

**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
RULES AND REGULATIONS FOR NATIONAL SCHOOL GAMES GOLF 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 laws/rules established by the **R&A Rules 2022**

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 must be clearly stated in the respective sports 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 ORGANISING COMMITTEE (NSGOC)

1.2.1 The NSGOC shall consist of the following:

- a) The National Convenor,
- b) The Game Advisor,
- c) The Zone Convenors,
- d) Organising Secretaries
- e) Tournament Director and
- f) Tournament Referees

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

- b) Competitions: Organise and conduct the competition according to the rules and regulations, and established safety standards
- c) Recognition 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.

The Terms of Reference for NSGOCs are given in **Annex B**.

2 AGE GROUPS / DIVISIONS

- 2.1 All students shall compete in their 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.
- 2.2 All students can only compete in one division of that particular sport within the same year.
- 2.3 The following age group divisions will apply to Golf

Boys and Girls – Born in the year 2009 and after.

Division	Age (As on 1 Jan 2022)	Year / Date of Birth	Handicap Index (as at 1 April 2022)
Boys	13 and below	2 Jan 2009 to 1 Jan 2014	35.0
Girls	13 and below		35.0

- 2.4 Age Dispensation
- 2.4.1 For Golf, 7-year-olds and 8-year-olds may participate in the National School Games. For specific divisions in which these students can participate, refer to **Annex C**.
- 2.4.2 Application has to be put forth by parents/guardians, endorsed by school Principals and submitted to respective NSGOCs for follow-up (Refer to **Annex D**).
- 2.4.3 Age dispensation is only applicable to the year of application.

3 ENTRIES

- 3.1 Division

3.1.1 Each school is eligible to enter players who met the Handicap Index stated in 2.3 for the following division

- a) Boys Division
- b) Girls 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 participants along with the necessary supporting documents.

- a) Baseline Safety Standards 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 (OC). (Please refer to Annex F).

3.4 The Organising Committee reserves the right to accept, limit or reject entries and to adjust the handicap range. The Committee decision in all matters will be final.

3.5 Eligibility for entry will be based on USGA handicap index from a bona fide club affiliated to a recognised national golf association within stipulated range in their respective divisions.

4 REGISTRATION OF PARTICIPANTS

4.1 The total number of participants to be registered will be limited to **100 players**. If the entry is oversubscribed, places will be allocated by division (gender) and handicap index.

4.2 If a school chooses not to register the maximum number of participants allowed by the sport at the time of registration, the school shall not be permitted to register additional participants subsequently.

4.3 Only in the event that any participant(s) registered is/are transferred or has/have to leave school during the preliminary rounds, the school shall be allowed to replace the affected participant(s).

4.3.1 Schools must write in to inform the Convenors of the replacement at least one (1) working day before the next match

4.3.2 No replacement of participants is allowed once the Flight List has been submitted to the Tournament Director.

4.4 In competitions where there is a classification round for tiered competitions, players / teams will progress automatically to the tiered round with no further registration required.

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.

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

- 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.

SECTION B – COMPETITION RULES & REGULATIONS

5 COMPETITION FORMAT

- 5.1 For Golf, there must be a minimum of **three (3) registered individuals** from **three (3) different schools** before the competition can be organised.

5.2 The format of play will be *Modified Stroke Play (Double Par +1)*

- 5.3 Both boys and girls will play from the Tournament Tees.

5.3.1 The competition format shall be that as approved by the SPSSC's Standing committee and stated in the specific sport's rules and regulations.

5.3.2 All golfers will play on Day 1 and Day 2 and they shall be placed in the same flight and tee off from the same 9-holes. (To adhere to SMM).

6 AWARD OF LEAGUE POINTS

Not Applicable to the game of Golf

7 PRIZES

- 7.1 The number of prizes to be awarded at the competition shall be as follows:

No. of Participants	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 Where there are tiered competitions, medals can be given up to the top 8 positions in each tier subject to the number of participants as stated in para 7.1.

7.3 The form of the medals awarded shall be as follows:

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

7.4 Achievement Pins

7.4.1 Achievement pins in individual effort – objective scoring sports would be awarded based on the guidelines stated in the respective specific sport's rules and regulations.

