



SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL NATIONAL SCHOOL GAMES SWIMMING RULES AND REGULATIONS 2022 (SENIOR DIVISION) AS AT 28 MAR 2022

PREAMBLE

This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG). These rules and regulations should be interpreted and implemented in alignment to the spirit of the SPSSC's Mission, Aspirations and Motto (Ref Annex A).

SECTION A – ADMINISTRATIVE RULES & REGULATIONS

1 ORGANISATION STRUCTURE AND GOVERNING BODIES

1.1 The National School Games (NSG) shall be conducted:

- 1.1.1 as governed by the General Rules and Regulations of the Singapore Primary Schools Sports Council.
- 1.1.2 according to the Swimming laws/rules established by Federation Internationale De Natation (FINA) as prescribed in the Handbook of FINA (2017).
- 1.1.3 adhering to the Baseline Safety Standards for the NSG.
- 1.1.4 in the event that the rules and regulations are modified for safety/developmental reasons to suit the level of our school students, it shall be clearly stated in this document.
- 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 ORGANISING COMMITTEE (NSGOC)

1.2.1 The NSGOC shall consist of the following:

- a) The National Convenor,
- b) The Game Advisor,
- c) The Zonal Convenors,
- d) Organising Secretaries and
- e) Any other co-opted members deemed necessary

1.2.2 The NSGOCs are empowered to appoint sub-committees and individual members to assist in the organisation and running of the NSG competitions as and when required.

1.2.3 The NSGOCs shall have sub-committees to perform the following roles and responsibilities (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.



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- 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 / DIVISIONS

2.1 All students shall compete in the respective divisions set out in the R & R (Annex C) **with the exception of those born on 1 January who have been given approval for deferment by MOE during P1 registration.** These students will compete in the division with the cohort that they are studying with.

2.1.1 With effect from 2021, students who are born on 1 January and have participated in NSG previously shall follow the rules stated in Para 2.1. This rule will supersede all previous decisions.

2.1.2 This exception in Para 2.1 does not apply to students who are born on 1 January and have repeated a year of study.

Division	Dates
Senior 2	1 Jan 2010 2 Jan 2009 --- 31 Dec 2009
Senior 1	1 Jan 2011 2 Jan 2010 --- 31 Dec 2010

3 ENTRIES

3.1.1 Senior Division

3.1.2 Each school is eligible to enter a maximum of four entries per individual event. These entries must meet the stipulated qualifying times.

3.1.3 Each competitor must swim at least two different strokes from the individual event category except for 200m Individual Medley which would be considered as having demonstrated swimming at least two different strokes.

3.1.4 Each competitor is allowed to swim up to two individual events (championship events), up to two individual events (non-championship events) and any number of relay events in his/her division.

3.1.5 For relay events, each school may enter only one team per event. All swimmers entered in that division are eligible to swim in the relay events. The relay team must swim according to the order listed in the submission form. The relay form must be submitted at least one hour before the start of the respective session i.e. 0800hrs or 1300hrs



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3.2 EVENTS & QUALIFYING TIMES (Valid from 2018-2022)

No	EVENT	BOYS		GIRLS			
		Senior 2	Senior 1	Senior 2	Senior 1		
1	50m Freestyle	00:42.31	00:42.31	00:45.04	00:45.04		
2	50m Breaststroke	00:53.93	00:53.93	00:56.43	00:56.43		
3	50m Backstroke	N.A	00:50.48	N.A	00:53.71		
4	50m Butterfly		00:49.12		00:49.27		
5	100m Freestyle		01:33.57		01:37.86		
6	100m Breaststroke		01:56.73		02:03.49		
7	100m Backstroke		01:52.52		01:57.38		
8	100m Butterfly		01:49.08		01:53.26		
9	200m Freestyle		03:15.33		03:28.64		
10	200m Individual Medley		03:54.83		04:20.46		
Individual Events - Multi-Stroke (Non-Championship Events)			Senior 2		Senior 1	Senior 2	Senior 1
11	100m - 50m Fly and 50m Back		N.A		02:00.00	N.A	02:05.00
12	100m - 50m Fly and 50m Breast	01:50.00		02:08.00			
13	100m - 50m Fly and 50m Free	01:33.00		01:47.00			
14	100m - 50m Back and 50m Breast	02:08.00		02:10.00			
15	100m - 50m Back and 50m Free	01:53.00		01:51.00			
16	100m - 50m Breast and 50m Free	01:44.00		01:57.00			
Relay Events (Championship Event)				Senior 1			Senior 1
17	4x50m Freestyle Relay		03:50.42		03:50.42		
18	4x50m Medley Relay		03:33.56		03:33.56		

Multi-Stroke Non-Championship Events (B & C Division):

- 3.2.1 Events 11-16, will be swum as non-championship events.
- 3.2.2 No points will be awarded however medals will be given out as in accordance to para 7.
- 3.2.3 The events will follow individual medley turn rules and are timed finals.

