

**SINGAPORE SCHOOLS SPORTS COUNCIL
RULES AND REGULATIONS FOR CANOEING CHAMPIONSHIPS 2022**

PREAMBLE

This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG) 2022. This is subject to possible changes in prevailing national posture. Updates will be communicated to participating schools when required.

These rules and regulations should be interpreted and implemented in alignment to the spirit of the SSSC's Mission, Aspirations and Motto (Ref Annex A).

SECTION A – ADMINISTRATIVE RULES & REGULATIONS

1 ORGANISATION STRUCTURE AND GOVERNING BODIES

1.1 The NSG shall be conducted:

- 1.1.1 as governed by the Rules and Regulations of the Singapore Schools Sports Council (SSSC);
- 1.1.2 according to the laws/rules established by the respective International Federations (IFs)/ governing bodies; International Canoe Federations' Competition Rules 2019,
- 1.1.3 adhering to the Baseline Safety Standards for National School Games,
- 1.1.4 In the event that the rules and regulations are modified for safety/developmental reasons to suit the level of our students, it must be clearly stated in the respective sport rules and regulations; &
- 1.1.5 In the absence of a set of recognised rules to govern the occurrence of situations during the competitions, the respective National School Games Organising Committee shall make the final decision.

1.2 NATIONAL SCHOOL GAMES ORGANISING COMMITTEE

- 1.2.1 The National School Games Organising Committee (NSGOC) shall consist of the following:
 - a) The National Convenor
 - b) The Game Advisor
 - c) The Zonal Convenors
 - d) Organising Secretaries
 - e) Any other co-opted members deemed necessary
- 1.2.2 The NSGOC is empowered to appoint sub-committees and individual members to assist in the organisation and running of the Championship as and when required.

1.2.3 The NSGOCs shall have sub-committees to perform the following roles and responsibilities (Terms of Reference for NSGOCs are given in **Annex B**): -

- a) Technical: Establish, review and update competition rules and regulations for the competitions and other matters necessary to provide for developmentally appropriate NSG competitions.
- b) Competitions: Organise and conduct the competition according to the rules and regulations, and established safety standards.
- c) Recognition, Appeal 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/ DIVISION

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

'A' Division*	1 Jan 2002 (<i>subject to conditions laid out in para 2.2</i>)
	2 Jan 2002 - 31 Dec 2002
	1 Jan 2003 - 31 Dec 2003
	1 Jan 2004 - 31 Dec 2004
	1 Jan 2005 - 31 Dec 2005
	1 Jan 2006
'B' 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
'C' 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

*** Subject to the following conditions:**

- All unvaccinated students aged 13 and above (born in 2009 and before) will not be able to participate in NSG competitions. Medically ineligible students who are aged 13 and above (born in 2009 and before) can participate in sports that are played within prevailing national group size (5 pax).
- All students in the Junior Colleges and Centralised Institute 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.
- 2.2 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 same 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.

3 ENTRIES

- 3.1 Each school is eligible to submit **two entries** per division per event, with the exception for the K4 event where each school is allowed **one** entry. All entries must comply with the following.
- 3.1.1 All competitors must have achieved the **1 STAR PERSONAL SKILL AWARD**.
- 3.1.2 Each competitor shall be allowed to participate in maximum two events only.
- 3.1.3 Names of competitors submitted must be as in their NRIC/Student Pass.
- 3.1.4 Substitution can only be made from the names that appear on the reserve list.
- 3.2 All entries must be submitted through the Registration Module at <https://nsg.moe.edu.sg/nis/#!/login> on or before the stipulated closing date. This includes details of competitor(s) along with the necessary supporting documents.
- a) Baseline Safety Acknowledgement Form
- b) Supporting documents for Special/Transfer case students
- c) Other forms as determined by the respective NSGOCs
- 3.3 Appeals for late/erroneous entries¹ submitted by schools will be accepted on a case-by-case basis with consensus from the Organising Committee. (Refer to Annex C).
- 3.3.1 Schools must write in through the Principal, to inform the Convenors of any appeal at least one (1) working day before the next race.

4 REGISTRATION OF COMPETITORS

- 4.1 The maximum number allowed to be registered for team sports will be increased to minimise disruptions due to potential COVID-19 infection cases and possible changes in national posture. The increase in participation numbers would allow schools to include deserving unvaccinated students (including students who are medically ineligible for vaccination) to be part of their school team in the NSG Integrated System (NIS). For event-based sports, there are provisions to register reserves in each event or register them in a common pool.

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

- 4.2 The total number of competitor(s) to be registered shall not deviate from that laid down in the Rules and Regulations of the respective sports for the National Championships.
- 4.3 The date of posting in the Joint Admission Exercise (JAE) of students announced by MOE shall be the day in which a student would be deemed as a bona fide member of the school/ junior college/ centralised institute.
- 4.4 Students requesting for a transfer after the Joint Admission Exercise may not represent their new school until the transfer has been officially effected.
- 4.5 Only in the event that any of the competitor(s) registered is/are transferred or has/have to leave school during the preliminary rounds, schools shall be allowed to replace the affected competitor(s).
 - 4.5.1 Schools must write in, through the Principal, to inform the National Convenor of the replacement with accompanying documentary evidence at least one (1) week before the start of competition.
- 4.6 If a school chooses not to register the maximum number of competitor(s) allowed by the sports/games, at the time of submitting the registration, the school shall not be permitted to register additional competitor(s) subsequently, except when these students are repeating their course of study after the release of national examination results.
- 4.7 International students can only be registered to play for their school **after** they have been issued with the student passes by the Immigration and Checkpoints Authority (ICA).
- 4.8 International students who are in the schools/junior colleges/centralised institute on exchange programme are not allowed to represent the school.
- 4.9 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 4.10 Registration constitutes representation, that is, once a student is registered to play for a school/ junior college/ centralised institute, he/she is deemed to have represented his/her school/ junior college/ centralised institute. Hence, the student is not allowed to represent another school/ junior college/centralised institute in the same sport in the same year.

SECTION B – COMPETITION RULES & REGULATIONS

5 CHAMPIONSHIP FORMAT

5.1 The events for the championships are as follows:

N	Events	BOYS			GIRLS		
		A	B	C	A	B	C
1.	JK1 - 500m	-	-	X	X	X	X
2.	JK2 - 500m	-	-	X	-	-	X
3.	K1 - 500m	X	X	X	X	X	X
4.	K2 - 500m	X	X	X	X	X	X
5.	K4 - 500m	X	X	X	X	X	X
6.	C1 - 500m	X	X	X	-	-	-
7.	C2 - 500m	X	X	X	-	-	-
8.	K1 - 1000m	X	X	X	X	X	X
9.	K2 - 1000m	X	X	X	X	X	X
10.	K4 - 1000m	X	X	-	X	X	-
11.	C1 - 1000m	X	X	-	-	-	-
12.	C2 - 1000m	X	X	-	-	-	-
Number per team		32	32	28	22	22	22
Number of reserves		16	16	14	11	11	11