8 REPORTING AND GRACE PERIOD

There is no grace period for Golf. All golfers must report to the tee box at least 15 minutes before their tee time. (See Terms of Competition point 7c)

9 POSTPONEMENT

9.1 The Convenor or his / her 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.

10 WITHDRAWAL AND WALKOVER

10.1 Any withdrawal or walkover is considered contrary to the spirit of the sport.

10.2 Schools participating in the NSG should not withdraw or concede a walk-over without a valid reason.

10.3 For each withdrawal² or walk-over, 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 play-off for top 4 placing, any walkover will disqualify the team from being placed.

11 ABANDONED GAME

11.1 The referee / umpire / match manager is required to submit a written report on an abandoned game within one (1) working day.

11.2 For decision on abandoned game, refer to Para 20 on disqualifications.

²All results involving the team will be null and void

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 protest(s) must reach the Committee within **one (1)** working day following the match to which it relates unless stipulated otherwise in the respective games rules. The protest must be in writing and duly signed by the principal. A protest fee of \$150 to be paid by the school (within 30 days from notification of outcome) if the protest is overruled.
- 12.3 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.
- 12.4 When there is any conflict of interest, the school(s) involved will not sit in the committee considering the protest.

13 APPEAL (Please refer to **Annex H**)

- 13.1 Upon the release/disclosure of the decision of the NSGOC, only schools may appeal to the Council.
- 13.2 Notices of appeal shall be lodged with the Secretary / Secretariat of the Zonal/Central 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 the school (within 30 days from notification of outcome) 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 Participant(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 SPSSC
 - d) The National Sports Association (NSA) of the sport

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 I**).

- 15.2 The TM shall be a teacher or School Adult Representative³ (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 J**.
- 15.3 The TM must check and comply with the hosting school's Standard Operating Procedures (SOP) and communicate all the information to all stakeholders association 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/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.

16 REFEREE / UMPIRE / JUDGE / OFFICIAL / PITCH or COURT MANAGERS

- 16.1 For Golf, a Tournament Director (TD) and Referees will be appointed by the National Convenor
- 16.2 Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers and Allied Educators can serve as officials.
- 16.3 The appointed TD and referees are present to fulfil their duties as scheduled by the Convenor and in alignment to the spirit of the Officials' Oath. (Please refer to **Annex A** for officials' oath).

17 COACHES

- 17.1 Coaches are expected to conduct themselves with decorum during competitions and in alignment to the code of conduct (**Refer to Annex A**) and spirit of the Coaches Oath (**Refer to Annex A**) during competitions.
- 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 (Please refer to **Annex A** for coaches' oath).

18 SUPPORTERS

- 18.1 Schools sending supporters to any competition shall ensure that their students are in proper school attire and that there is sufficient teachers present who would be responsible for the management of and well-being of their students.
- 18.2 Hosting schools reserve the rights to prevent any supporters from entering the competition if he/she failed to comply with the school' Venue Sourcing SOPs.

³SAR option is only available for the following individual sports: Cross-Country, Fencing, Golf, Gymnastics, Judo, Sailing, Shooting, Swimming, Taekwondo, Tenpin Bowling, Track & Field and Wushu

18.3 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 sideline coaching and/or interference during the game.

18.4 Participating schools must ensure that their supporters attending the competition(s) conduct themselves properly (Refer to **Annex A**). In the event that unsportsmanlike behaviour is observed, the Convenor/ hosting school's representative may, at his/ her discretion, issue an eviction of the supporter(s) from the training / competition venue.

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 An 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 tall fights / assaults traced to an NSG competition, either immediately, before, during or after the competition.

19.3 An 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)

20 DISQUALIFICATION

20.1 A school will be disqualified if:

- a) if it fields an ineligible participants who is:
 - i. an overage participant
 - ii. an underage participant
 - iii. an unregistered participant
 - iv. a suspended participant
 - v. without a valid student pass
 - vi. not a bona-fide student of the school
- b) its participants are not accompanied by a TM
- c) its participants 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 golfers must be suitably attired in accordance with the requirement of the sport. The attire should bear the school colours/logo/badge or name.

SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR

22 MATTERS NOT PROVIDED FOR

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

23 AMENDMENTS

23.1 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 Age Group
- D Age Dispensation
- E Summary of Registration of Number of Entries for each sport
- F Management of Appeal for Late/ Erroneous Registration Workflow
- G Competition Format
- H Workflow for Appeal
- I Role of Team Managers
- J Flow Chart for Appointing School Adult Representative (Parent) [SAR(P)]
- K 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”

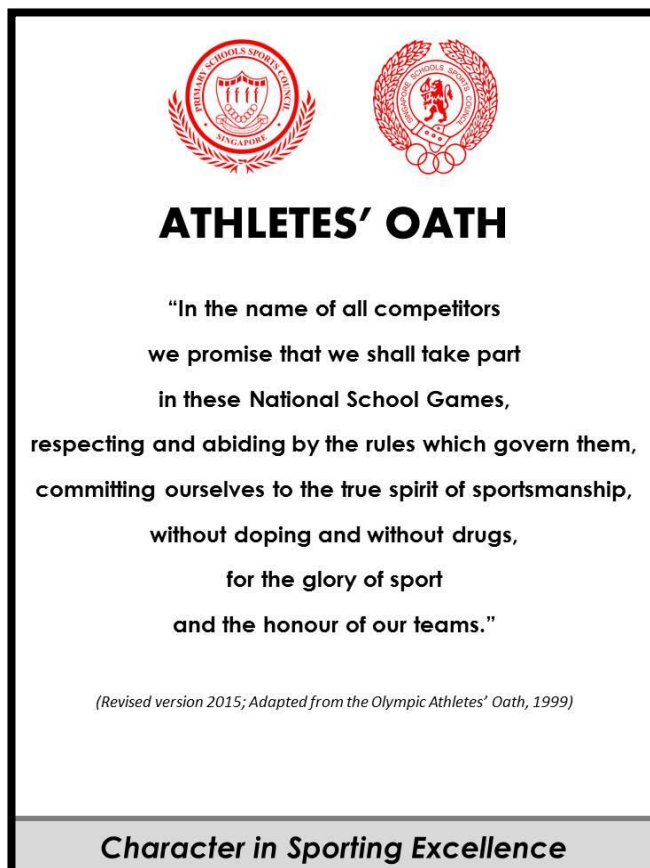
Motto

“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."*

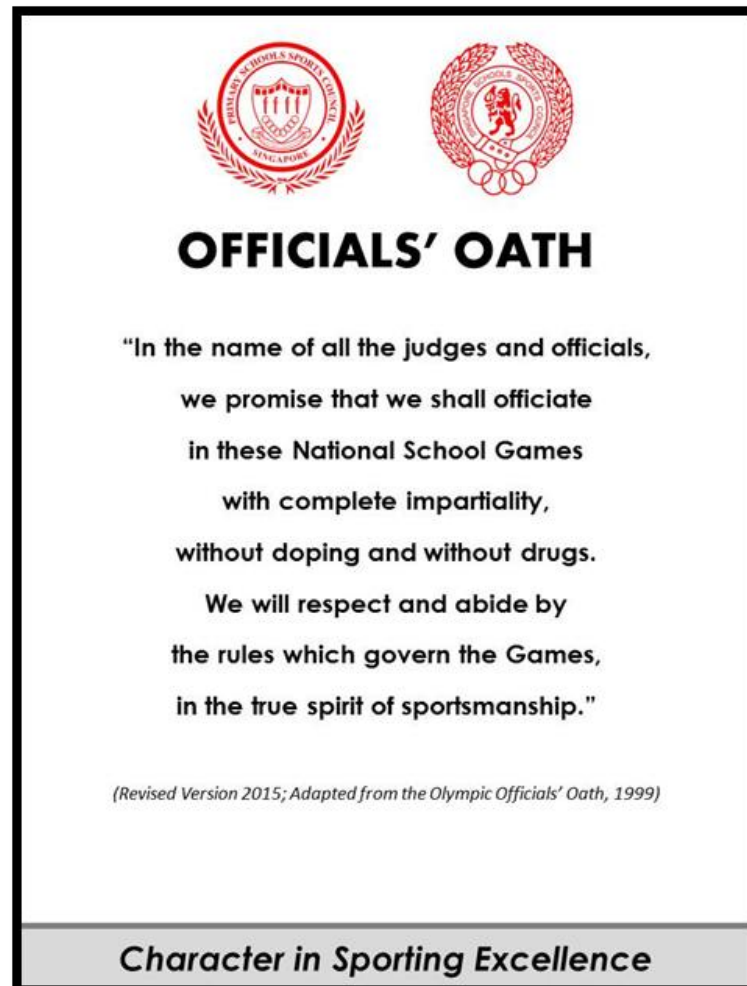
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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 Championships 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 players
 - o Substitution rules, etc.
- b. Identify and appoint the technical director and officials for the 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 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. 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:

- Equipment
 - Line Drawings (if applicable)
 - 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:
 - To check the latest Info Pack of the Hosting Schools in NIS before each match day
 - 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 SUB-COMMITTEE

- 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.
 - 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 student(s), teacher(s), coach(es) and umpire(s) for alignment to the Councils' mission, motto and aspirations.

