

**SINGAPORE SCHOOLS SPORTS COUNCIL
NATIONAL SCHOOL GAMES
RULES AND REGULATIONS FOR TABLE-TENNIS 2022**

1 ORGANISATION STRUCTURE AND GOVERNING BODIES

1.1 The NSG Table-Tennis competitions 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 ITTF;

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 a decision, with reference to the rules of the prevailing International Federations.

1.2 NATIONAL SCHOOL GAMES TABLE-TENNIS 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*	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*	2 Jan 2005 - 31 Dec 2005
	1 Jan 2006 - 31 Dec 2006
	1 Jan 2007 - 31 Dec 2007
	1 Jan 2008
'C' Division*	2 Jan 2008 - 31 Dec 2008
	1 Jan 2009 - 31 Dec 2009
	1 Jan 2010

*** Subject to the following conditions:**

- 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 1st 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 1st 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 1st Jan and have repeated a year of study.

3 ENTRIES

- 3.1 Each school is eligible to enter one boys' and one girls' team¹ for the following Divisions:

¹ Schools can send more than 1 team in each division if approval to form a combined team with another school has been given.

- a) 'A' Division
- b) 'B' Division
- c) 'C' Division

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 NSGOs

3.3 Appeals for late/erroneous entries 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 match.

4 REGISTRATION OF COMPETITORS

4.1 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 both the Zonal and National Championships. **This year SSSC Table-Tennis maximum 15 players, minimum 8 players.**

4.2 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.

4.3 Students requesting for a transfer after the Joint Admission Exercise may not represent their new school until the transfer has been officially effected.

4.4 When Zonal Championships are used as qualifying rounds for the National Championships, the top 4 teams of each division from each zone will qualify to compete in the National Championships. Teams which have qualified for the National Championship may register a new team list at the time of registration.

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 to inform the Convenors of the replacement at least one (1) working day before the next match.

4.5.2 No replacement of competitor(s) is allowed once the Championship reaches the semi-final stage.

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.
- 4.19 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.

5 CHAMPIONSHIP FORMATS

- 5.1 For Team Sports, there must be a minimum of **three (3) registered teams** from **three (3) different schools** before a team Championship can be organised.
- 5.2 For Individual Sports, there must be a minimum of **three (3) registered individuals** from **three (3) different schools** before a Championship can be organised.
- 5.3 The Championships for Team Games² shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of **four (4) teams**³. **(Refer to Annex D)**
- 5.4 The Zonal Championships of these five (5) team games; Badminton, Basketball, Netball, Table Tennis and Volleyball, will be used as the qualifying round for the National Championship.

Remark: Due to time constraint B & C Division will be only organized the Zonal competitions A Division still Direct National competition.

Any deviation from the Championship format requires approval from the Council or the Standing Committee. Basketball, Football, Rugby and Table Tennis have minor deviations in the Championship format that must be clearly stated in the respective sport rules and regulations

6 TEAM MATCH PLAYING FORMAT AND COMPETITION RULES

6.1 LINE UP FOR EACH MATCH

- 6.1.1 Each team may submit a fresh line-up of players before the commencement of each match.
- 6.1.2 The line-up of players shall be submitted to the Tournament Officials' table 10 minutes by the Team Manager before the start of each Team match. No changes are allowed thereafter.
- 6.1.3 On the line-up form, players should use their statutory name as shown in NRIC and Registration Form.
- 6.1.4 For the Team match all line up forms submitted by teams would have to include the name of the coach on the line up form (Only one Coach Name on the line up form) that has been appointed by the school to coach the playing team for that particular team match.

² Team Sports refer to Badminton, Basketball, Cricket, Floorball, Football, Hockey, Netball, Rugby, Sepaktakraw, Softball, Squash, Table Tennis, Tennis, Volleyball and Water Polo

³ The rule applies when the Championship is organised in format involving two and more groups. The rule is **NOT** applicable for Zonal Championships when a zone has less than four teams advancing to the National Championship due to disqualification and/or other reasons.

6.2 ORDER OF PLAY

- a. 1st singles
- b. 1st doubles
- c. 2nd singles
- d. 2nd doubles
- e. 3rd singles

6.3 COMPLETION OF ALL MATCHES

All matches must be played off. Any team giving a walkover on any match shall concede a 5-0 defeat. Except Semi-Finals, 3rd/4th position match and the Finals

6.4 INTERVAL (TIME-OUT)

6.4.1 One request of time-out per match by each team will be allowed during competitions. The duration of such time-outs will be one minute.