3.3 Entries submitted by a school may be based on times achieved in the current year at any of the following:

- 3.3.1 Singapore Swimming Association organised Meets i.e. Singapore Time Trials, Singapore National Age Group
- 3.3.2 Schools' Meets
- 3.3.3 SSA Affiliated Club Meets



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3.4 Entries with no Qualifying Entry Time (QET) or times slower than QET will be rejected.

3.5 All entries must be submitted through the e-Registration portal at <https://nsg.moe.edu.sg/nis/#!/login> on or before ~~24 Mar 2020~~ **5 April 2022**. This includes details of participants along with the necessary supporting documents.

- a) Baseline Safety Standards Acknowledgement Form
- b) Supporting documents for Special/Transfer case students
- c) Age dispensation form (if applicable)

3.6 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 D**). Schools must write in through the Principal, to inform the Convenors of any appeal before the start list is published.

4 REGISTRATION OF PARTICIPANTS

4.1 Registration closes at 2359 hours on the last day of registration, **5 April 2022**.

4.2 Incorrect and incomplete entries may lead to disqualification of participants. Entries will not be accepted after the closing date.

4.3 No changes in event will be allowed once the on-line registration is closed.

4.4 The confirmed registration is deemed to be cleared by Principals once the registration form is submitted on-line.

4.5 International students can only be registered to play for their school **after** they have been issued with the student passes from the Immigration and Checkpoints Authority (ICA).

4.6 International students who are in the schools on exchange programme are not allowed to represent the school.

4.7 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.

4.8 Registration constitutes representation, that is, once a student is registered to play for a school, he or she is deemed to have represented his or her school. Hence, the student is not allowed to represent another school in the same sport in the same year.

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



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SECTION B – COMPETITION RULES & REGULATIONS

5 COMPETITION FORMAT

- 5.1 For relays, there must be a minimum of three (3) registered teams from three (3) different schools before a race can be organised. (N.A. – 2022)
- 5.2 For Individual events, there must be a minimum of three (3) registered individuals from three (3) different schools before a race can be organised.
- 5.3 Any event with fewer than three entries will not be swum and the participants will be informed of the cancellation.
- 5.4 For events 1-8, if there are more than 10 swimmers, heats will be swum with the finals swum on Session 4. If there are only 10 swimmers or fewer, there will be NO heats and swimmers will proceed to finals (i.e. session 4)
- 5.5 Events 9 - 18 will be swum as timed finals. Competitors will be placed according to graduated time order, from slowest to fastest. There will be NO Re-Swims.
- 5.6 The order of events can be found in **Annex D**.

6 AWARD OF LEAGUE POINTS (CHAMPIONSHIP POINTS)

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

Position	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Points	10	9	8	7	6	5	4	3	2	1

- 6.2 Should there be a tie in points accumulated amongst any teams finishing in the overall top 4 position, a medal count will be taken to decide the position. This will begin with a medal count for the tied teams concerned, starting with the team with the most number of Gold medals, followed by Silver medals, and Bronze medals. The team with a better medal tally will finish in the higher position. This will be carried out for the top four positions for each division to ensure that there is no tie position for any of the top four positions. If there are still no winners after taking the number of bronze medals into consideration, a winner will be decided by counting the number of records broken.



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7 PRIZES

7.1 The number of prizes shall be as follows:

No. of Participants/Teams	Position/Medals Awarded
3-4	2
5-6	3
7-8	4
9-10	5
11-12	6
13-14	7
15 and more	8

7.2 The colour of the medals awarded shall be as follows:

Position	Colour of Medals
1 st	Gold
2 nd	Silver
3 rd	Bronze
4 th	
5 th	
6 th	
7 th	
8 th	

7.3 Divisional Championship trophies will be presented to the top four champion schools for each division on the final day.

8 REPORTING AND GRACE PERIOD

8.1 All competitors are to be ready 30 minutes before their scheduled events. They are to report to the Clerks-of-Course (in Call Room) immediately when called upon to do so by means of display boards or announcement. Latecomers will not be permitted to swim the event when the competitors for the event have been dispatched to the starting point.

8.2 No grace period will be given.

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

9 POSTPONEMENT

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



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10 WITHDRAWAL AND WALKOVER

- 10.1 Any withdrawal or walkover is considered contrary to the spirit of the game.
- 10.2 Schools participating in the NSG should not withdraw or give walk-over.
- 10.3 Withdrawals will only be allowed for valid reasons, and only if it is accompanied by endorsement from the Teacher-in-charge. This should be followed by a written explanation duly endorsed by the Principal to the National Convenor and Game Advisor within the same day.
- 10.4 In the event where the competitor has a Medical Certificate, endorsement by the Principal is not required.
- 10.5 Any competitor who withdraws without a valid reason will not be allowed to participate in subsequent events including relay events.
- 10.6 Withdrawals for finals must be presented to the NSGOC within 30 minutes of the posting of the Heats results.

11 ABANDONED GAME

N.A.

