPIONSHIP FORMATS FOR POOL-LEAGUE COMPETITION (‘C’ Division)

Multiple-Groups Championship Format

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

Council Approved Championship Structure

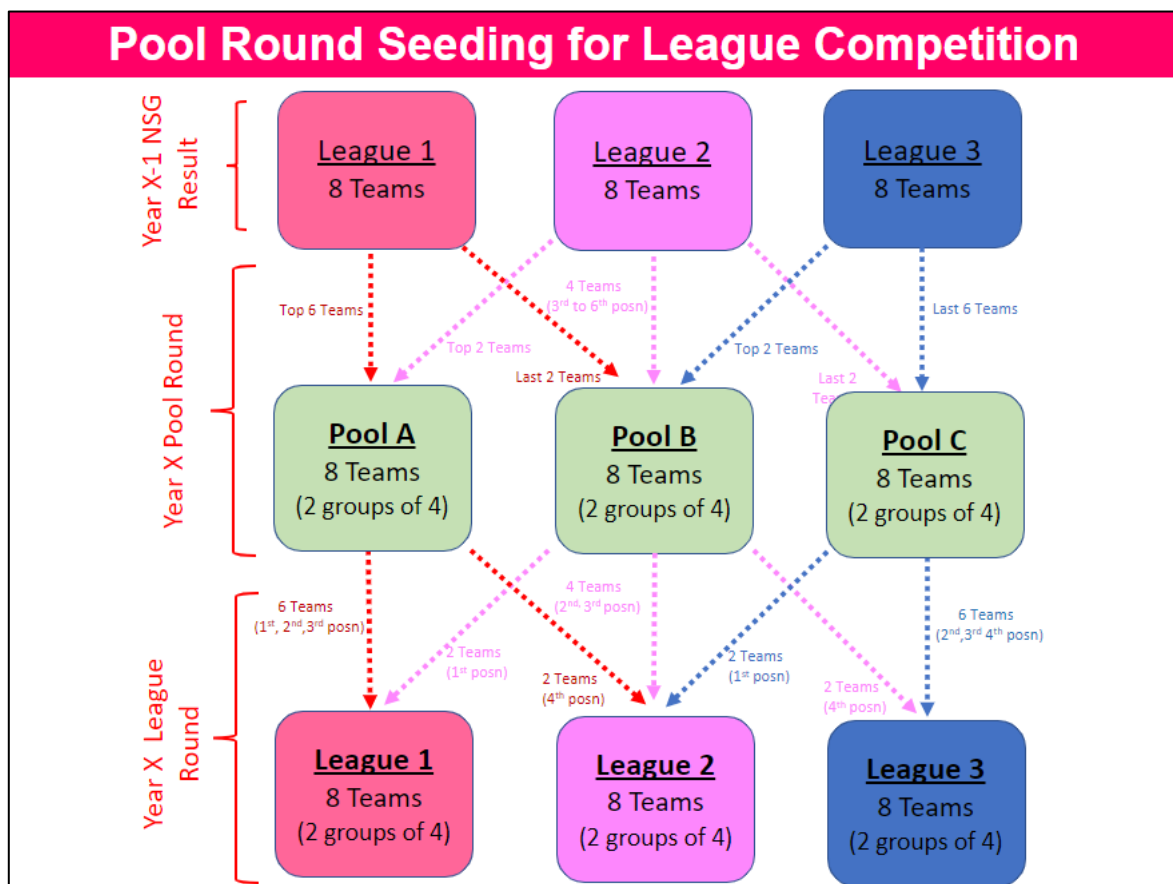
League – 64 teams (SSSC)



Example : For sports which have adopted the League system

Using preceding year's League result for seeding

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



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

CLARIFICATION, PROTEST AND APPEAL OVERVIEW

	Clarification (Formal & Informal)	Competing Under Protest (Some Sports Only)	Protest	Appeal
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.

ROLE OF THE REFEREE TEACHER
(modified from the ITF Duties and Procedures for Official)

The Referee Teacher shall:

No	Terms of Reference																								
1	Be a teacher representative from the hosting school.																								
2	Act as final on-site authority for the interpretation of the applicable Rules of Tennis and the Duties and Procedures for student Officials as to all matters arising that require immediate resolution at the tournament site.																								
3	Prior to the event, ensure that all student officials are familiar with the Rules and Procedures as student Officials.																								
4	Ensure that student Officials take up positions prior to the match and their duties and responsibilities are performed properly.																								
5	Remove a student Umpire and/or remove, rotate or replace any student Linesmen whenever he/she decides it is necessary to improve the officiating of a match; in agreement with the “visiting” school’s teacher representative.																								
6	Ensure that a drinking water point is accessible for competitors and student officials.																								
7	Receive the line-up of competitors by the teacher-in-charge of the visiting team at least 15 minutes before the commencement of the day’s tie.																								
8	Provide the Match Balls (Wilson US Open) and ensure that new tennis balls be used for each match.																								
9	Run the matches in the following order with the respective student officials: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Order</th> <th style="text-align: center;">Matches</th> <th style="text-align: center;">1 student Umpire</th> <th style="text-align: center;">2 student Linesmen</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1st Singles</td> <td style="text-align: center;">“Visiting” School</td> <td style="text-align: center;">“Hosting” school</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2nd Singles</td> <td style="text-align: center;">“Hosting” School</td> <td style="text-align: center;">“Visiting” School</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">1st Doubles</td> <td style="text-align: center;">“Visiting” School</td> <td style="text-align: center;">“Hosting” School</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">2nd Doubles</td> <td style="text-align: center;">“Hosting” School</td> <td style="text-align: center;">“Visiting” School</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">3rd Singles</td> <td style="text-align: center;">“Visiting” School</td> <td style="text-align: center;">“Hosting” School</td> </tr> </tbody> </table>	Order	Matches	1 student Umpire	2 student Linesmen	1	1 st Singles	“Visiting” School	“Hosting” school	2	2 nd Singles	“Hosting” School	“Visiting” School	3	1 st Doubles	“Visiting” School	“Hosting” School	4	2 nd Doubles	“Hosting” School	“Visiting” School	5	3 rd Singles	“Visiting” School	“Hosting” School
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3	1 st Doubles	“Visiting” School	“Hosting” School																						
4	2 nd Doubles	“Hosting” School	“Visiting” School																						
5	3 rd Singles	“Visiting” School	“Hosting” School																						
10	Hosting schools are not obligated to book courts for opponents to warm up. However, if the game is played in the school, in the spirit of friendship hosts are encouraged to provide some court time for the opponent.																								
11	Commence matches at 0800hrs/ 1500hrs.																								
12	Decide when play should be postponed because of weather conditions, inadequate light or other conditions.																								
13	In the case of match / tie postponements due to bad weather, make-up matches must be held on the next day, 8am, at the allocated venue. Should there be further delays, make-up matches must be held on the next available date and time.																								

14	Decide if a court is fit for play (eg. court surface dryness, correct net height, etc.).
15	Decide if to allow an extended warm-up period (normally ten (10) minutes) if competitors have had no possibility to practice before the start of matches due to bad weather.
16	Be present on-site at all times during the play of matches.
17	Not be an Umpire in the event.

ROLE OF THE STUDENT UMPIRE
(modified from the ITF Duties and Procedures for Officials)

A Student Umpire shall:

No	Terms of Reference
1	Be familiar with the RULES OF TENNIS and the Student Linesmen Duties. For more details, please refer to the ITF Rules of Tennis.
2	Be familiar and use the RESULTS SCORE SHEET to record the scoring during the match.
3	Take a position in accordance to the SSSC Tennis Rules Annex B.
4	Toss to determine choice of competitor to serve and side to receive at the beginning of the match. If play is suspended before the match begins, the competitors may choose again.
5	Have a handheld stopwatch which shall be used to time the warm-up (3 minutes), the twenty (20) seconds between points, the ninety (90) seconds during changeovers.
6	Be responsible for having the appropriate number of balls on court for the match, including used replacement balls.
7	Determine all Questions of Fact arising during the match (including calling the lines if Student Linesmen is “unsighted”).
8	Recommend to the Referee whether to remove, rotate or replace any Student Linesmen whenever he/she decides it will improve the officiating of the match.
9	Make the first determination on all Questions of Law arising during the match, subject to the right of a competitor to appeal to the Referee.
10	ANNOUNCE the score after each point.
11	Repeat the calls of Student Linesmen only if the call is made in a weak voice or if there is a close call that must be confirmed to remove any doubt from the minds of the competitors.
12	<p>Overrule only in the case of a clear mistake by the Student Linesmen and only if the overrule is made promptly after the mistake is made. Clear foot faults*, shall be called by the Student Umpire.</p> <p>*FOOT FAULT (ITF Rules 18) During the service motion, the server shall not:</p> <p>Change position by walking / running, although slight movements of the feet are permitted; or touch the baseline or the court with either foot; or touch the area outside the imaginary extension of the sideline with either foot; or touch the imaginary extension of the centre mark with either foot. If the server breaks this rule, it is a “Foot Fault”.</p>

13	Be responsible for all changes of balls and for determining if a ball is fit for play. Ensure that the lost balls should be replaced as soon as it is practical.
14	Should the referee decide that the court is unfit for play or if weather or other conditions require suspension of play, the Student Umpire shall record the time, point, game and set score, the name of the server, the side on which the server was situated and shall collect all balls in use for the match.
15	At the conclusion of a match, submit the results score sheet to the Referee.