AGE GROUP FOR 2021

Sports/Games	Senior Division	Junior Division	Age Dispensation	Remark
Golf	Jan 2014 1 Jan 2013 --- 31 Dec 2013 1 Jan 2012 --- 31 Dec 2012 1 Jan 2011 --- 31 Dec 2011 1 Jan 2010 --- 31 Dec 2010 2 Jan 2009 --- 31 Dec 2009		1 Jan 2016 1 Jan 2015 --- 31 Dec 2015 1 Jan 2014 --- 31 Dec 2014 Applicable for both Boys and Girls	

AGE DISPENSATION FOR SPSSC**1. BACKGROUND**

Age Dispensation refers to the approval for a student to participate in a sport/game recognised by the Singapore Primary Schools Sports Council (SPSSC).

This **only** applies to 7 and 8 years old who wish to participate in the 'Junior' Division competitions organised under the auspices of the SPSSC (except the 5 identified sports¹⁰ with higher risks). Poomsae event for Taekwondo is allowed.

2. APPLICATION PROCESS

Eligible students (listed in para 1) are to apply for age dispensation with their respective NSGOC using the application form in Annex D2. This form has to be submitted by their parents/guardians and endorsed by their school Principal.

The application form has to be submitted together with the school's registration for the competition.

Any application submitted after the closing date stipulated by the respective NSGOC will not be considered.

3. TERMS AND CONDITIONS

a. Age dispensation for 7 and 8 years old is allowed for the following sports :

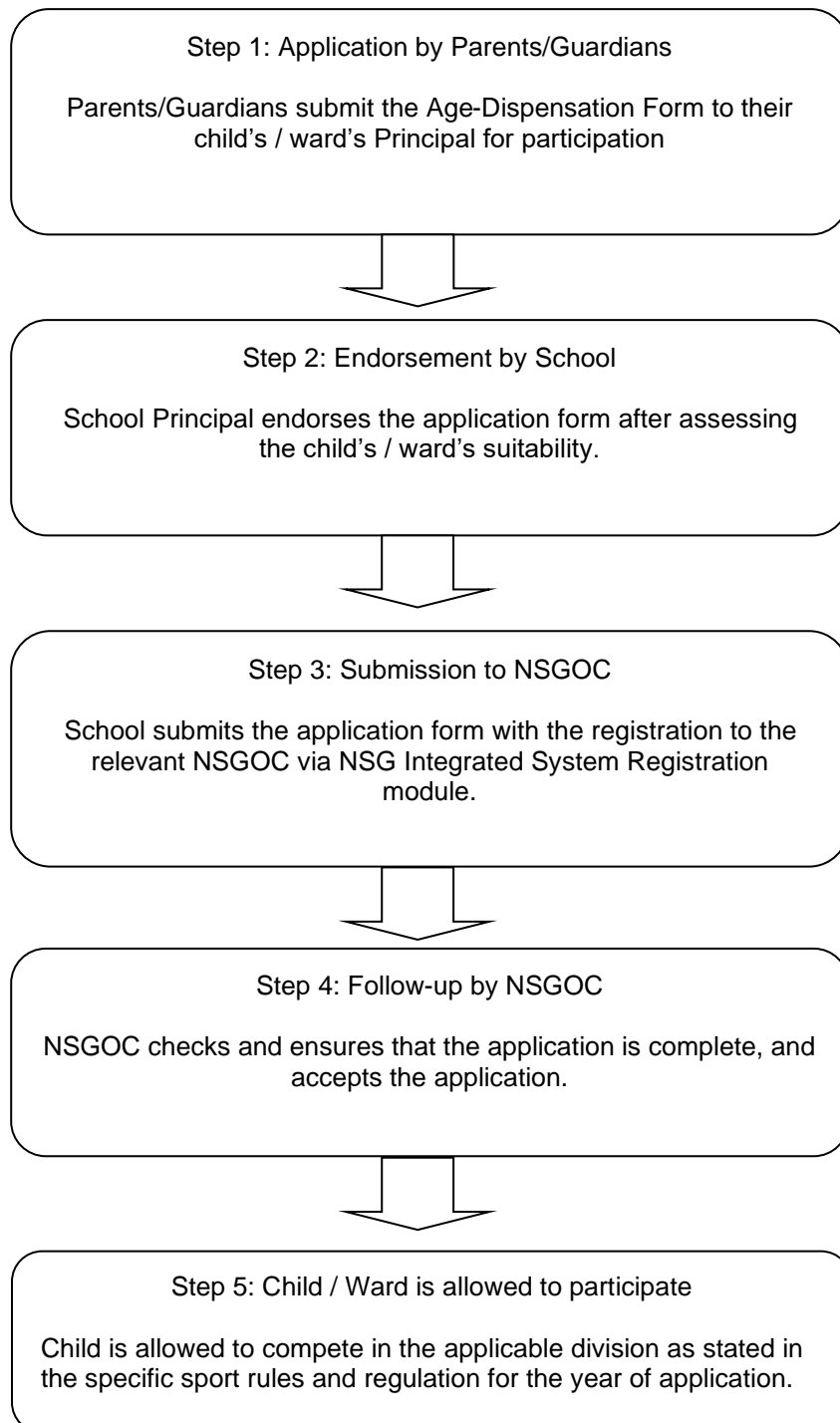
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|------------------|------------------------|
| a) Badminton | g) Table Tennis |
| b) Golf | h) Taekwondo (Poomsae) |
| c) Gymnastics | i) Tennis |
| d) Rope Skipping | j) Tenpin Bowling |
| e) Sailing | k) Track and Field |
| f) Swimming | l) Wushu |