5.2 Divisional Championships

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

A Division Boys
B Division Boys
C Division Boys

A Division Girls
B Division Girls
C Division Girls

5.3 Any deviation from the Championship format requires approval from the Council or the Standing Committee.

6 AWARD OF DIVISIONAL CHAMPIONSHIP POINTS

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

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

1st - 7pts
2nd - 5pts
3rd - 4pts
4th - 3pts
5th - 2pts
6th - 1pt

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

7 PRIZES

- 7.1 The number of prizes and plaques (for both individuals and team events) to be awarded at the National Championship shall be as follows:

3 individuals or teams	: 2 team prizes
4 individuals or teams	: 3 team prizes
5 or more individuals or teams	: 4 team prizes

8 REPORTING TO THE COMPETITOR STEWARDS

- 8.1 All competitors whose events are due must report to the competitor stewards. It shall be the duty of the Team Manager (TM) to ensure that their competitors report to the Competitor Stewards² within their allocated time slot.
- 8.2 A competitor who is late in reporting or does not report to the competitor stewards can be barred from his/her event. With valid reason(s), TMs may report on behalf of their athletes provided the athletes are already at the competition venue.
- 8.3 As far as possible, all events will commence as scheduled. It may sometimes be necessary to run off an event ahead of or behind schedule. In such cases, announcements to this effect will be made over the main public-address system.
- 8.4 After clearance by the competitor stewards, competitors must get ready to report at the start line.

9 POSTPONEMENT

- 9.1 The Convenor or his/her representative shall, at his/her discretion, decide to postpone the races if he/she thinks the conditions are unfit for competition, or for any other valid reasons for which he/she deems a postponement is in order. Teams must abide by the decision of the Convenor or his/her representative.

10 WITHDRAWAL AND WALKOVER

- 10.1 Any withdrawal or walkover is considered to be contrary to the spirit of the game.
- 10.2 Schools participating in the Championship should not withdraw or give a walkover.
- 10.3 For each withdrawal³ or walkover, a written explanation duly endorsed by the Principal shall be submitted to the Convenor and the Game Advisor within two (2) working days.
- 10.4 In the competition for top 6 placing, a withdrawal will disqualify the athlete or team from being placed.

² Modified rule applies for 2022 NSG under CoVID situation.

³ All results involving the team will be null and void.

11 ABANDONED RACE

- 11.1 The referee/umpire/match manager is required to submit a written report on an abandoned race within one (1) working day.
- 11.2 For decision on an abandoned race, refer to Para. 20.1 on disqualification.
- 11.3 An athlete shall be excluded from participation in all further events in the competition, in cases where:
 - (a) he/she has been registered to start in an event but then failed to participate without valid reason(s);
 - (b) he/she qualified in a preliminary round of an event for further participation in that event but then failed to participate further.
- 11.4 The provision of a medical certificate (MC) issued by a doctor or a letter of excuse from the Principal for clash of sports fixture due to rescheduling of fixtures caused by inclement weather will be accepted as sufficient reason to accept that the competitor became unable to compete after registration closed or after competing in a previous round but will be able to compete in further events on a subsequent day of the competition.
- 11.5 The TM of a school is responsible for the submission of this MC or letter of excuse to the Organising Secretary before the start of the athlete's race. Failure to do so will render the athlete unable to compete in further events.

12 PROTEST

All protests shall be referred to the NSGOC. The protest(s) must reach the Committee within **twenty minutes (20)** minutes following the release of the results. Results will be released online with a link provided to schools. The protest must be in writing on a protest form provided and the principal has to be duly informed. A protest fee of \$150 to be paid by school (within 30 days from notification of outcome) if the protest is overruled.

12.1.1 For Schools on IFAAS

- Select Vendor Code: "LAW0300181" (Ministry of Education*)
- Email the screenshot of IFAAS payment voucher to [LIM Guan Hong@moe.gov.sg](mailto:LIM_Guan_Hong@moe.gov.sg) and [Shirley LIM@moe.gov.sg](mailto:Shirley_LIM@moe.gov.sg)
- Subject: NSG Protest Fee – Canoeing (School name)

12.1.2 For Schools NOT on IFAAS

- School is to pay via cheque, payable to "ACCOUNTANT-GENERAL SINGAPORE"
- C/O National School Games Office, 21 Evans Road, Singapore 259366
- The wordings: SSSC National School Canoeing Championships, <School> should be written at the back of the cheque
- Email to [LIM Guan Hong@moe.gov.sg](mailto:LIM_Guan_Hong@moe.gov.sg) and [Shirley LIM@moe.gov.sg](mailto:Shirley_LIM@moe.gov.sg) once the cheque has been sent
- Subject: NSG Protest Fee - Canoeing (School name)

- 12.2 The NSGOC will deliberate on the protest in the order of receipt as soon as possible after the completion of the last race of the day. The decision will then be made known in writing to the school concerned.

- 12.3 When there is any conflict of interest, the school(s) involved will not sit in the committee considering the protest.
- 12.4 Only the official video-finish recording of each race will be referred to (by the Organising Committee) as corroborating evidence when deciding the outcome of a formal protest. No video recordings from the participating schools are admissible as evidence.
- 12.5 In the event the video finish is null and void, the decision from the Organising Committee will be final.
- 12.6 The Competition Jury of Protest shall comprise the following:
 - a. National Convenor
 - b. Game Advisor
 - c. Organising Secretaries
 - d. Chief Technical Referee

13 APPEAL (Refer to Annex E)

- 13.1 Upon the release/disclosure of the decision of the Championship Organising Committee, **only** schools may appeal to the Council.
- 13.2 Notice of appeal shall be lodged with the Secretary of the Zonal/ Main Council within **two (2)** working days upon receiving the NSGOC's decision. The appeal must be in writing and duly signed by the principal or via email sent by the Principal.
- 13.3 An appeal fee of \$300 to be paid by school (within 30 days from notification of outcome), via IFAAS, if the appeal is overruled.
- 13.4 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final.

14 SUSPENSION

- 14.1 A competitor(s) suspended by any one of the following bodies is barred from participating in the NSG for that sport for the period of suspension:
 - a) The School
 - b) The Zonal Council
 - c) The Singapore Schools Sports Council (SSSC)
 - d) The National Sports Association (NSA) of the sport

15 TEAM MANAGER

- 15.1 Each participating team must be accompanied by a TM who shall remain with the team throughout the duration of play (**Refer to Annex F**).
- 15.2 The TM shall be a teacher or School Adult Representative⁴ (SAR) appointed by the participating school. The appointment of an SAR as a TM should be based on the conditions and considerations given in **Annex H**.

⁴ SAR option is only available for the following individual sports: Bowling, Canoeing, Cross Country, Fencing, Golf, Gymnastics, Judo, Sailing, Shooting, Swimming, Taekwondo, Track & Field and Wushu. From 2021 onwards, schools may

- 15.3 The TM must check and comply with the competition venue's Standard Operating Procedures (SOPs) and communicate all the information to all stakeholders associated with the participating school.
- 15.4 TMs are expected to conduct themselves with decorum during competitions
- 15.5 TMs are not allowed to interfere with the final decision taken by the referee/umpire/judge on points of laws/rules after clarification has been sought. If such interference results in disruption of any races, a report shall be made by the Convenor and the matter brought to the attention of the NSGOC for appropriate action.
- 15.6 The TMs should have the EZlink Cards or photocopies of the cards for all athletes for the verification purpose.