6.4.2 Player may take up to 1-minute break at the end of each game

6.5 SCORING

6.5.1 A game shall be won by the player or pair first scoring 11 points unless both players or pair score 10 points, when the game shall be won by the first player or pair subsequently gaining a lead of 2 points. A match shall consist of the best of 5 games.

6.5.2 After each 2 points have been scored, the receiving player or pair shall become the serving player or pair and so on until the end of the game, unless both players or pair score 10 points, when the sequence of serving and receiving shall be the same but each player shall serves for only 1 point in turn.

6.6 COMPETITION BALLS

The Double Fish V 40+3stars white Table-Tennis ball will be used for the competition

6.7 NUMBER OF PLAYER REGISTRATION FOR A TEAM

~~One Team maximum 12 players and minimum 8 players~~
One Team maximum 15 players and minimum 8 players

7 AWARD OF LEAGUE POINTS

7.1 TABLE-TENNIS TEAM MATCH LEAGUE POINTS:

Win	2 points
Loss	1 point
Walkover	0 point

The ranking order shall be determined primarily by the number of team match points gained.

7.2 TIE IN LEAGUE POINTS

7.2.1 In the event of two or more teams of the group have gained the same number of Team match points their relative positions shall be determined only by the results of the matches between them, by considering successively the numbers of team match points, the ratios of wins to

losses first in individual matches (for a team event), games and points as far to resolve the order.

- 7.2.2 The ratios of wins to losses first in individual matches (for a team event), games and points will follow the ITTF set of tie-breaking rules to resolve the tie.

8 PRIZES

The number of prizes and plaques (for team Championships only) to be awarded at the Zonal and National Championship shall be as follows:

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

9 REPORTING AND GRACE PERIOD

Fifteen minutes (15 mins) grace is allowed. The Convenor or his/her representative may at his discretion extend this grace period if he/she thinks the extension of grace period is justifiable (e.g. in special cases when delay may be caused by traffic jams, floods). However, the team concerned must contact the Convenor or his/her representative at the venue concerned to inform him/her of the delay. Teams must abide by the decision of the Convenor or his/her representative.

10 POSTPONEMENT

The Convenor or his/her representative shall, at his/her discretion, decide to postpone a match if he/she thinks the venue is unfit for play, 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.

11 WITHDRAWAL AND WALKOVER

- 11.1 Any withdrawal or walkover is considered to be contrary to the spirit of the game.
- 11.2 Schools participating in the Championship should not withdraw or give a walkover.
- 11.3 For each withdrawal⁴ 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.
- 11.4 In play-off for top 4 placing, any walk-over will disqualify the team from being placed.

12 ABANDONED GAME

- 12.1 The referee/umpire/ match manager is required to submit a written report on an abandoned game within one (1) working day.
- 12.2 For decision on an abandoned game, refer to Para. 21.1 on disqualification.

⁴ All results involving the team will be null and void.

13 PROTEST

- 13.1 Any clarification on points of laws/rules must be lodged immediately by the Team Manager (TM) **only** to the referee/umpire. Any decision taken by the referee/umpire will be final.
- 13.2 All protests shall be referred to the NSGOC. The protest(s) must reach the Committee within **one (1)** working day following the match to which it relates **unless** stipulated otherwise in the respective sport's rules. The protest must be in writing and duly signed by the principal. A protest fee of \$150 to be paid by school (within 30 days from notification of outcome) if the protest is overruled.
- 13.3 The NSGOC will deliberate on the protest within **five (5)** working days. The decision will then be made known in writing to the school concerned.
- 13.4 When there is any conflict of interest, the school(s) involved will not sit in the committee considering the protest.

14 APPEAL (Refer to Annex E)

- 14.1 Upon the release/disclosure of the decision of the Championship Organising Committee, **only** schools may appeal to the Council.
- 14.2 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.
- 14.3 An appeal fee of \$300 to be paid by school (within 30 days from notification of outcome) if the appeal is overruled.
- 14.4 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final.