12 PROTEST

- 12.1 Any clarification on points of laws/rules, must be lodged immediately by the Team Manager (TM) to the referee/umpire/judge. The decision taken by the referee/umpire/judge will be final.
- 12.2 All protests shall be referred to the NSGOC. The team manager must seek approval from his/her principal before putting up a protest. All protests shall be referred verbally to the NSGOC by the Teacher-in-charge immediately after the race. The team manager must provide swimmer's details including event number, heat number, lane assigned, swimmer's name and school.
- 12.3 The protest(s) form must reach the NSGOC within 30 minutes following the conclusion of the respective event. However, if conditions that might give rise to a potential protest exist before the event, the protest must be lodged before the start signal is given.
- 12.4 The protest must be in writing and duly endorsed/signed by the principal. A protest fee of one hundred and fifty-dollars (\$150)² will be deducted from the protesting school's account, via IFAAS if the protest is overruled.
- 12.5 The NSGOC protest committee will deliberate on the protest. The decision will then be made known in writing to the school concerned.

² Amount is inclusive of GST.



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- 12.6 If the protest is upheld, the protest fee will not be required. If it is overruled, the protest fee of \$150 will be deducted from the protesting school's account, via IFAAS.
- 12.7 When there is any conflict of interest, the school(s) involved will not sit in the committee considering the protest.

13 APPEAL (Refer to **Annex E**)

- 13.1 Upon the release/disclosure of the decision of the NSGOC, only schools may appeal to the Council.
- 13.2 Notice of appeal shall be lodged with the National Convenor within two (2) hours upon receiving the NSGOC's Decision. The appeal must be in writing (or email) and duly signed by the Principal.
- 13.3 An appeal fee of three hundred dollars (\$300) will be deducted from the appealing school's account, 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 participants 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 Zone Council
 - c) The SPSSC
 - d) Singapore Swimming Association

15 TEAM MANAGER (TM)

- 15.1 Each participating team must be accompanied by a TM who shall remain with the team throughout the duration of play (Please refer to **Annex F**).
- 15.2 The TM shall be a teacher or School Adult Representative (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**.
- 15.3 TMs are expected to conduct themselves with decorum during competitions.
- 15.4 TMs are not allowed to interfere with the final decision taken by the referee/umpire/judge/official on points of laws/rules after clarification has been sought. If such interference results in disruption of any match, a report shall be made by the Convenor and the matter brought to the attention of the NSGOC for appropriate action.



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16 REFEREE / UMPIRE / JUDGE / OFFICIAL

- 16.1 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.
- 16.2 Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers and Allied Educators can serve as officials.
- 16.3 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**).
- 16.4 The technical officials will be appointed by the NSGOC in consultation with Singapore Swimming Association. (Refer to **Annex A** for officials' oath).

17 COACHES

- 17.1 Coaches are expected to conduct themselves with decorum during competitions (Refer to **Annex H**).
- 17.2 Coaches are not allowed to approach the officials to query their decisions. Only TMs are allowed to approach officials to seek clarifications.
- 17.3 Schools must ensure that their coaches adhere to the SPSSC Rules and Regulations and the Code of Conduct (Refer to **Annex H**).
- 17.4 Schools must register their swimmers' coaches on NIS if their swimmer requires his/her coach to be on the competition pool deck for warm-ups.
- 17.5 Only coaches with current NROC (Swimming) certification will be issued a coaches pass.

18 SUPPORTERS (N.A. for 2022)

- 18.1 Schools sending supporters to any competition shall ensure that their students are in proper school uniform and that there is sufficient number of teachers on duty to maintain discipline.
- 18.2 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.
- 18.3 Participating schools must ensure that their supporters and spectators attending the competition(s) conduct themselves properly (Refer to **Annex A**). In the event that unsportsmanlike behaviour is observed, the Convenor may, at his discretion, issue an eviction of the spectator from the training/competition venue.



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19 BREACH OF CODE OF CONDUCT BY TMS / PARTICIPANTS / OFFICIALS / COACHES / 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 Appeal against the decision of the Disciplinary Panel may be submitted by the school (for participants, coaches, and TMs) and/or the official, to the Council, whose decision shall be final (Please refer to Para 13 with regards to the Appeal process).
- 19.3 Any individuals suspended / barred by any one of the following bodies is barred from the NSG for that sport for the period of suspension:
- The School
 - The Zone Council
 - The Singapore Primary Schools Sports Council (SPSSC)
 - Singapore Swimming Association

20 DISQUALIFICATION

- 20.1 A school will be disqualified if it commits any of the following:
- if it fields an ineligible participants who is:
 - overaged
 - underaged
 - unregistered
 - suspended (with reference to para 14)
 - without a valid student pass
 - not a bona-fide student of the school
 - team/ participants not accompanied by a TM
 - team/ participants which caused the 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 to FINA's By Laws on Swimwear.