16 REFEREES/UMPIRES/OFFICIALS

- 16.1 All officials will be arranged for by the NSGOC.

17 COACHES

- 17.1 Coaches are expected to conduct themselves with decorum and in alignment to the code of conduct (**Refer to Annex H**) and spirit of the Coaches Oath (**Refer to Annex A**) during competitions.
- 17.2 Coaches are not allowed to approach the game officials to query their decisions. Only TMs are allowed to approach game officials to seek clarifications.
- 17.3 Schools must ensure that their coaches adhere to the SSSC Rules and Regulations and the code of conduct.

18 SUPPORTERS ***(NO SUPPORTERS for NSG 2022)**

19 BREACH OF CODE OF CONDUCT BY COMPETITORS/TMs/OFFICIALS / COACHES

- 19.1 A Disciplinary Panel comprising members of the NSGOC will be formed to investigate the breach, presided by a Principal, who is the Chairman of the Discipline and Recognition Sub-Committee. The Panel may co-opt members outside the NSGOC, including personnel from the national sports association, to provide technical advice.
- 19.2 Any athlete, coach, official, or spectator found guilty of aggressive behaviour through a fight/assault at the NSG, shall be expelled from the NSG, and be banned from it, for the calendar year of the NSG. This shall also apply to all fights/assaults traced to an NSG competition, either immediately, before, during or after the competition.

⁴ SAR option is only available for the following individual sports: Canoeing, Cross Country, Fencing, Golf, Gymnastics, Judo, Sailing, Shooting, Swimming, Taekwondo, **Bowling**, Track & Field and Wushu. From 2021 onwards, schools may appoint parents as SAR(P) to represent their schools as Team Managers to accompany up to 3 student athletes for each distinct competition of the same sport (*Refer to SAR package for details*).

- 19.3 An appeal against the decision of the Disciplinary Panel may be submitted by the school (for competitor(s), coaches, and TM) and/or the official, to the Council, whose decision shall be final. (Refer to Para. 13 with regards to the Appeal process).

20 DISQUALIFICATION

20.1 A school will be disqualified if:

- a) it fields an ineligible participant who is:
 - i. overaged
 - ii. underaged
 - iii. unregistered
 - iv. suspended (with reference to para 14)
 - v. without a valid student pass
 - vi. not a bona-fide student of the school
- b) its participant(s) are not accompanied by a TM
- c) its participant(s) caused a game/match to be abandoned

20.2 All results involving the team which has been disqualified will be considered null and void.

21 ATTIRE

21.1 All participants must be suitably attired in accordance with the requirement of the sport. The attire should bear the school colours/logo/ badge or name.

22 BOAT CONTROL

22.1 The length of a kayak shall be measured between the extremes of the bow and stern. Any rudder forming a continuation of the length of a kayak is not to be included in the measurement.

22.2 Steering rudders or any guiding apparatus directing the course of the kayak are not allowed.

22.3 All kayaks must have seats.

22.4 The NSGOC reserves the right to select at random any boats for checking.

22.5 All competitors are to provide their own equipment based on the specifications given.

22.6 Limitations

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

22.7 Construction

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

23 ALTERATIONS OF ENTRIES AND WITHDRAWALS

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

24 COMPETITION COURSE

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

25 RACING BOATS AND PERSONAL NUMBERS

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

26 DISQUALIFICATIONS

- 26.1 Competitors must wear Personal Floatation Devices, at all times, whilst afloat. Failure to comply with this rule will lead to the disqualification of the competitor(s).

- 26.2 Any competitor who attempts to win a race by other than honourable means, or who breaks the racing regulations, or who disregards the honourable nature of the racing regulations shall be disqualified from the race concerned.
- 26.3 Should a competitor have completed a race in a C (Canadian) canoe or kayak, which is shown upon inspection not to conform to the race classifications, he/she shall be disqualified from the race in question.
- 26.4 It is prohibited to receive external assistance during a race. Where external assistance is received, the competitor shall be disqualified.
- 26.5 No competitor may be accompanied along and adjacent to the race course by other boats while the race is in progress.
- 26.6 No competitor may receive assistance by using objects thrown into the course. Any infraction will result in the disqualification of the competitor(s) concerned.
- 26.7 Any capsize which occurs at the start and during the course of the race will cause the competitors to be disqualified from the race. A capsize is deemed to have occurred when a C canoe or kayak turns turtle or when the competitor leaves the cockpit of his/her C canoe or kayak.
- 26.8 No warm-up or practices are allowed along the racing lane during the course of the Championships. Such acts may entail the disqualification of the competitor(s) concerned.
- 26.9 The lanes are marked with buoys or floats. Competitors must pass in between the buoys corresponding to their lanes. Competitors who enter the wrong buoys can be disqualified.
- 26.10 The Organising Committee may take disciplinary action against any competitor(s) or TMs/coaches of participating schools whose behaviour is/are detrimental to the good order and conduct of the competition.

27 MEANS OF PROPULSION

- 27.1 Kayaks shall be propelled solely by means of double-bladed paddles.
- 27.2 C canoes shall be propelled solely by means of single-bladed paddles.
- 27.3 The paddles may not be fixed on the boats in any way.
- 27.4 If a paddle is broken during a race, a competitor may not be provided with a new one by a supporter.
- 27.5 There will be no recall or re-start if a competitor's paddle breaks after the start line.

28 HEATS AND FINALS (Annex D)

- 28.1 At least 3 C canoes or kayaks must be entered before a race can be held. If the number of entries in races up to and including 1000 metres is more than 6, heats will be conducted.

- 28.2 The division of the competitors into heats shall be determined by the drawing of lots.
- 28.3 6 boats may participate in the final, if more than this number have been entered in the race, it shall be as follows:

3 - 6 entries	: Direct final.
7 entries	: 2 heats. 1 st boat from each heat to qualify for finals, remaining 5 boats to race in semi, with 4 to final.
8 - 12 entries	: 2 heats and first 3 from each heat to final.
13 - 18 entries	: 3 heats and 1 st from each heat to final. 2 nd and 3 rd from each heat to semi-finals and rest out. From the semi-final, first 3 to the final.
19 - 24 entries	: 4 heats and 1 st to 3 rd from each heat to semi-finals and rest out. From the semi-finals, 1 st to 3 rd to final and rest out.
25 – 30 entries	: 5 heats and 1 st to 3 rd from each heat and 4 th , 5 th & 6 th best timings from Heats to semi-finals and rest out. 1 st & 2 nd from Semi-Finals to Final.
Withdrawal OR 'no-show' during the Championships	Any withdrawal or 'no show' <u>during the Championships</u> , by any team, for any heat, will not affect the other boats in that heat. Should the withdrawal or 'no show' result in only one boat remaining in a particular heat, that remaining boat will be declared a Finalist by default.