15 SUSPENSION

- 15.1 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 Schools Sport Council
 - d) the National Association of the sport/game

16 TEAM MANAGER (TM)

- 16.1 Each participating team must be accompanied by a TM who shall remain with the team throughout the duration of play (**Refer to Annex F**).

- 16.2 The TM shall be a teacher or School Adult Representative⁵ (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 G**.
- 16.3 The TM must check and comply with the hosting school's Standard Operating Procedures (SOPs) and communicate all the information to all stakeholders associated with the participating school.
- 16.4 TMs are expected to conduct themselves with decorum during competitions
- 16.5 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 match/game, a report shall be made by the Convenor and the matter brought to the attention of the NSGOC for appropriate action.

Remark: TMs must mask on all the times at the competition venue.

17 REFEREES/UMPIRES/JUDGES/OFFICIALS/ PITCH or COURT MANAGERS

- 17.1 Where required by the specific sports' rules and regulations, participating schools shall provide a referee/umpire/judge/official/ pitch or court manager based on the requirements of the respective sports' rules.
- 17.2 Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers and Allied Educators can serve as officials.
- 17.3 Schools should ensure that their referees/umpires/judges/officials are present to fulfil their duties as scheduled by the Convenor and in alignment to the spirit of the Officials' Oath (**Refer to Annex A**).
- 17.4 Umpires will be provided by the Convenors— ITQ by NSGO for SSSC Table-Tennis

Remark: Umpires must mask on all the times at the competition venue.

18 COACHES

- 18.1 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.
- 18.2 Coaches are not allowed to approach the game officials to query their decisions. Only TMs are allowed to approach game officials to seek clarifications.
- 18.3 Schools must ensure that their coaches adhere to the SSSC Rules and Regulations and the code of conduct.

Remark: Coaches must mask on all the times at the competition venue.

⁵ SAR option is only available for the following individual sports: Canoeing, Cross Country, Fencing, Golf, Gymnastics, Judo, Sailing, Shooting, Swimming, Taekwondo, Tenpin 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 SUPPORTERS

- ~~19.1 Schools sending supporters to any competition shall ensure that their students are in proper school attire and that there are sufficient teachers present who would be responsible for the management of and well-being of their students.~~
- ~~19.2 Hosting schools reserve the rights to prevent any supporters from entering the competition if he/she failed to comply with the schools' Venue Sourcing SOPs.~~
- ~~19.3 All supporters are required to remain within the stipulated area for supporters throughout the competition. They are not allowed to be in the competition arena or participate in any form of side-line coaching and/or interference during the game.~~
- ~~19.4 Participating schools must ensure that their supporters attending the game(s) conduct themselves properly (Refer to Annex A). In the event that unsportsmanlike behaviour is observed, the Convener/hosting school's representative may, at his/her discretion, issue an eviction of the spectator from the training/competition venue.~~

Remark: This year no supporters and spectators are allowed to enter the competition venue.

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

- 20.1 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.
- 20.2 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.
- 20.3 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).

21 DISQUALIFICATION

- 21.1 A school will be disqualified if:
- a) it fields an ineligible competitor who is:
 - i. an overaged competitor(s)
 - ii. an unregistered competitor(s)
 - iii. a suspended competitor
 - iv. without a valid student pass
 - v. not a bona-fide student of the school
 - b) its team/competitor(s) are not accompanied by a TM
 - c) its team/competitor(s) caused a game/match to be abandoned
- 21.2 All results involving the team which has been disqualified will be considered null and void.

22 ATTIRE

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

23 MATTERS NOT PROVIDED FOR

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

24 AMENDMENTS

24.1 The 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 Competition Format
- E Workflow for Appeal
- F Role of Team Manager
- G Flow Chart for appointing School Adult Representative (Parent) [SAR(P)]
- H Code of Conduct for Coaches

Remark: Although we have started the E.O.I for NSG 2021 Table-Tennis B Division Zone Competitions, the starting of the competitions will still rely on the National Posture, community cases number and the SMM for COVID 19 in Singapore

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”