22 RESULTS OF THE MEET

- 22.1 All results will be posted on the wall next to the information booth and outside the Call Room. Results will also be posted on the following website:
<https://nsg.moe.edu.sg/spssc/swimming>



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23 ACCREDITATION PASSES

23.1 Teacher accreditation passes will be assigned based on size of swim team:

No. of swimmers in individual events	No. of accreditation passes
1-5	1
6-19	2
20-39	3
40+	4

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

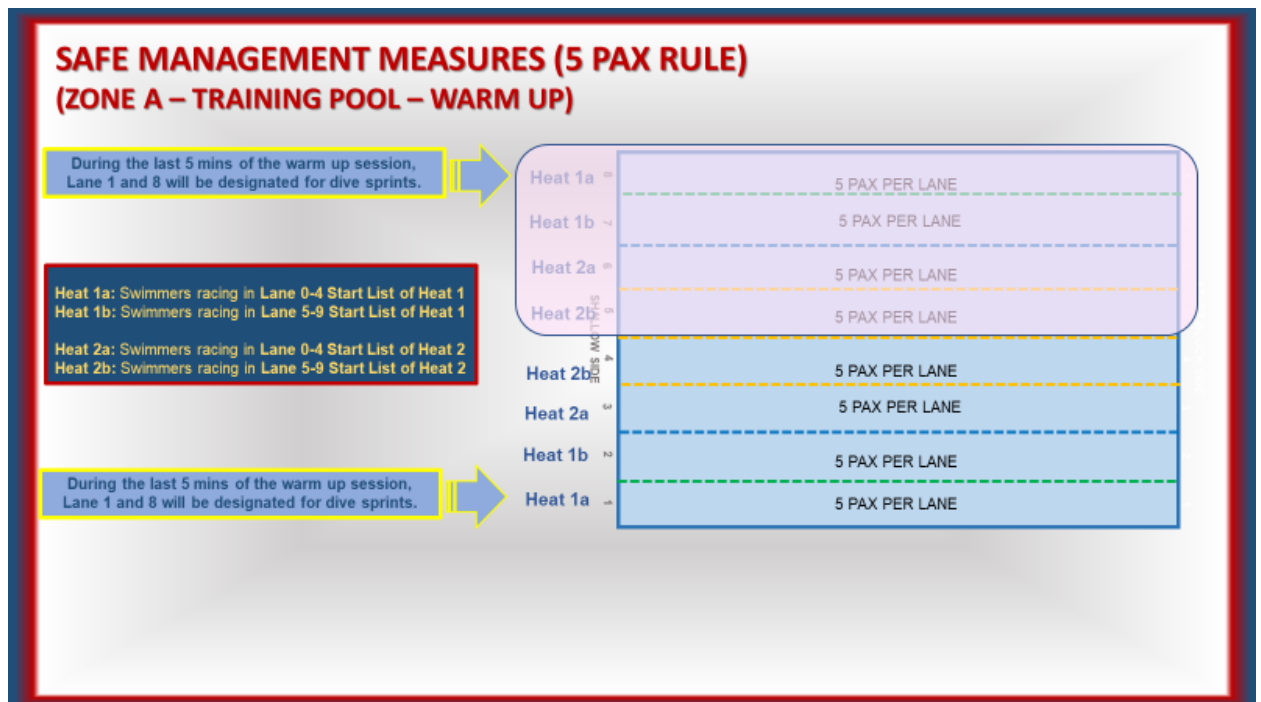
23.3 Lost or misplaced accreditation passes must be reported to the Registration Counter.



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24 WARM-UP GUIDELINES

- 24.1 The warm-up pools will be available for warm-up according to the schedule.
- 24.2 There shall be no diving in the circle swimming lanes, the turn practice lanes and the 50m pace lane (opposite side). Entry to these lanes is via feet first entry from the sitting position at all times.
- 24.3 The use of swim paddles is prohibited during warm-up.
- 24.4 The dive sprint lanes are one-way only. Swimmers should clear the lanes immediately and walk back. Swimmers are advised to exercise caution when doing backstroke starts.
- 24.5 Coaches will be allowed on the warm up pool deck during the warm-up sessions.
- 24.6 During competition, the competition pool deck is strictly out of bounds to all except for Technical Officials on duty, NSGOC, appointed crew members, appointed media personnel.
- 24.7 The training / warm-up pool will follow the schemata as below:





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SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR

25 MATTERS NOT PROVIDED FOR

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

26 AMENDMENTS

26.1 The Singapore Primary Schools Sports Council shall have the right to delete, add or amend the rules and regulations laid down herein.