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

29 START

- 29.1 The allocation of lanes will be done via randomly based on the Meet Manager's software.
- 29.2 The events shall commence without consideration to any absentees.
- 29.3 The position of the boats at the start shall be such that the bows of the competing boats are on the starting line and stationary.
- 29.4 The starting command will be "Ready - Set - Go" ("Go" can be a shot or strong sound signal). At the "Ready" command the competitors begin their preparation to paddle. At the "Set" command the competitors place their paddles in the catch position. Competitors must not paddle forward or this action will be deemed to be a false start. The boat must not move forward at this point in the starting procedure. The starter when satisfied with the competitors positioning and attention will say "Go" (or shot or powerful sound). The competitors must react to the start command/signal "Go" and are not permitted to anticipate it. The competitors may paddle only upon hearing the starting signal/command "Go".

- 29.5 If the Starter is not satisfied with the line-up, he/she will request for boats to be repositioned. All competitors must reposition their boats accordingly at the start line. Any competitor who disregards the instructions of the starter to take up the correct position at the start, may be disqualified from the race.
- 29.6 In the event of a false start, the Starter will immediately give a powerful sound signal. On hearing this signal all competitors must stop paddling and follow the Starter's instructions for a new start. Before the new start, the Starter will identify the offending competitor(s) making the false start and give them a warning. In the event of a second false start by the same competitor, the boat will be disqualified from the race and must leave the race course immediately.

30 INTERRUPTIONS

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

31 TAKING PACE

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

32 COLLISION OR DAMAGES

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

33 FINISH

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

34 UNFAIR MEANS

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

35 TEAM MANAGERS

- 35.1 Each participating team must be accompanied by a team manager who, shall remain with the team throughout the competition.
- 35.2 Failure to comply with this rule will lead to the disqualification of the team from taking part.

36 COACHES/PARENTS/SUPPORTERS

- 36.1 TMs, coaches, parents and supporters should not interfere with the running of the competition or question the decisions of the officials on duty.
- 36.2 Schools of the TMs, coaches, parents and supporters will be held responsible for their misconduct at the Championships.

SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR

37 MATTERS NOT PROVIDED FOR

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

38 AMENDMENTS

- 38.1 The SSSC shall have the right to delete, add or amend the rules and regulations laid down herein.

List of Annexes

- A SSSC Mission, Aspirations and Motto
- B NSGOC Terms of Reference
- C Management of Appeal for Late/Erroneous Registration Workflow
- D Lane Division System / Drawing lots aid
- E Workflow for Appeal
- F Role of Team Managers
- G Flow Chart for appointing School Adult Representative (Parent) [SAR(P)]
- H Code of Conduct for Coaches

Annex A

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

Mission, Motto and Aspirations

Mission Statement

“To provide quality competition experience to our school athletes to support character development through the pursuit of sporting excellence”

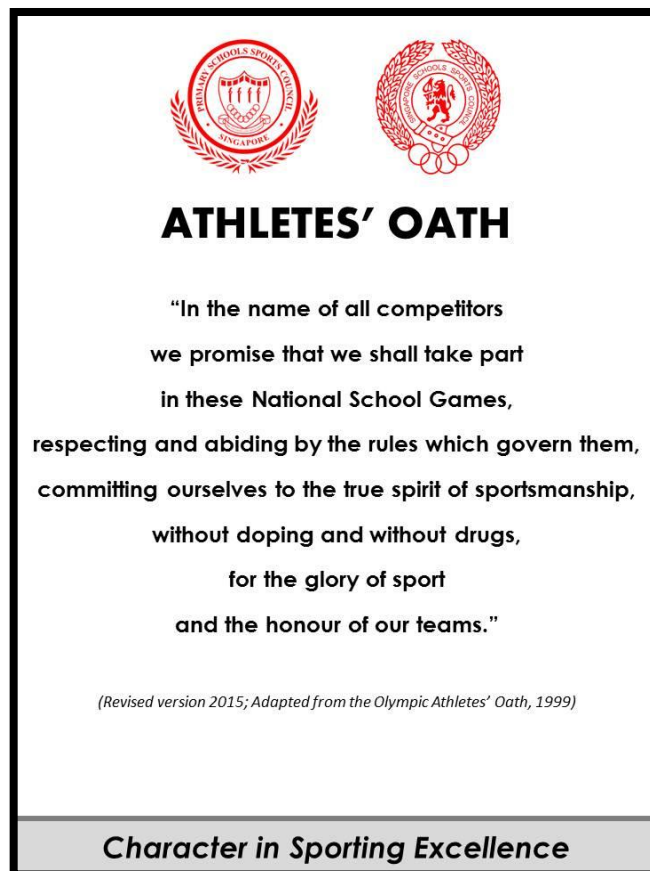
Motto

“Character in Sporting Excellence”

Aspiration 1: *Every athlete an honourable sportsman*

Guiding Principle:


The athlete abides by the rules of the sport, gives his best in training and competitions, wins humbly and loses graciously. He participates actively and is committed to the skills development in his sport. He respects his opponents, teammates, coaches, teachers and officials, and displays exemplary conduct both on and off court.



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

Guiding Principle:

The teacher/coach endeavours to develop each athlete to his fullest potential. He focuses on student-centric and values-driven coaching. He maintains a professional relationship with the athletes and ensures their safety and well-being at all times. As a positive role model, he inspires and motivates 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."*

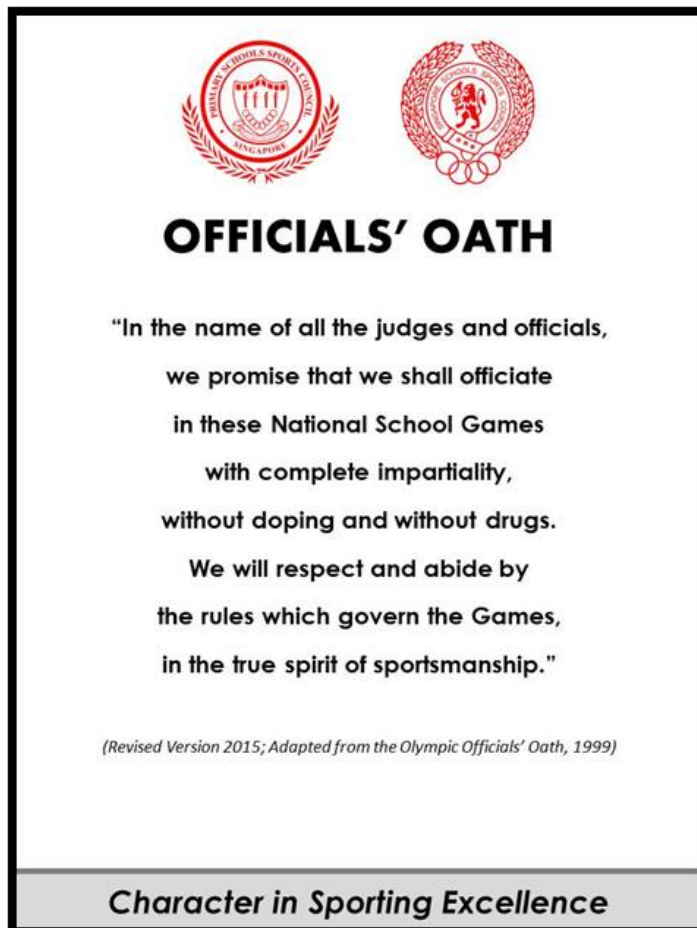
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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. He is alert and acts decisively when required. He ensures safety for all athletes and explains the rules when required. He upholds the professionalism of the sport.