ROLE OF THE STUDENT LINESMAN
(modified from the ITF Duties and Procedures for Official)

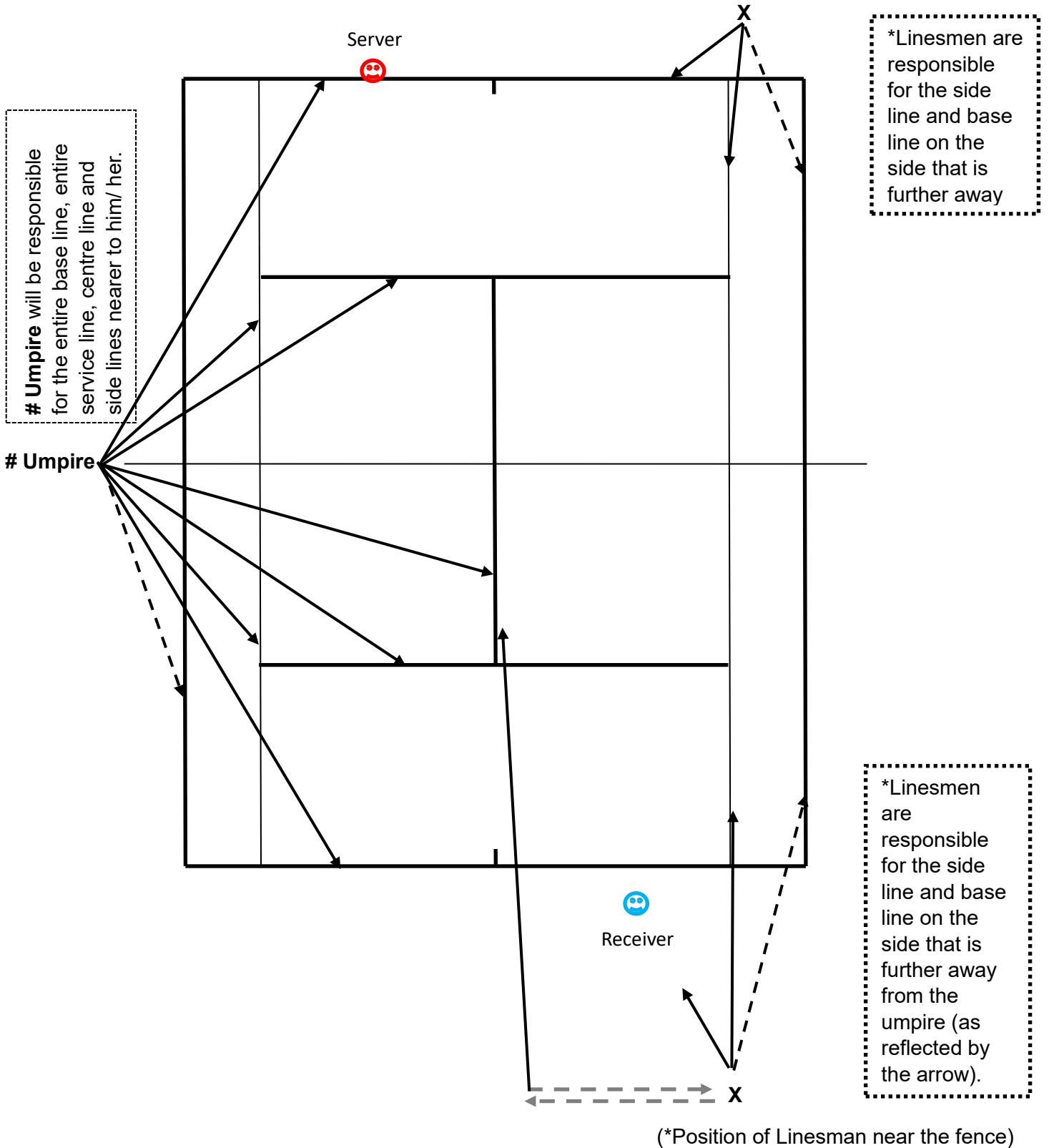
A Student Linesman shall:

No	Terms of Reference
1	Be familiar with the Rules of Tennis. Please refer to the ITF Rules of Tennis.
2	Take a position in accordance with the SSSC Rules of Tennis.
3	Call all balls on his/ her assigned line only and not give opinions on calls on other lines.
4	Give a prompt unsighted signal when not able to make a call (place hands one below each eye with back of hands towards umpire)
5	Correct a wrong call immediately by making the voice call "correction".
6	Never call a ball "Out" until it actually lands out.
7	Remain silent if the Umpire overrules a call. Refer all competitor enquiries to the Umpire.
8	Not converse with spectators.
9	Never applaud competitors.
10	Not leave the court without the permission of the Umpire.
11	<p>Voice Calls</p> <p>There are two voice calls that a Student Linesman will use; the latter two are employed uniquely by the Umpire:</p> <p>"Out": indicates that the ball has touched the ground outside of the boundaries of the court or that it has touched a permanent fixture (i.e., the backstop or the Chair Umpire's chair).</p> <p>"Correction": immediately follows an initial "out" call and is used to indicate that the latter was erroneous. When a ball is initially called "safe" by means not making a voice call, the correction is made simply by calling "out" as soon as possible.</p>

SUPPLEMENTARY NOTES: UMPIRES & LINESMEN

Position of Umpire and Linesmen (Singles Games)

(*Position of Linesman near the fence)



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.