List of Annexes

- A SPSSC Mission, Aspirations and Motto
- B NSGOC Terms of Reference
- C Management of Appeal for Late/ Erroneous Registration Workflow
- D Order of Events
- E Appeal Process
- F Role of Team Manager
- G Appointment of SAR
- H Code of Conduct for Coaches

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”

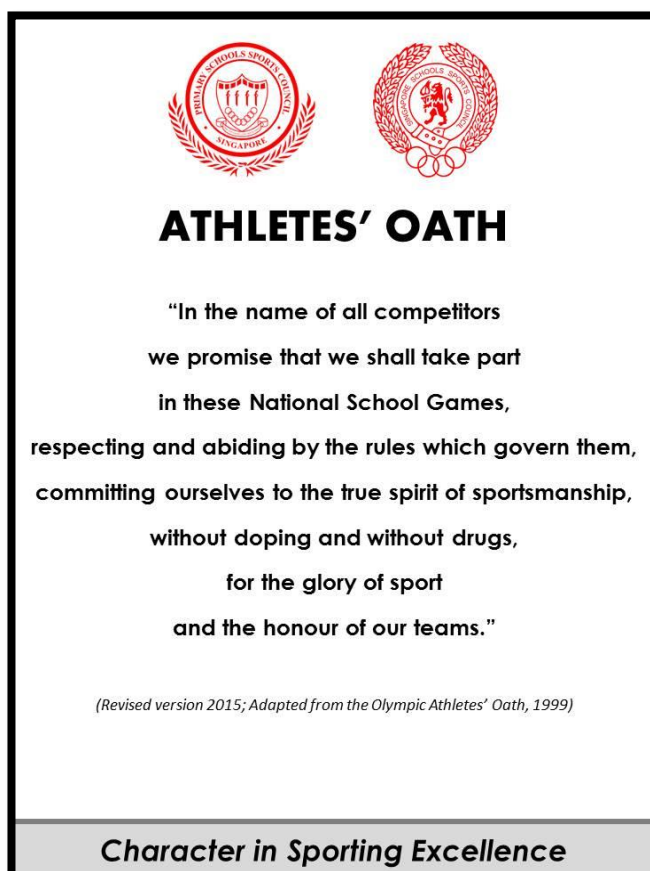
Motto

“Character in Sporting Excellence”

Aspiration 1: *Every athlete an honourable sportsman*

Guiding Principle:

The athlete abides by the rules of the game, 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."*

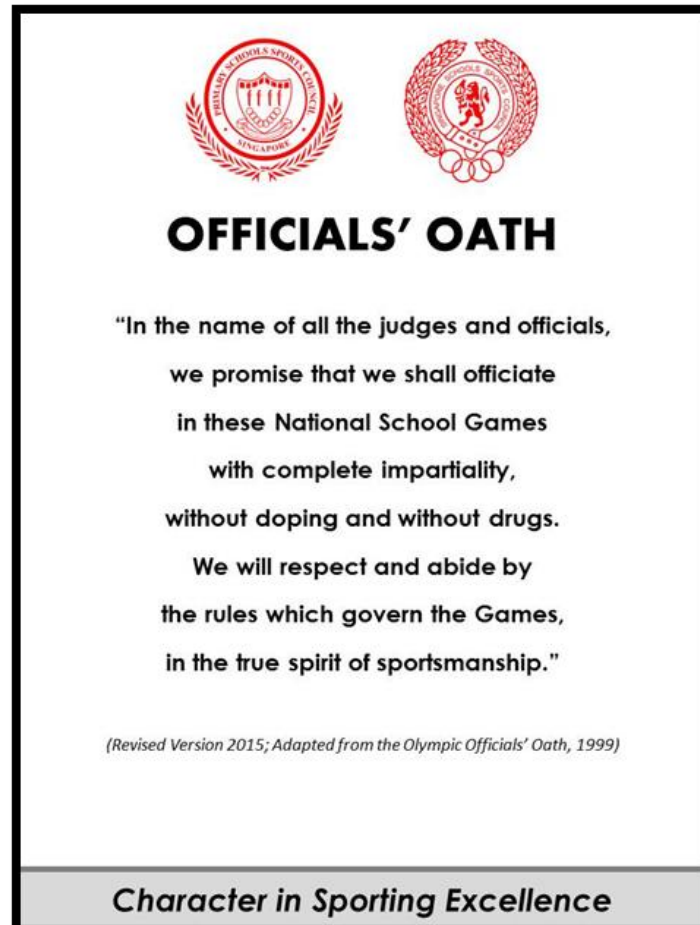
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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 game 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 games 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 show 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.

**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

Plan and execute the competition according to the rules and regulations, as well as the established safety standards:

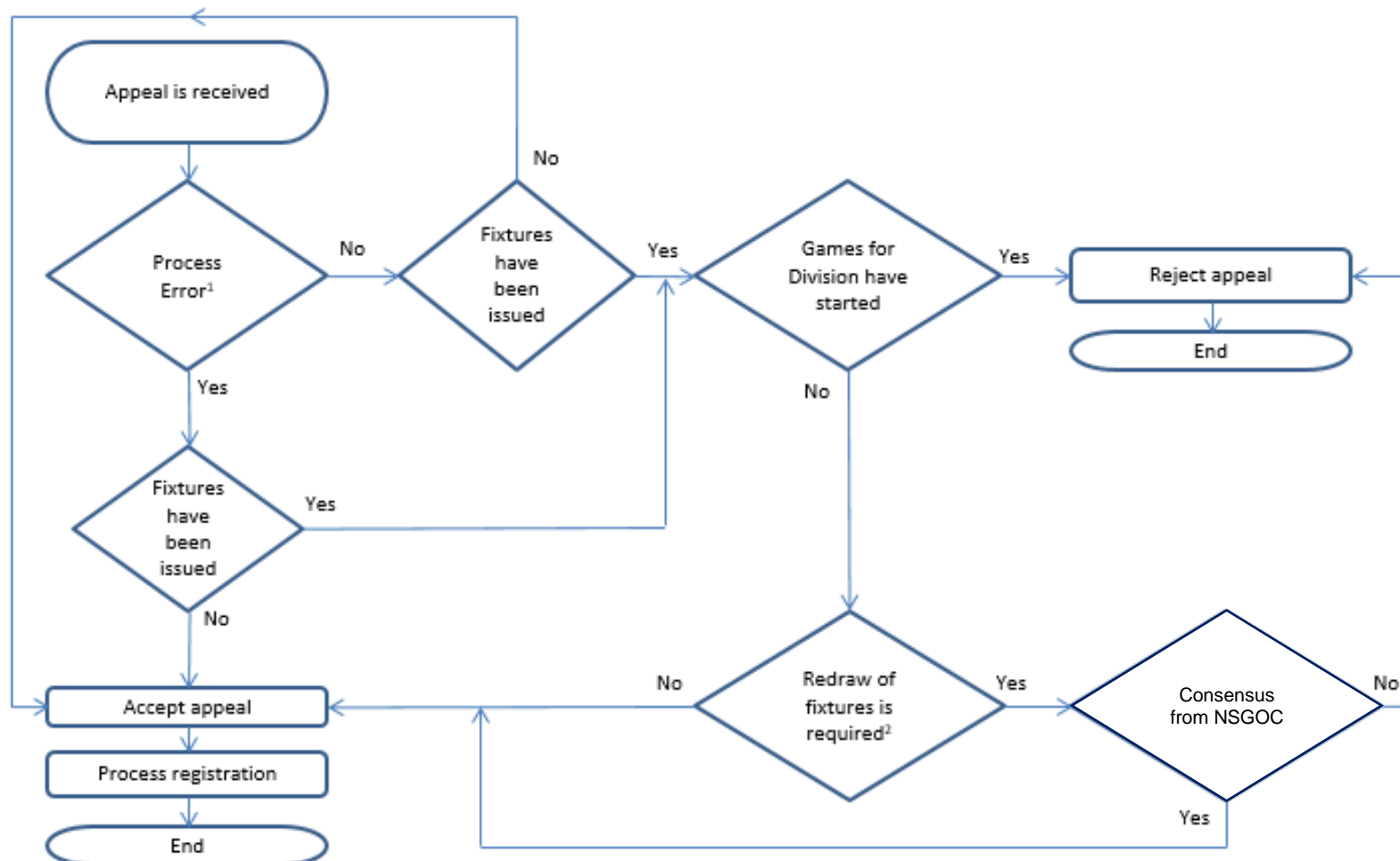
- a. Organising Efficiency:
 - i. Work out the competition schedules, fixtures and venues required.
 - ii. Communicate with participating teams on all competition matters, including, but not limited to: rules, dates, fixtures, venue, etc.
 - iii. Identify and appoint Competition Director for deployment of officials.
 - iv. Secure 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. Procure 3rd party liability insurance, if necessary.
 - iii. Communicate relevant parts of the risk assessment and management plan to all relevant parties.
 - iv. Monitor and manage safety and security issues at the competition venue.
- c. Venue Organisation:
 - i. Organise competition venue, such as proper allocation of spaces for assembly, warm-up, match, rest areas, spectators, where appropriate.
- d. Results Processing:

- i. Compile competition results in a timely manner for communication and uploading onto the Council's 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) within the duration of 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 Appeal for Late/Erroneous Registration Workflow



Note:

¹: Refers to errors such as technical glitches, miscommunication by Organiser, erroneous information by Organiser, etc.