Aspiration 4: *Every parent a supportive partner*

Guiding Principle:

The parent takes interest in his child's training and competitions. He ensures proper nutrition and rest, and actively enquires on his child's progress and development. He works with the teacher and coach, attends competitions and respects the referee's decisions.

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

Guiding Principle:

The spectator makes the effort to applaud excellence and fair play. The spectator shows appreciation for the efforts of all athletes, teachers, coaches, officials and organisers. He should cheer to encourage and motivate as well as care for the athletes' well-being. The parent takes interest in his child's training and competitions. He is responsible and keeps 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 prowess, and be recognised for their achievements. Athletes enjoy the competitions, which are conducted under safe and conducive environments.

Annex B

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. 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 National School Games Organising Committee or Council Standing Committee for approval, where appropriate.

2. 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) have the following in good condition to support the competition:
 - o Equipment
 - o Line Drawings (if applicable)
 - o Consumables
 - ii. Inform Hosting Schools of competition schedule.
 - iii. Disseminate competition fixtures to all Hosting and Participating Schools once fixtures are confirmed.
 - iv. Inform Hosting and Participating Schools at least three (3) working days before should there be any changes in venue or fixtures.
 - v. Ensure that technical officials and medical support (if applicable) arrive at stipulated time at the competition venue.
 - vi. Remind Team Managers at school briefing:
 - i. To check the latest Info Pack of the Hosting Schools in NIS before each match day
 - ii. To inform their fellow colleagues who may be accompanying their students for the competitions on their behalf
 - vii. Prepare the competition venue, such as display of PDPA notifications, proper allocation of spaces for assembly, warm-up, match, rest areas, spectators, where appropriate.
- 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 query(ies)/protest(s) by participating school(s) during the competition.
 - ii. Conduct investigations and resolve the query(ies)/protest(s) relating to the competition.

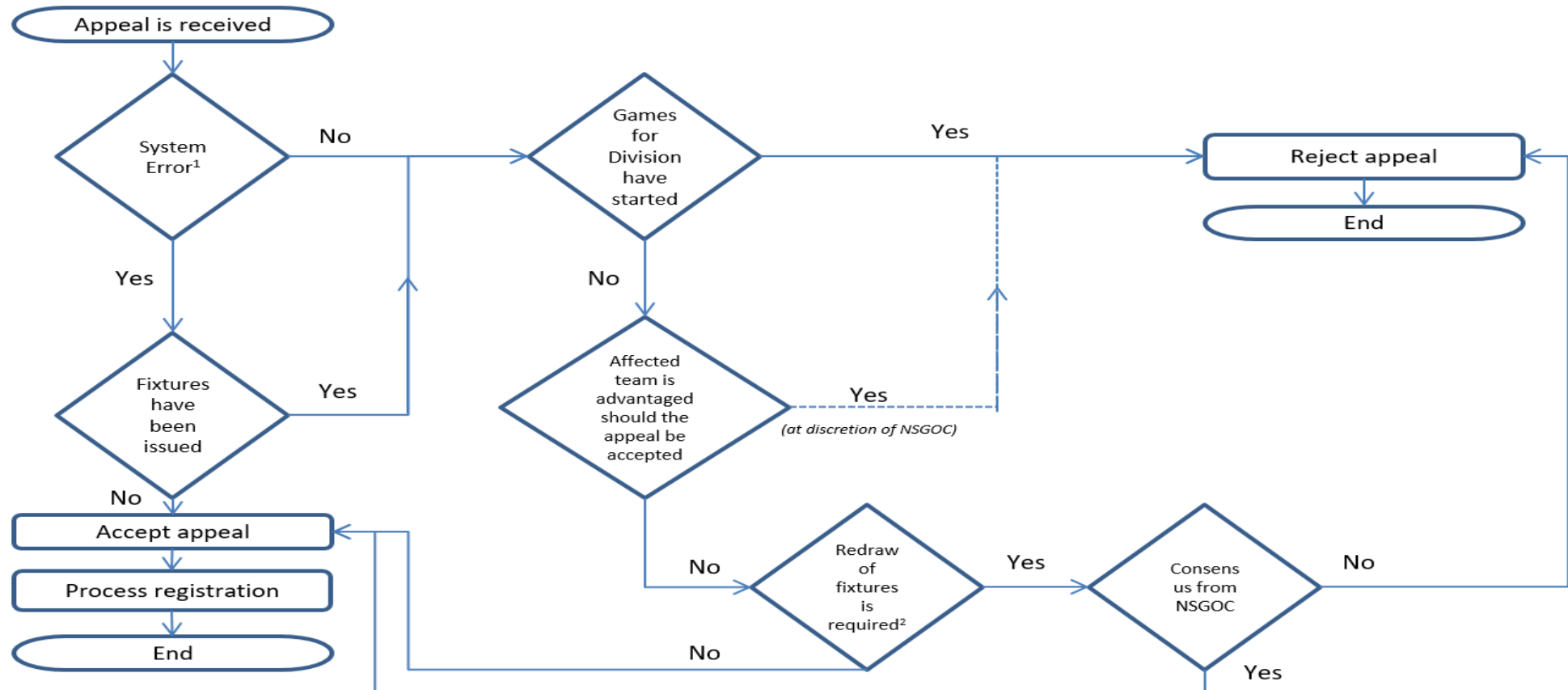
3. RECOGNITION, APPEAL AND DISCIPLINE

- a. Recognition
 - i. Develop and implement appropriate recognition (including recognition criteria), to support the desired outcomes of the National School Games, such as Sportsmanship Award, Colours Award (for SSSC).
 - ii. Collect and communicate good stories to relevant party(ies), including participating schools, MOE HQ and the media where appropriate.
 - iii. Plan and organise prize-giving ceremonies for the competition.
- b. Appeal
 - i. Work with Competition and Technical Sub-Committees to conduct investigations with all parties involved, in consultation with the Games Advisor and Vice-Chairman of the Standing Committee where relevant.
 - ii. Resolve all appeals and respond to relevant party(ies) on the outcome within a week of incident reported.
 - iii. Update SPSSC/SSSC Standing Committee on the outcome of the queries/protests/appeals, where warranted.

c. Discipline

- i. Work with Competition and Technical Sub-Committees to conduct investigations pertaining to disciplinary case(es) with all parties involved, in consultation with the Games Advisor.
- ii. Resolve all disciplinary case(es) and respond to relevant party(ies) on the outcome within a week of the case(es).
- iii. Develop disciplinary policies and systemise processes to manage the student(s), teacher(s), coach(es) and umpire(s) for alignment to the Councils' mission, motto and aspirations.

MANAGEMENT OF LATE/ERRONEOUS REGISTRATIONS IN THE NSG



Note:

- ¹: Refers to errors such as technical glitches, miscommunication by Organiser, erroneous information by Organiser, etc.
- ²: Required if (i) appellant is a seeded team, (ii) there is change in format/number of groups

Annex D

LANE DIVISION SYSTEM

System A: For 7 Competitors

No. of entries	NO. OF BOATS			SEMI - FINAL		FINAL		
	Heat 1	Heat 2		Placing	Lane	Placing	Final A Lane	Final B Lane
7	4	3		2 / H1	3	1 / H1	3	4
				3 / H1	5	1 / H2	4	3
				2 / H2	4	1 / SF	2	5
				3 / H2	2	2 / SF	5	2
				4 / H1	1	3 / SF	1	6
						4 / SF	6	1
1 st from heats to final. Remaining 5 boats to semi-final.				1 st – 4 th from semi-final to final. Rest out.				