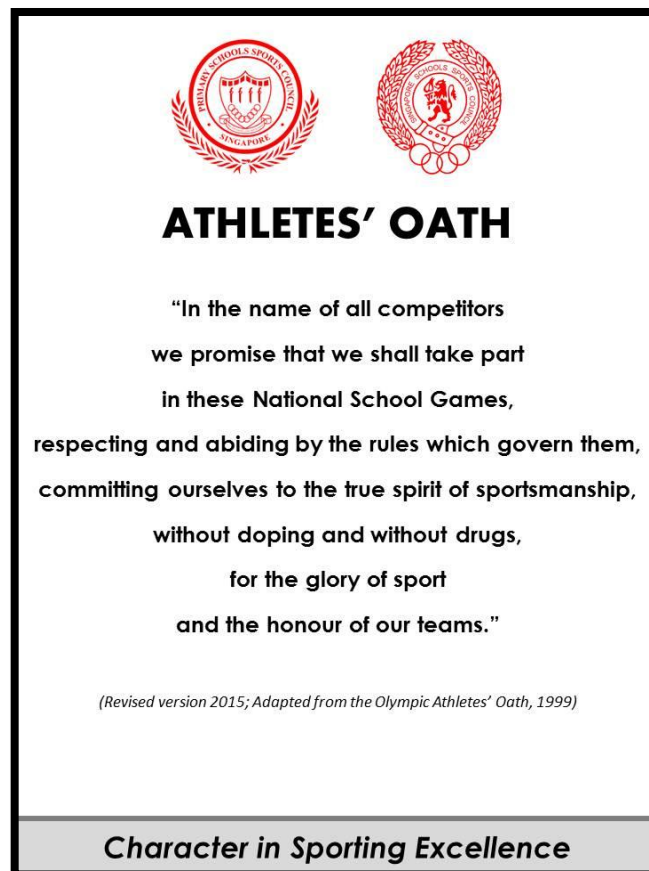
Motto

“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."*

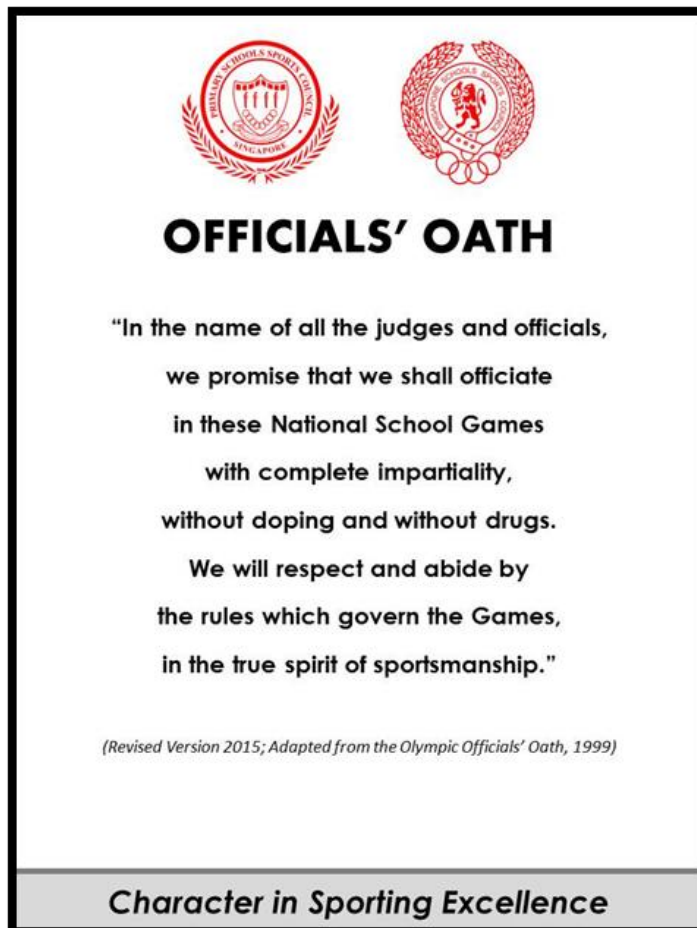
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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.



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.