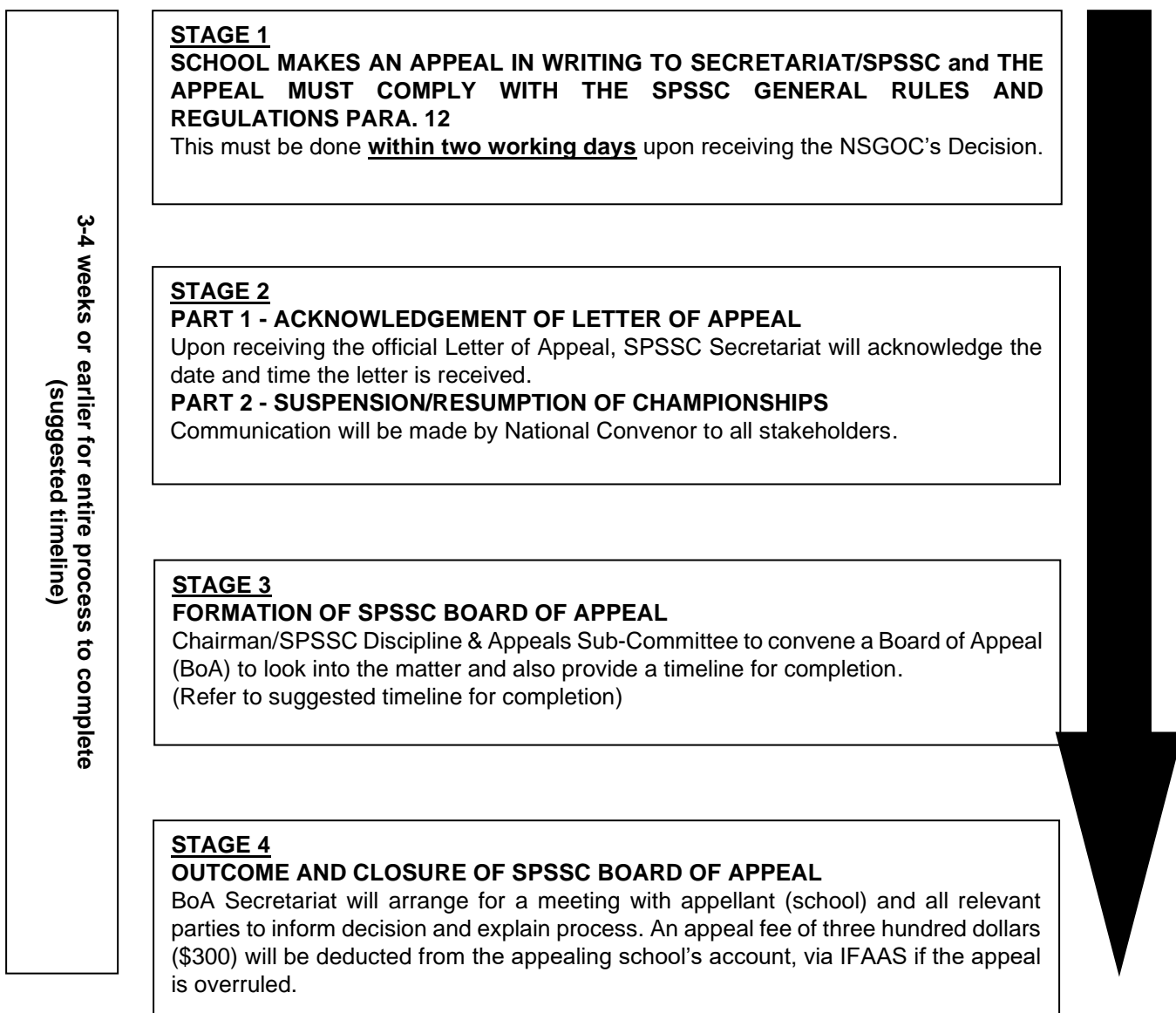
²: Required if (i) appellant is a seeded team, (ii) there is change in format/number of groups

Order of Events

Senior 1		Senior 1	
Day 1 – AM Session 1 (TIMED FINALS)		Day 2 – AM Session 3 (HEATS)	
101	Girls 100m: 50 Fly + 50 Back	301	Girls 50 Butterfly
102	Boys 100m: 50 Fly + 50 Back	302	Boys 50 Butterfly
103	Girls 100m: 50 Fly + 50 Breast	303	Girls 50 Backstroke
104	Boys 100m: 50 Fly + 50 Breast	304	Boys 50 Backstroke
105	Girls 100m: 50 Fly + 50 Free	305	Girls 50 Breaststroke
106	Boys 100m: 50 Fly + 50 Free	306	Boys 50 Breaststroke
107	Girls 100m: 50 Back + 50 Breast	307	Girls 50 Freestyle
108	Boys 100m: 50 Back + 50 Breast	308	Boys 50 Freestyle
109	Girls 100m: 50 Back + 50 Free	Day 2 – PM Session 4 (FINALS)	
110	Boys 100m: 50 Back + 50 Free	201	Girls 100 Butterfly
111	Girls 100m: 50 Breast + 50 Free	202	Boys 100 Butterfly
112	Boys 100m: 50 Breast + 50 Free	203	Girls 100 Backstroke
113	Girls 200 Freestyle	204	Boys 100 Backstroke
114	Boys 200 Freestyle	205	Girls 100 Breaststroke
115	Girls 4x50m Medley Relay	206	Boys 100 Breaststroke
116	Boys 4x50m Medley Relay	207	Girls 100 Freestyle
Day 1 – PM Session 2 (HEATS / TIMED FINALS)		208	Boys 100 Freestyle
201	Girls 100 Butterfly	301	Girls 50 Butterfly
202	Boys 100 Butterfly	302	Boys 50 Butterfly
203	Girls 100 Backstroke	303	Girls 50 Backstroke
204	Boys 100 Backstroke	304	Boys 50 Backstroke
205	Girls 100 Breaststroke	305	Girls 50 Breaststroke
206	Boys 100 Breaststroke	306	Boys 50 Breaststroke
207	Girls 100 Freestyle	307	Girls 50 Freestyle
208	Boys 100 Freestyle	308	Boys 50 Freestyle
209	Girls 200 IM *		
210	Boys 200 IM *		
211	Girls 4x50m Freestyle Relay*		
212	Boys 4x50m Freestyle Relay*		