System A: For 8 - 12 competitors

No. of entries	NO. OF BOATS		FINAL		
	Heat 1	Heat 2	Placing	Final A Lane	Final B Lane
8	4	4	1 / H1	4	3
9	5	4	2 / H1	5	2
10	5	5	3 / H1	6	1
11	6	5	1 / H2	3	4
12	6	6	2 / H2	2	5
			3 / H2	1	6
1 st , 2 nd & 3 rd from heats to final. Rest out.					

System B: For 13 - 18 competitors

No. of entries	NO. OF BOATS			SEMI - FINAL		FINAL		
	Heat 1	Heat 2	Heat 3	Placing	Lane	Placing	Final A	Final B
							Lane	Lane
13	5	4	4	2 / H1	3	1 / H1	3	4
14	5	5	4	3 / H1	5	1 / H2	4	3
15	5	5	5	2 / H2	4	1 / H3	2	5
16	6	5	5	3 / H2	1	1 / SF	5	2
17	6	6	5	2 / H3	2	2 / SF	1	6
18	6	6	6	3 / H3	6	3 / SF	6	1
1 st from heats to final. 2 nd and 3 rd to semi-final. Rest out.				1 st - 3 rd from semi-final to final. Rest out.				

System C: For 19 - 24 competitors

No. of entries	NO. OF BOATS				SEMI-FINAL				FINAL		
	Heat 1	Heat 2	Heat 3	Heat 4	SF1		SF2		Placing	Final A	Final B
					Placing	Lane	Placing	Lane		Lane	Lane
19	5	5	5	4	1 / H1	3	1 / H2	3	1 / SF1	3	4
20	5	5	5	5	1 / H4	4	1 / H3	4	1 / SF2	4	3
21	6	5	5	5	2 / H2	5	2 / H1	5	2 / SF1	2	5
22	6	6	5	5	2 / H3	2	2 / H4	2	2 / SF2	5	2
23	6	6	6	5	3 / H2	1	3 / H1	1	3 / SF1	1	6
24	6	6	6	6	3 / H3	6	3 / H4	6	3 / SF2	6	1
1 st - 3 rd from heats to semi-finals. Rest out.					1 st - 3 rd from semi-finals to final. Rest out.						

System C: For 25 - 30 competitors

No. of entries	NO. OF BOATS				
	Heat 1	Heat 2	Heat 3	Heat 4	Heat 5
25	5	5	5	5	5
26	6	5	5	5	5
27	6	6	5	5	5
28	6	6	6	5	5
29	6	6	6	6	5
30	6	6	6	6	6

1st ~ 3rd to Semi-Final + 4th, 5th & 6th Best Timing from Heats. Rest out.

Semi – Final Option (A)						Semi – Final Option (B)					
SF1	Lane	SF2	Lane	SF3	Lane	SF1	Lane	SF2	Lane	SF3	Lane
1/H1	4	1/H2	4	1/H5	4	1/H2	3	1/H3	3	1/H4	3
1/H3	3	1/H4	3	2/H3	3	1/H5	4	2/H1	4	1/H1	4
2/H2	5	2/H5	5	2/H4	5	2/H3	2	2/H4	2	2/H2	2
3/H4	2	3/H1	2	2/H1	2	3/H1	5	2/H5	5	3/H3	5
3/H5	1	3/H3	1	3/H2	1	3/H4	1	3/H2	1	3/H5	1
3 rd BT	6	4 th BT	6	5 th BT	6	5 th BT	6	3 rd BT	6	4 th BT	6

1st & 2nd from Semi-Finals to Final.

Placing	FINAL: (Option A)	(Option B)
1/SF1 / (3/SF1)	3	5
1/SF2 / (3/SF2)	4	3
1/SF3 / (3/SF3)	5	4
2/SF1 / (4/SF1)	2	6
2/SF2 / (4/SF2)	1	2
2/SF3 / (4/SF3)	6	1

Drawing Lots Aid

DIRECT FINAL	SYSTEM A: 7 - 12 COMPETITORS (2 HEATS)					
	7	8	9	10	11	12
1 to 6	2H: 4,3	2H: 4,4	2H: 5,4	2H: 5,5	2H: 6,5	2H: 6,6
	Best 3 from each heat to final.					
1 Final / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 Final / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 Final / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 Final / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 Final / L5	5 H2 / L1	5 H2 / L1	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 Final / L6	6 H2 / L2	6 H2 / L2	6 H2 / L1	6 H2 / L1	6 H1 / L6	6 H1 / L6
	7 H2 / L3	7 H2 / L3	7 H2 / L2	7 H2 / L2	7 H2 / L1	7 H2 / L1
		8 H2 / L4	8 H2 / L3	8 H2 / L3	8 H2 / L2	8 H2 / L2
			9 H2 / L4	9 H2 / L4	9 H2 / L3	9 H2 / L3
				10 H2 / L5	10 H2 / L4	10 H2 / L4
					11 H2 / L5	11 H2 / L5
						12 H2 / L6

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

SYSTEM B: 13 - 18 COMPETITORS (3 HEATS)					
13	14	15	16	17	18
3H: 5,4,4	3H: 5,5,4	3H: 5,5,5	3H: 6,5,5	3H: 6,6,5	3H: 6,6,6
Best from each heat to final. 2nd & 3 from each heat to semi-final.					
Best 3 from Semi-Final to Final.					
1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 H2 / L1	6 H2 / L1	6 H2 / L1	6 H1 / L6	6 H1 / L6	6 H1 / L6
7 H2 / L2	7 H2 / L2	7 H2 / L2	7 H2 / L1	7 H2 / L1	7 H2 / L1
8 H2 / L3	8 H2 / L3	8 H2 / L3	8 H2 / L2	8 H2 / L2	8 H2 / L2
9 H2 / L4	9 H2 / L4	9 H2 / L4	9 H2 / L3	9 H2 / L3	9 H2 / L3
10 H3 / L1	10 H2 / L5	10 H2 / L5	10 H2 / L4	10 H2 / L4	10 H2 / L4
11 H3 / L2	11 H3 / L1	11 H3 / L1	11 H2 / L5	11 H2 / L5	11 H2 / L5
12 H3 / L3	12 H3 / L2	12 H3 / L2	12 H3 / L1	12 H2 / L6	12 H2 / L6
13 H3 / L4	13 H3 / L3	13 H3 / L3	13 H3 / L2	13 H3 / L1	13 H3 / L1
	14 H3 / L4	14 H3 / L4	14 H3 / L3	14 H3 / L2	14 H3 / L2
		15 H3 / L5	15 H3 / L4	15 H3 / L3	15 H3 / L3
			16 H3 / L5	16 H3 / L4	16 H3 / L4
				17 H3 / L5	17 H3 / L5
					18 H3 / L6