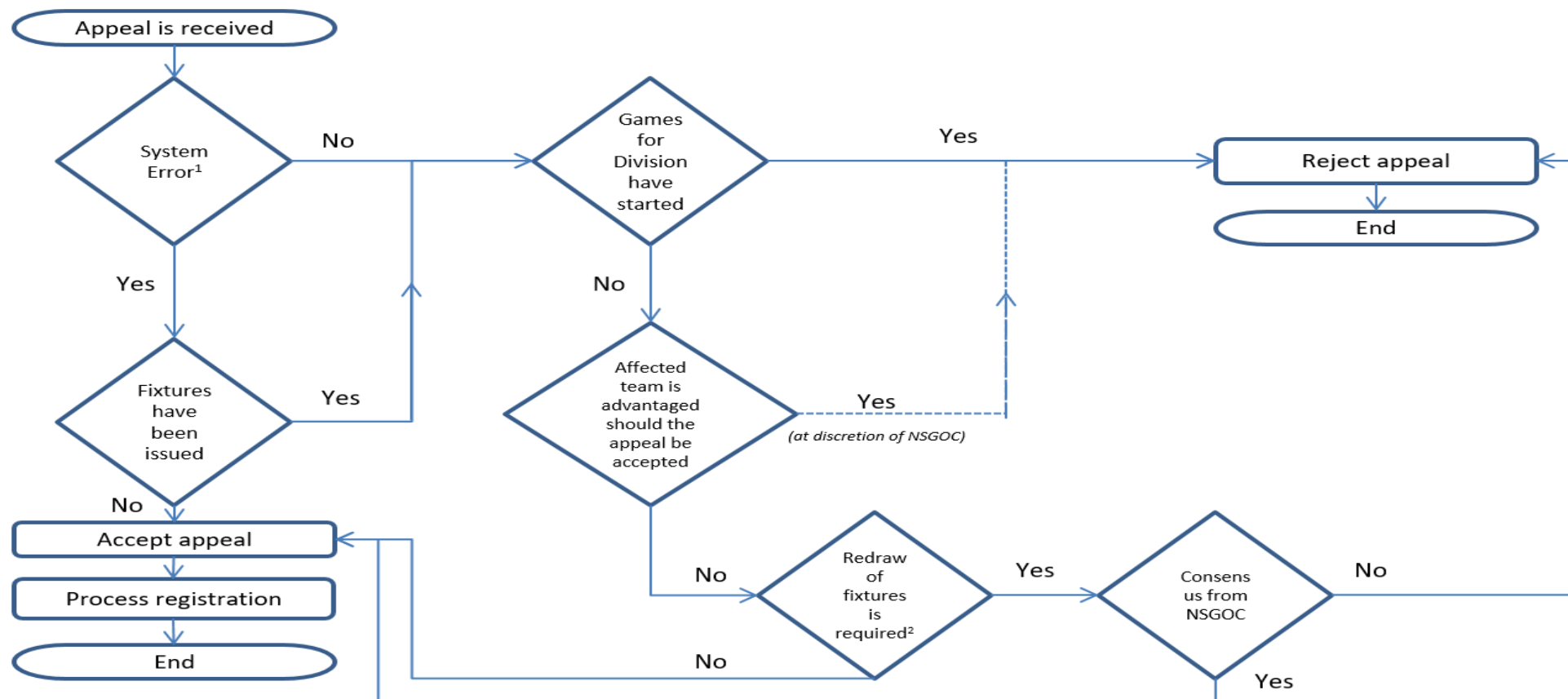
3. RECOGNITION, APPEAL AND DISCIPLINE

- 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 systemize 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

CHAMPIONSHIP FORMAT

In determining the format for the competition, games organising committees should aim to provide meaningful⁶ competition experiences for participating teams. The suggested championship formats highlighted in this Annex are options that the NSGOCs 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).

Grouping

The number of participation teams in the division should determine the Championship Format and the grouping approach, with the aim to provide meaningful competition experiences for the participating teams.

Seeding⁷

In determining how teams should be seeded, respective NSGOCs should ensure that the approach achieves the following:

- Ensures teams/players are objectively placed for the classification/preliminary rounds
- Ensures teams/players derive meaningful competition experiences from their participation in the NSG
- No teams/players are disadvantaged as a result

The following serve as a recommended guide for NSGOCs to determine which seeding approach to adopt based on the type of competition format:

Zone/ Direct National Competitions	Tiered Competitions	Individual Events Competition
Seed the top 4 teams and place them in the respective groups. Quarter-finalists from the preceding year shall be seeded, separated and placed in the groups by drawing of lots. No more than two seeded teams shall be drawn into the same group.	Seed all teams in the different tiers and separate them into different groups, using results from preceding year. Each tier shall be represented in all groups in the Classification Rounds. No more than two teams from the same tier shall be drawn into the same group.	Refer to Sports Specific Rules and Regulations

Table 1: Recommended seeding approaches for different championship format

⁶ Each participating team should minimally play 3 matches (i.e. cumulative across Zone and National competitions; where applicable) in the course of competition.

