

# SINGAPORE SCHOOLS SPORTS COUNCIL RULES AND REGULATIONS FOR JUDO 2022

## PREAMBLE

*This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG) 2022. This is subject to possible changes in prevailing national posture. Updates will be communicated to participating schools when required. These rules and regulations should be interpreted and implemented in alignment to the spirit of the SSSC's Mission, Aspirations and Motto (Ref Annex A).*

## **SECTION A – ADMINISTRATIVE RULES & REGULATIONS**

### **1 ORGANISATION STRUCTURE AND GOVERNING BODIES**

1.1 The NSG shall be conducted:

- 1.1.1 as governed by the Rules and Regulations of the Singapore Schools Sports Council (SSSC).
- 1.1.2 according to the Refereeing Rules of the International Judo Federation (IJF) 2018-2020, unless otherwise stated in the SSSC general rules and its games rules.
- 1.1.3 adhering to the Baseline Safety Standards for National School Games.
- 1.1.4 In the absence of a set of recognised rules to govern the occurrence of situations during the competitions, the Judo National School Games Organising Committee shall **make the final decision**.

### **1.2 NATIONAL SCHOOL GAMES ORGANISING COMMITTEE - JUDO**

- 1.2.1 The National School Games Organising Committee (NSGOC) for Judo 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 Judo 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 Judo NSGOC 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 Judo NSG competitions
  - b) Competitions: Organise and conduct the Judo 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 for Judo

## 2 AGE GROUPS / DIVISION

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

<b>A Division*</b>	1 Jan 2002 ( <i>subject to conditions laid out in para 2.2</i> ) 2 Jan 2002 - 31 Dec 2002 1 Jan 2003 - 31 Dec 2003 1 Jan 2004 - 31 Dec 2004 1 Jan 2005 - 31 Dec 2005 1 Jan 2006
<b>B Division*</b>	1 Jan 2005 ( <i>subject to conditions laid out in para 2.2</i> ) 2 Jan 2005 - 31 Dec 2005 1 Jan 2006 - 31 Dec 2006 1 Jan 2007 - 31 Dec 2007 1 Jan 2008
<b>C Division*</b>	1 Jan 2008 ( <i>subject to conditions laid out in para 2.2</i> ) 2 Jan 2008 - 31 Dec 2008 1 Jan 2009 - 31 Dec 2009 1 Jan 2010

**\* Subject to the following conditions:**

- All students in the Junior Colleges and Centralised Institute must compete in the 'A' Division.
- Year 1 to Year 4 students in the Integrated Programme (i.e. Through-Train Programme) and International Baccalaureate Programme will compete in their respective age group. Those in Year 5 (equivalent to JC 1) and Year 6 (equivalent to JC 2) must compete in the 'A' Division.
- All students in Secondary Schools must compete in the 'B' or 'C' Division according to their year of birth.
- All students in Secondary Schools not born in the stipulated year for 'B' or 'C' Division must compete in the 'A' Division.

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

2.2.1 With effect from 2021, students who are born on **1 January** and have participated in NSG previously shall follow the rules stated in Para 2.2. This rule will supersede all previous decisions.

2.2.2 This exception in Para 2.2 does not apply to students who are born on **1 January** and have repeated a year of study.

### 3 ENTRIES

- 3.1 All pupils must obtain at least a **YELLOW grade** sanctioned by the Singapore Judo Federation (SJF) for eligibility to register for the National School Games Judo Individual Championship.
- 3.2 Each school is eligible to enter one boys' and one girls' team for the following Divisions:
- a) A Division
  - b) B Division
  - c) C Division
- 3.3 All entries must be submitted through the SSSC e-Registration portal 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
- 3.4 Appeals for late/erroneous **entries<sup>1</sup>** submitted by schools will be accepted on a case-by-case basis with consensus from the Organising Committee. **(Refer to Annex C).**
- 3.4.1 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.
- 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 or JC or CI.
- 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 If a school chooses not to register the maximum number of competitor(s) allowed in Judo, 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.
- 4.5 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).
- 4.6 International students who are in the schools/junior colleges/centralised institute 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.

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<sup>1</sup> 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/junior college/centralised institute, he or she is deemed to have represented his or her school/junior college/centralised institute. Hence, the student is not allowed to represent another school/junior college/centralised institute in the same sport in the same year.

## **SECTION B – COMPETITION RULES & REGULATIONS**

### **5 CHAMPIONSHIP FORMAT**

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

#### **5.2 The competition format for each weight category is as follows:**

<b>Number of Registered Player</b>	<b>Competition Format</b>
<b>3 to 5</b>	<b>Single Round Robin</b>
<b>6 or more</b>	<b>Group Round Robin followed by Knock Out</b>

### **6 AWARD OF LEAGUE POINTS**

- 6.1 Divisional placing for schools will be determined by the total number of medals scored in the Individual events by division/gender. School with the highest number of gold medal shall be placed the winner (1<sup>st</sup> place) and the one with the second highest score will win the 2<sup>nd</sup> place, and followed by 3<sup>rd</sup> and 4<sup>th</sup> placing.
- 6.2 In the event of a tie for the divisional winner with the same number of gold medals, the highest number of Silver medal will be used to determine the winner. If the tie remains, the highest number of Bronze medal will be used to determine the winner. Joint winners will be declared if the medal tally remains the same.