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

SYSTEM C: 19 - 24 COMPETITORS (4 HEATS)					
19	20	21	22	23	24
4H: 5,5,5,4	4H: 5,5,5,5	4H: 6,5,5,5	4H: 6,6,5,5	4H: 6,6,6,5	4H: 6,6,6,6
Best 3 from each heat to semi-finals.					
Best 3 from semi-finals to final.					
1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 H2 / L1	6 H2 / L1	6 H1 / L6	6 H1 / L6	6 H1 / L6	6 H1 / L6
7 H2 / L2	7 H2 / L2	7 H2 / L1	7 H2 / L1	7 H2 / L1	7 H2 / L1
8 H2 / L3	8 H2 / L3	8 H2 / L2	8 H2 / L2	8 H2 / L2	8 H2 / L2
9 H2 / L4	9 H2 / L4	9 H2 / L3	9 H2 / L3	9 H2 / L3	9 H2 / L3
10 H2 / L5	10 H2 / L5	10 H2 / L4	10 H2 / L4	10 H2 / L4	10 H2 / L4
11 H3 / L1	11 H3 / L1	11 H2 / L5	11 H2 / L5	11 H2 / L5	11 H2 / L5
12 H3 / L2	12 H3 / L2	12 H3 / L1	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H3 / L3	13 H3 / L3	13 H3 / L2	13 H3 / L1	13 H3 / L1	13 H3 / L1
14 H3 / L4	14 H3 / L4	14 H3 / L3	14 H3 / L2	14 H3 / L2	14 H3 / L2
15 H3 / L5	15 H3 / L5	15 H3 / L4	15 H3 / L3	15 H3 / L3	15 H3 / L3
16 H4 / L1	16 H4 / L1	16 H3 / L5	16 H3 / L4	16 H3 / L4	16 H3 / L4
17 H4 / L2	17 H4 / L2	17 H4 / L1	17 H3 / L5	17 H3 / L5	17 H3 / L5
18 H4 / L3	18 H4 / L3	18 H4 / L2	18 H4 / L1	18 H3 / L6	18 H3 / L6
19 H4 / L4	19 H4 / L4	19 H4 / L3	19 H4 / L2	19 H4 / L1	19 H4 / L1
	20 H4 / L5	20 H4 / L4	20 H4 / L3	20 H4 / L2	20 H4 / L2
		21 H4 / L5	21 H4 / L4	21 H4 / L3	21 H4 / L3
			22 H4 / L5	22 H4 / L4	22 H4 / L4
				23 H4 / L5	23 H4 / L5
					24 H4 / L6

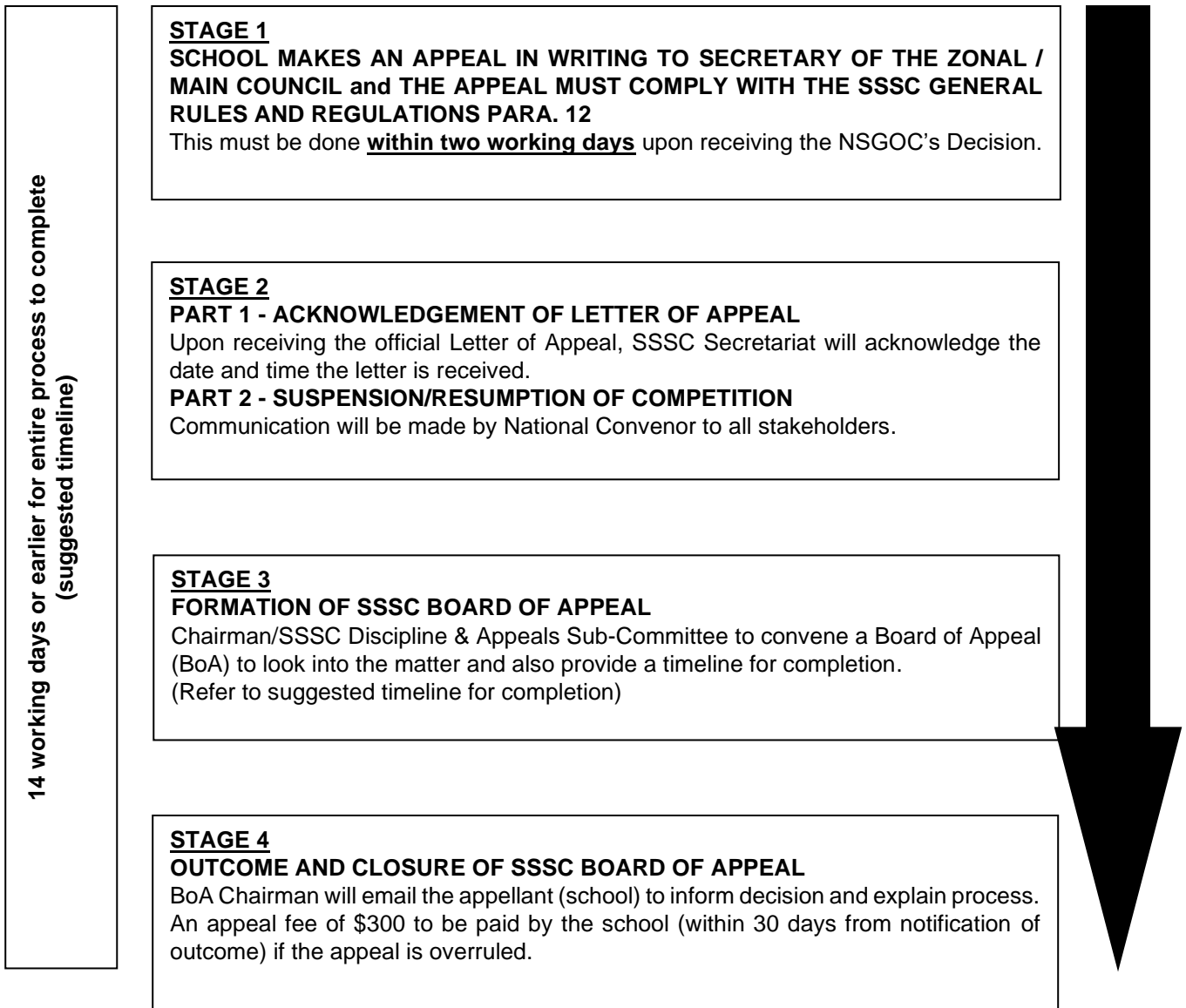
NOTE: The number of entry is deemed to be the same whenever there is a withdrawal.