b. Age dispensation is only granted for the year of application.

c. Once approved, student can only compete in the Junior division, i.e. for both individual and team events for the approved year.

¹⁰ The 5 identified sports are rugby, football, basketball, hockey and taekwondo (Kyrugi). Taekwondo (Poomsae) is a non-contact segment, hence it is not classified as a sport with higher risk.

**SPSSC FIVE STEP FLOWCHART FOR
AGE DISPENSATION**



**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
APPLICATION FOR AGE DISPENSATION**

Sport:			
Student's Particulars			
Name :		Gender:	
NRIC:		Date of Birth:	
Parent's / Guardian's Particulars			
Name:		* Father/Mother/Guardian	
Contact Number		Alt Contact Number :	
School's Particulars			
School:			
Principal:			
Teacher in charge:			
Contact Number		Alt Contact Number :	
Rationale Supporting the Request for Age Dispensation			

Acknowledgement by Parent/Guardian:

I, _____, parent/guardian of _____ would like to request for my child/ward to represent the school in the SPSSC competition for the above-mentioned sport in _____ (Year).

I have assessed his/her physical and mental readiness and deem him/her to be suitable and ready to compete in the above-stated category.

Parent's/Guardian's Signature and Date

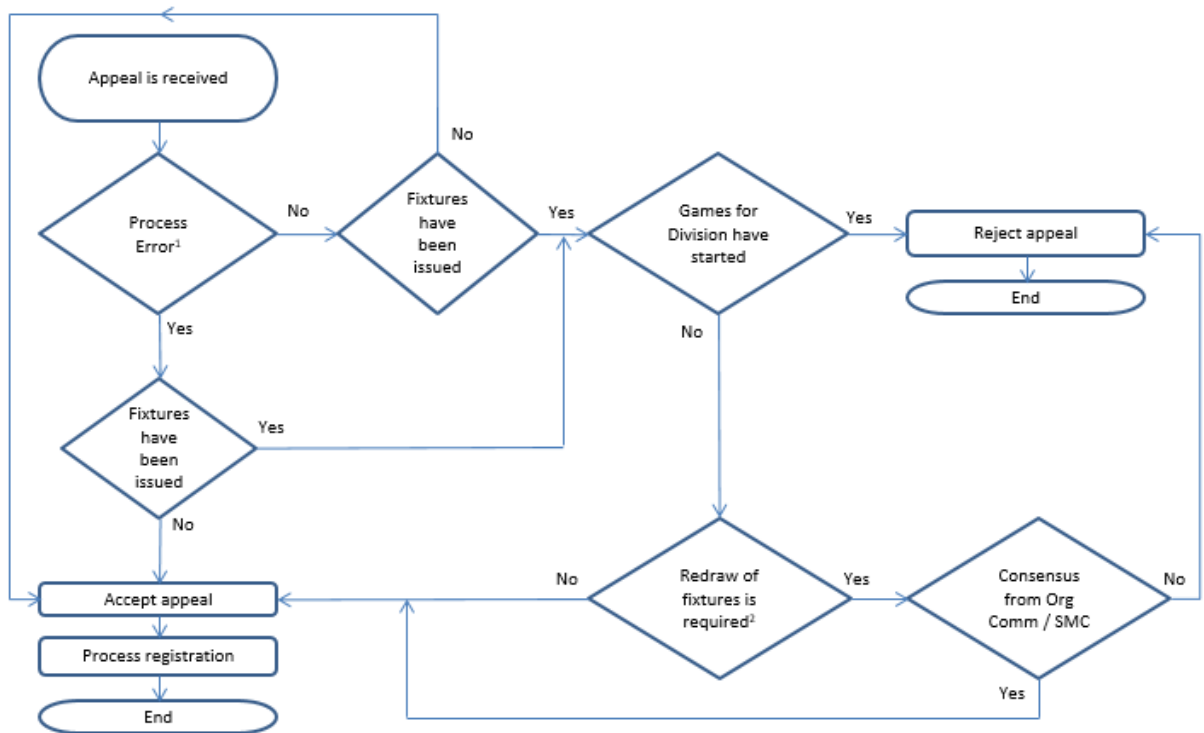
Principal's Endorsement:

Principal's Signature and Date

Summary on Registration of Number of Entries for each sport in 2022

Sport	Senior Division (SD)	Junior Division (JD)	Remarks
Golf	Max. no. to register (Individual Event): By Handicap (Max participation: 100 golfers) Min. no. to register (Individual Event): By Handicap (abide by Rule 5.2)		

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

SUGGESTED COMPETITION FORMATS FOR TIERED COMPETITION

Multiple-Groups Competition 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 round¹², 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. Refer to page 33 to 39.

¹²Based on preceding year's results

SPSSC PROCEDURE FOR APPEALS
WORKFLOW

14 working days or earlier for entire process to complete
(suggested timeline)

STAGE 1