*Timed finals

SPSSC PROCEDURE FOR APPEALS
WORKFLOW



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

SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL

Role of The Team Manager

The team manager(TM) will represent the school on all matters pertaining to the administration and organisation of the competition. He/She must be good role models 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 NSGOC (convenor school) 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	Cooperate with NSGOC & officials and abide by the rules and regulations of the competition.
8	Submit team list & other necessary documents when required to.
9	Manage the coach, participant(s) and supporter(s), if any, to ensure that they adhere to the Code of Conduct as provided in SPSSC Rules & Regulations.
10	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
11	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.
12	Contact the school immediately in the event of an injury or emergency.
13	Do not speak to the media unless with permission from the school
14	Represent the school in matters pertaining to formal appeals/protests (as required by the sport/game)
15	Accompany participant(s) at disciplinary board meetings if the occasion arises.

Guidelines for Appointing School Adult Representative (Parent)³ [SAR(P)]

Introduction

The SPSSC is piloting the provision for schools to appoint parents as School Adult Representative to support schools that wish to send their students, who are the only athlete for the sport, to represent their schools for SPSSC competitions. This provision seeks to support schools in balancing provision of competition opportunities for students and staff deployment.

Roles and Responsibilities of Schools

Schools:

- Should only appoint the **parent/legal guardian** of the student athlete as SAR(P).
- Must appoint a school staff as the **School Coordinator**, to serve as liaison between the SAR(P) and the game organising committee
- Can only be represented by one SAR(P) for each competition
- Should inform the convenor/organising secretary and send a replacement (i.e., Education Officer or School Staff) in the event that SAR(P) is on medical leave, or is not able to continue his/her duties halfway through the competition

Roles and Responsibilities of Appointed Parents

The appointed SAR(P):

- Should believe in and support the Council's mission, motto and aspirations
- Must chaperone his/her own child to and fro the competition venue and be responsible for his/her child's safety and well-being
- Must cooperate with official authorities and abide by the rules and regulations of the competition
- Must attend all briefings and/or meetings called by the respective NSGOC
- Must be a good role model for student athletes
- Must manage the coach/instructor and supporter(s), if any, to ensure that they adhere to the Code of Conduct as provided in SPSSC Rules & Regulations
- Must contact the school immediately to 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
- Must contact the school immediately in the event of an injury or emergency
- Must not speak to the media unless with permission from the school

Preparatory and Training Requirements:

1. SAR(P) should have in-depth understanding and knowledge of:
 - His/Her roles and responsibilities
 - The SPSSC General Game Rules and Regulations for all Sports and Games
 - The Specific Game Rules and Regulations
 - School's general Standard Operating Procedures (SOPs) and workflow for safety incident management and communication
2. SAR(P) is encouraged to be first aid trained.
3. SAR(P) should be familiar with the respective sports safety requirement and practice. He/she can refer to Sport Singapore's safety resources at:

<https://www.sportsingapore.gov.sg/sports-education/sports-safety/safety-resources-and-useful-links>

³ SAR shall abide by the Terms And Conditions stated by in the Letter of Agreement

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 Legal Guardian/parent of the student athlete is allowed to be the SAR(P) for the school



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.

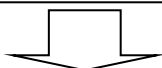
- SAR(P) should be briefed by school and attend the briefing session for SAR(P) conducted by the Game Advisor with the School Coordinator.



Step 3: Issue Appointment Letter

School issues the Appointment Letter to SAR(P).

- School to clearly indicate the start time and end time of the SAR(P)'s duty.
- School to brief SAR(P) of the safety and intervention measures using the RAMS Form.



Step 4: e-Registration

School registers the student athlete and SAR(P) via the e-Registration system.

- School to upload the Appointment Letter onto e-Reg. system together with the Baseline Safety Standards School Acknowledgement Form



Step 5: Sign-in at the Competition Venue

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

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

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 matter.
- 7) They must not interfere with the organisation of the competition.
- 8) They are not allowed to approach the game officials to query their decisions. Only team managers are allowed to approach game 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) The onus for the coaches to adhere to the rules and to be well versed with the competition rules amended to meet the needs of the student athletes lies with the school concerned.
- 12) They must ensure that the student athletes have adequate rest and given water breaks.
- 13) Coaches should refrain from using foul language or in a tone not becoming of proper behaviour.