⁷ NSGOC will use 2019 NSG results to determine the seeded teams for 2021 NSG competitions even if there is modification to the sports or competition format due to Safety Management Measures (SMM), as long as it is meaningful to do so.

SUGGESTED CHAMPIONSHIP FORMATS FOR ZONE / DIRECT NATIONAL COMPETITION

One-Group Championship Format

Grouping

The Championship will be played in a one-group round robin format.

Number of Teams	Group
3 to 7 teams	One-Group

The NSGOC may decide to adopt one of the options listed below:

Option 1: Team ranking will be based on the league points awarded at the end of the single round robin league format.
Without play-offs or semi-finals

Option 2: At the end of the one-group round robin format, the top 2 placed teams will play-off for 1st & 2nd position and the 3rd and 4th placed teams will play-off for 3rd & 4th position
With Play-offs

Option 3: 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.
With Semi-Finals

Remark: Due to time constraint 2022 competition will be using option 1

Two-Group Championship Format

Preliminary Round

Seeding

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.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of each group will advance to the semi-final round. Convenor 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.

Number of Teams	Group A	Group B
8 teams	4	4
9 teams	4	5
	5	4
10 teams	5	5
11 teams	5	6
	6	5
12 teams	6	6

Semi-Final Round

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

Semi-final 1 (SF1)	A1 vs B2
Semi-final 2 (SF2)	B1 vs A2

Finals

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 Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

Three-Group Championship Format

Preliminary Round

Seeding

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 place team shall be placed in either Group A, B or C by drawing of lots. In the event that one of the seeded team withdraws from the tournament, the fourth placed team of the preceding tournament will replace as the seeded team of the group. Quarter-finalists from the preceding year shall be seeded, separated and placed in the 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.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor 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.

Number of Teams	Group A	Group B	Group C
13 teams	4	4	5
	5	4	4
	4	5	4
14 teams	4	5	5
	5	4	5
	5	5	4
15 teams	5	5	5

The schools draw in the 3 groups in the preliminary round will play a round robin (League system). The top 2 schools in the groups with the higher league points will advance to the Second round.

AA1 --- Group Winner BB1--- Group Winner CC1--- Group Winner
AA2 --- Group Runner-up BB2--- Group Runner-up CC2--- Group Runner-Up

The results of the preliminary round of the 2 schools in the same group that advance to the second round will be brought forward into the second round.

Second Round Round Robin

The 2 schools in the same group in the preliminary that advance to the second round will not play each other in the second round.

The results of the preliminary round of the 2 schools in the same group that advance to the second round will be brought forward into the second round League Table.

The 2 teams from the same group that qualified for the Second round will play a round robin (League system) with the other 2 Groups Group Winner and Group Runner-up.

AA1 vs BB2

AA2 vs BB1

AA1 vs CC2

AA2 vs CC1

AA1 vs BB1

AA2 vs BB2

BB1 vs CC2

BB2 vs CC1

BB1 vs CC1

BB2 vs CC2

CC1 vs AA1

CC2 vs AA2

There will be a ranking of number 1 to number 6 for the second round.

Remark: Due to time constraint there will be no semi-final, 3rd/4th position and Final. In year 2022 the second round ranking will be the final ranking for the competition

Semi-Finals

The school that ranked no.1 in the second round will play the school that rank no. 4 in the second round for the Semi-Final.

Winner of this game will advance to the final. Loser of this game will play for the 3rd & 4th position game.

The school that ranked no. 3 in the second round will play the school that rank no.2 in the second round for the Semi-Final.

Winner of this game will advance to the final. Loser of this game will play for the 3rd & 4th position game

3rd/4th Position

2 Loser Schools of the semi-final will play for 3rd and 4th Position.

Final

2 Winner schools of the semi-final will play for the Final.

Four-Group Championship Format

Preliminary Round

Seeding

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 four 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.