SCHOOL MAKES AN APPEAL IN WRITING TO THE SECRETARY / SECRETARIAT OF THE ZONAL / CENTRAL COUNCIL and THE APPEAL MUST COMPLY WITH THE SPSSC GENERAL RULES AND REGULATIONS PARA. 12
This must be done within two working days upon receiving the NSGOC's Decision..

STAGE 2**PART 1 - ACKNOWLEDGEMENT OF LETTER OF APPEAL**

Upon receiving the official Letter of Appeal, SPSSC Secretariat will acknowledge the date and time the letter is received.

PART 2 - SUSPENSION/RESUMPTION OF CHAMPIONSHIPS

Communication will be made by National Convenor to all stakeholders.

STAGE 3**FORMATION OF SPSSC BOARD OF APPEAL**

Chairman/SPSSC Discipline & Appeals Sub-Committee to convene a Board of Appeal (BoA) to look into the matter and also provide a timeline for completion.
(Refer to suggested timeline for completion)

STAGE 4**OUTCOME AND CLOSURE OF SPSSC BOARD OF APPEAL**

BoA Chairman will email to the appellant (school) to inform decision and explain process. An appeal fee of \$300 to be paid by the school (within 30 days from notification of outcome) if the appeal is overruled.

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 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	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)
15	Accompany participant(s) at disciplinary board meetings if the occasion arises.
16	Any other matters pertaining to the duty of care, student management and competition matters relating to the participants from his / her school.

Flow Chart for appointing School Adult Representative (Parent) [SAR(P)]

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).

To take note of:

- Only Legal Guardian/parent of one of the student athletes is allowed to be appointed

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 NIS Registration Module.

- School Coordinator to login to the 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 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) 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 given water breaks.
- 13) Coaches should refrain from using foul language or in a tone not becoming of proper behaviour.