SYSTEM C: 25 - 30 COMPETITORS (5 HEATS)					
25	26	27	28	29	30
5H: 5,5,5,5,5	5H: 6,5,5,5,5	5H: 6,6,5,5,5	5H: 6,6,6,5,5	5H: 6,6,6,6,5	5H: 6,6,6,6,6
1 st ~ 3 rd to Semi-Final + 4 th , 5 th & 6 th Best Timing from Heats.					
1 st & 2 nd from Semi-Finals to Final.					
1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 H2 / L1	6 H1 / L6	6 H1 / L6	6 H1 / L6	6 H1 / L6	6 H1 / L6
7 H2 / L2	7 H2 / L1	7 H2 / L1	7 H2 / L1	7 H2 / L1	7 H2 / L1
8 H2 / L3	8 H2 / L2	8 H2 / L2	8 H2 / L2	8 H2 / L2	8 H2 / L2
9 H2 / L4	9 H2 / L3	9 H2 / L3	9 H2 / L3	9 H2 / L3	9 H2 / L3
10 H2 / L5	10 H2 / L4	10 H2 / L4	10 H2 / L4	10 H2 / L4	10 H2 / L4
11 H3 / L1	11 H2 / L5	11 H2 / L5	11 H2 / L5	11 H2 / L5	11 H2 / L5
12 H3 / L2	12 H3 / L1	12 H2 / L6	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H3 / L3	13 H3 / L2	13 H3 / L1	13 H3 / L1	13 H3 / L1	13 H3 / L1
14 H3 / L4	14 H3 / L3	14 H3 / L2	14 H3 / L2	14 H3 / L2	14 H3 / L2
15 H3 / L5	15 H3 / L4	15 H3 / L3	15 H3 / L3	15 H3 / L3	15 H3 / L3
16 H4 / L1	16 H3 / L5	16 H3 / L4	16 H3 / L4	16 H3 / L4	16 H3 / L4
17 H4 / L2	17 H4 / L1	17 H3 / L5	17 H3 / L5	17 H3 / L5	17 H3 / L5
18 H4 / L3	18 H4 / L2	18 H4 / L1	18 H3 / L6	18 H3 / L6	18 H3 / L6
19 H4 / L4	19 H4 / L3	19 H4 / L2	19 H4 / L1	19 H4 / L1	19 H4 / L1
20 H4 / L5	20 H4 / L4	20 H4 / L3	20 H4 / L2	20 H4 / L2	20 H4 / L2
21 H5 / L1	21 H4 / L5	21 H4 / L4	21 H4 / L3	21 H4 / L3	21 H4 / L3
22 H5 / L2	22 H5 / L1	22 H4 / L5	22 H4 / L4	22 H4 / L4	22 H4 / L4
23 H5 / L3	23 H5 / L2	23 H5 / L1	23 H4 / L5	23 H4 / L5	23 H4 / L5

24 H5 / L4	24 H5 / L3	24 H5 / L2	24 H5 / L1	24 H4 / L6	24 H4 / L6
25 H5 / L5	25 H5 / L4	25 H5 / L3	25 H5 / L2	25 H5 / L1	25 H5 / L1
	26 H5 / L5	26 H5 / L4	26 H5 / L3	26 H5 / L2	26 H5 / L2
		27 H5 / L5	27 H5 / L4	27 H5 / L3	27 H5 / L3
			28 H5 / L5	28 H5 / L4	28 H5 / L4
				29 H5 / L5	29 H5 / L5
					30 H5 / L6

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

SSSC WORKFLOW FOR APPEALS



As in accordance with the SSSC General Rules and Regulations under rule 13.4, the decision of the Board of Appeal or the Standing Committee shall be final.

Annex F

SINGAPORE SCHOOLS SPORTS COUNCIL**Role of The Team Manager**

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 from his/her school. He/she must be a good role model for the participants and are expected to conduct themselves well in carrying out their duties. He/she will do the following:

	Terms of Reference
1	Point of contact between the National School Games Organising Committee (NSGOC) and the Principal (school).
2	Attend all briefings and/or meetings called for by the respective NSGOCs.
3	Check & verify the fixtures and schedules involving the school.
4	Ensure the accuracy of participants' particulars in the registration and that students are not placed in the wrong division.
5	Make transport arrangements for the participant(s).
6	To chaperone participant(s) to and from the competition venue and remain with the participant(s) throughout the duration of play.
7	Check and comply with the hosting school's Standard Operating Procedures (SOPs) and communicate all the information to all the stakeholders associated to the team attending the match.
8	Cooperate with NSGOC & officials and abide by the rules and regulations of the competition.
9	Submit team list & other necessary documents when required to.
10	Manage the coach, participant(s) and supporter(s), if any, to ensure that they adhere to the Code of Conduct as provided in SSSC Rules & Regulations.
11	Arrange for a replacement, in the event that he/she is not able to perform his/her duty, including when it is halfway through the competition
12	Duty of care for the participant(s) safety and well-being and to ensure that the participant(s) is/are medically covered e.g. first aid kit.
13	Contact the school immediately in the event of an injury or emergency.
14	Do not speak to the media unless with permission from the school
15	Represent the school in matters pertaining to formal appeals/protests (as required by the sport)
16	Accompany participant(s) at disciplinary board meetings if the occasion arises.
17	Any other matters pertaining to the duty of care, student management and competition matters relating to the participants from his/her school.

Annex G

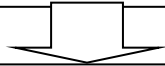
FLOW CHART FOR APPOINTING SCHOOL ADULT REPRESENTATIVE (PARENT) [SAR(P)]

To take note of:

Step 1: Appoint SAR(P)

School Principal shall assess the suitability of the parent of participating student athlete before appointing him/her as the SAR(P).

- Only the Legal Guardian/parent of one of the student athletes can be appointed as SAR(P)



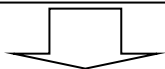
Step 2: Brief SAR(P) & Signing of Letter of Agreement

School shall conduct a briefing for the newly appointed SAR(P) on the following documents:

- Terms and Conditions
- Roles and Responsibilities

Upon agreeing to all the terms stated, the SAR(P) will be required to sign the Letter of Agreement.

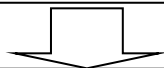
- SAR(P) must be briefed by participating school
- School to brief SAR(P) of the safety and intervention measures using the RAMS Form.



Step 3: Issue Appointment Letter

School issues the Appointment Letter to SAR(P).

- School to clearly indicate the start and end dates of the SAR(P)'s duty on the letter.



Step 4: Registration in NIS

School registers the student athlete and SAR(P) via the registration module.

- School Coordinator to login to NIS to register the SAR(P) and upload the **endorsed** Baseline Safety Standards form onto the registration module



Step 5: Sign-in at the Competition Venue

SAR(P) signs in the student athlete(s) and ensures that the student athlete(s) adheres to the respective game's rules and regulations at all times.

- SAR(P) to produce a photo identification for verification on the day of competition

Annex H

CODE OF CONDUCT FOR COACHES

- 1) Coaches must be good role models for the student athletes 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 Principal and the teacher in-charge (i.e. 30-week programme)
- 5) They are not allowed into the competition area except where the rule of the sport requires the presence of the coach e.g. Softball and Gymnastics.
- 6) They cannot represent the school in any matters.
- 7) They must not interfere with the organisation of the competition.
- 8) They are not allowed to approach the officials to query their decisions. Only team managers are allowed to approach officials to seek clarifications.
- 9) Coaches violating the rules will be asked to leave the competition arena.
- 10) Action will be taken against the school if the coaches fail to comply with the competition rules.
- 11) It is the responsibility of coaches to adhere to the rules and to be well versed with the competition rules.
- 12) They must ensure that the student athletes have adequate rest and are given water breaks.
- 13) Coaches should refrain from using foul language or speak in a tone not becoming of proper behaviour.