Grouping

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. Convenor 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.

Number of Teams	Group A	Group B	Group C	Group D
16 teams	4	4	4	4
17 teams	5	4	4	4
	4	5	4	4
	4	4	5	4
	4	4	4	5
18 teams	5	5	4	4
	5	4	4	5
	4	5	5	4
	4	4	5	5
19 teams	5	5	5	4
	5	5	4	5
	5	4	5	5
	4	5	5	5
20 teams	5	5	5	5
21 teams	6	5	5	5
	5	6	5	5
	5	5	6	5
	5	5	5	6
22 teams	6	6	5	5
	6	5	5	6
	5	6	6	5
	5	5	6	6
23 teams	6	6	6	5
	6	6	5	6
	6	5	6	6
	5	6	6	6
24 teams	6	6	6	6
25 teams	7	6	6	6
	6	7	6	6

	6	6	7	6
	6	6	6	7
26 teams	7	7	6	6
	6	7	7	6
	7	6	6	7
	6	6	7	7
27 teams	7	7	7	6
	7	7	6	7
	7	6	7	7
	6	7	7	7
28 teams	7	7	7	7

Quarter-Final Round

The quarter-final round will be played in a 2-group format. Each group shall consist of two (2) group champions and two (2) 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.

Group X	Group Y
A1	B1
C1	D1
B2	A2
D2	C2

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

Finals

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 Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

Five or Six-Group Championship Format

Preliminary Round

Seeding

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 five/six 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.

Grouping

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. Convenor 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.

Number of Teams	Group A	Group B	Group C	Group D	Group E	Group F
25 teams	5	5	5	5	5	0
26 teams	6	5	5	5	5	0
	5	6	5	5	5	0
	5	5	6	5	5	0
	5	5	5	6	5	0
27 teams	5	5	5	5	6	0
	6	6	5	5	5	0
	5	6	6	5	5	0
	5	5	6	6	5	0
	5	5	5	6	6	0
28 teams	6	5	5	5	6	0
	6	6	6	5	5	0
	5	6	6	6	5	0
	5	5	6	6	6	0
	6	5	5	6	6	0
29 teams	6	6	5	5	6	0
	6	6	6	6	5	0
	5	6	6	6	6	0
	6	5	6	6	6	0
	6	6	5	6	6	0
30 teams	6	6	6	6	6	0
	5	5	5	5	5	5
31 teams	6	5	5	5	5	5
	5	6	5	5	5	5
	5	5	6	5	5	5
	5	5	5	6	5	5
	5	5	5	5	6	5
	5	5	5	5	5	6
32 teams	6	6	5	5	5	5
	5	6	6	5	5	5
	5	5	6	6	5	5
	5	5	5	6	6	5
	5	5	5	5	6	6
	6	5	5	5	5	6

Quarter-Final Round

The quarter-final round will be played in a 2-group format. 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.

Five Groups Championship Format	Group X	Group Y
	A1	B1
	C1	E1
	D1	A2
	B2	C2
	E2	D2

Six Groups Championship Format	Group X	Group Y
	A1	B1
	C1	E1
	D1	F1
	B2	A2
	E2	C2
	F2	D2

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

Finals

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 Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

SUGGESTED CHAMPIONSHIP FORMATS FOR TIERED COMPETITION

Multiple-Groups Championship Format

Classification/ Preliminary Round

Seeding

NSGOCs should leverage on existing competition structures and mechanisms to implement a consistent seeding approach to seed all teams in the different tiers and separate them in different groups, using results from preceding year. Each tier shall be represented in all groups in the Classification Rounds.

Grouping

Teams shall be seeded, separated and placed into different groups by drawing of lots based on the preceding year's results.

For example:

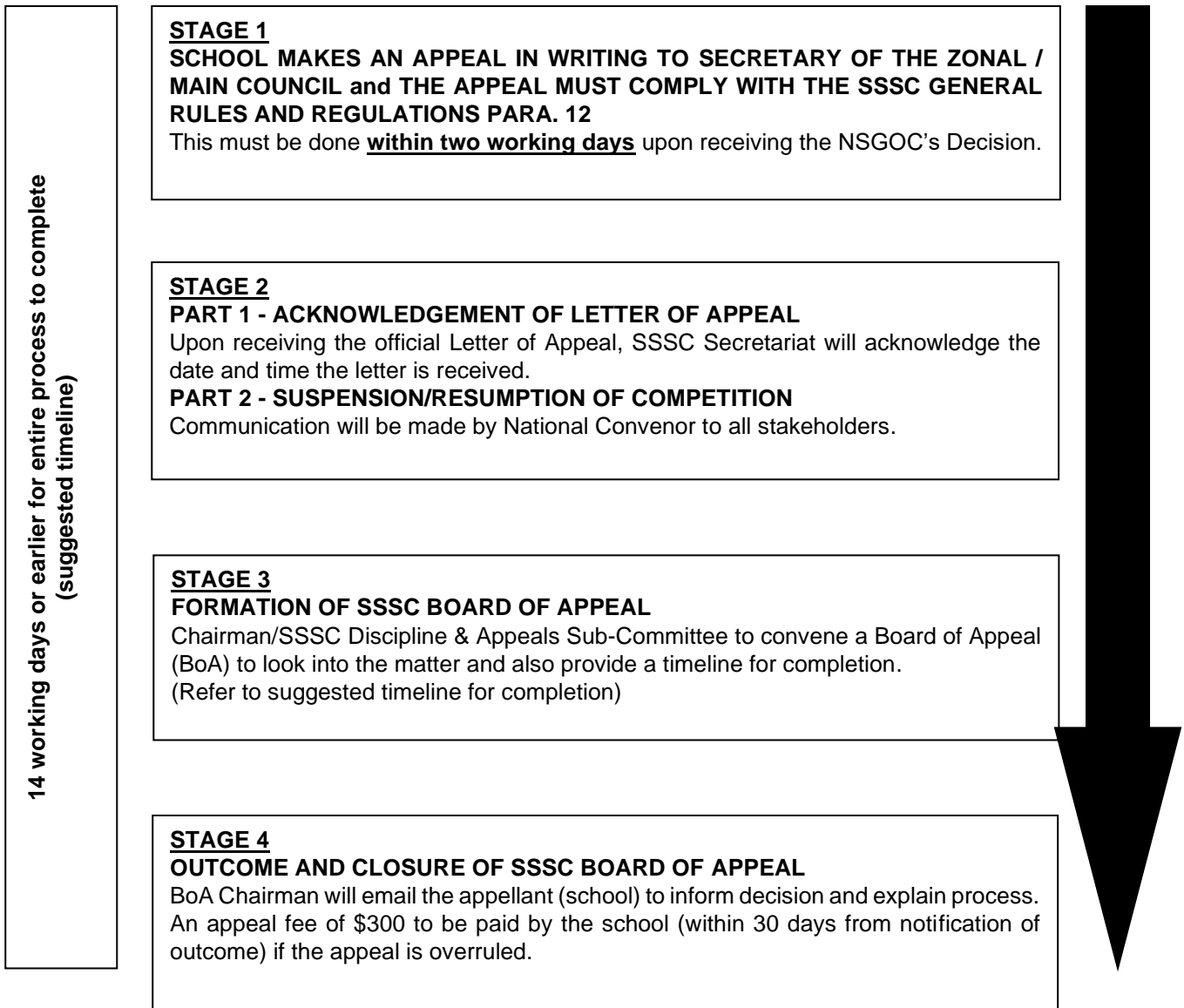
In a competition with 3 Tiers and the adopted format is to place all teams equitably into 8 groups in the Classification/ Preliminary round⁸, the grouping would be as such:

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team
Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team	Tier 1 team
Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team
Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team	Tier 2 team
Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team
Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team	Tier 3 team

In determining the competition format after the Classification/ Preliminary Round, NSGOCs should refer to the suggested competition format based on the number of teams in each tier.

⁸ Based on preceding year's results

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.

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

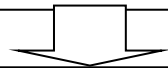
FLOW CHART FOR APPOINTING SCHOOL ADULT REPRESENTATIVE (PARENT)
[SAR(P)]

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)



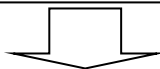
Step 2: Brief SAR(P) & Signing of Letter of Agreement

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).

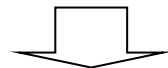
- School to clearly indicate the start and end dates of the SAR(P)'s duty on the letter.



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.