### **7 PRIZES**

- 7.1 Individual placing. Medals will be awarded to 1<sup>st</sup>, 2<sup>nd</sup> and joint 3<sup>rd</sup> positions in the championship.
- 7.2 Prizes will be awarded for 1<sup>st</sup>, 2<sup>nd</sup> and joint 3<sup>rd</sup> positions per division per weight event **with 5 or more participants**.

### **8 REPORTING AND GRACE PERIOD**

- 8.1 Fifteen minutes (15 min) 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 (eg. in special cases when delay may be caused by traffic jams, floods, etc.). 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.

### **9 POSTPONEMENT**

- 9.1 The Convenor or his 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.

## 10 WITHDRAWAL AND WALKOVER

- 10.1 Any withdrawal or walkover is considered to be contrary to the spirit of the game.
- 10.2 Schools participating in the Championship should not withdraw or give a walkover.
- 10.3 For each withdrawal<sup>2</sup> 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 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 an abandoned game, refer to Para 20 on disqualification.

## 12 PROTEST

- 12.1 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.
- 12.2 All protests shall be referred to the Judo 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 one hundred \$150 (including GST) \$150 (including GST) will be deducted from the protesting school's account, via IFAAS if the protest is overruled.
- 12.3 The Judo NSGOC will meet to deliberate on the protest within **seven (7)** 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 (Refer to **Annex C**)

- 13.1 Upon the release/disclosure of the decision of the Judo NSGOC, **only** schools may appeal to the Council.
- 13.2 Notice of appeal shall be lodged with the Secretary of the Zonal / Main Council within **two (2)** working days upon receiving the Judo NSGOC's decision. The appeal must be in writing 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 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 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 (Ref Annex D).
- 15.2 The TM shall be a teacher or School Adult Representative<sup>3</sup> (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 E.
- 15.3 TMs are expected to conduct themselves with décorum during competitions
- 15.4 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, the matter will be brought to the attention of the Judo NSGOC for appropriate action.

## 16 REFEREES / UMPIRES / JUDGES / OFFICIALS / PITCH or COURT MANAGERS

- 16.1 Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers and Allied Educators can serve as officials.

## 17 COACHES

- 17.1 Coaches are expected to conduct themselves with decorum and in alignment to the code of conduct (Refer to Annex F) and spirit of the Coaches Oath (Refer to Annex A) during competitions.
- 17.2 Coaches are not allowed to approach the game officials to query their decisions. Only TMs are allowed to approach game officials to seek clarifications.

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<sup>3</sup> SAR 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

- 17.3 Schools must ensure that their coaches adhere to the SSSC Rules and Regulations and the code of conduct.

## 18 SUPPORTERS

- 18.1 Schools sending supporters to any competition shall ensure that their students are in proper school uniform and that there are sufficient teachers present for student care and management.
- 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 or participate in any form of sideline coaching and/or interference during the game.
- 18.3 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 Convenor may, at his discretion, issue an eviction of the spectator from the training/competition venue.

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

- 19.1 A Disciplinary Panel comprising members of the NSGOC will be formed to investigate the breach, presided by a Principal, who is the Chairman of the Discipline and Recognition Sub-Committee. The Panel may co-opt members outside the NSGOC, including personnel from the national sports association, to provide technical advice.
- 19.2 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. (Please refer to Para. 13 with regards to the Appeal process).

## 20 DISQUALIFICATION

- 20.1 A school will be disqualified if:
- a) it fields an ineligible competitor who is:
    - i. an overaged competitor(s)
    - ii. **underaged competitor(s)**
    - iii. an unregistered competitor(s)
    - iv. a suspended competitor
    - v. without a valid student pass
    - vi. 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
- 20.2 All results involving the team which has been disqualified will be considered null and void.

## 21 ATTIRE

- 21.1 Judokas are to compete in **WHITE JUDO GI ONLY**.
- 21.2 All Judo Gi must not bear any forms of advertisement and/or company logo. Judoka found to have his/her gi with such logo will be disqualified.

- 21.3 Student supporters and competitors must be in their school uniform (Judo wear is accepted). They must maintain good and proper behaviour. No percussion or drum instruments are allowed to be brought into the competition ground.

### **SECTION C – AMENDMENTS AND MATTERS NOT PROVIDED FOR**

#### **22 WEIGHT CATEGORIES FOR JUDO**

<b>DIVISION</b>	<b>FEATHER (kg)</b>	<b>EXTRA LIGHT (kg)</b>	<b>LIGHT (kg)</b>	<b>MIDDLE (kg)</b>	<b>HALF HEAVY (kg)</b>	<b>HEAVY (kg)</b>
A BOYS	50.0 – 60.0	60.1 – 66.0	66.1 – 73.0	73.1 – 81.0	81.1 – 90.0	90.1 – 100
B BOYS	45.0 – 55.0	55.1 – 60.0	60.1 – 66.0	66.1 – 73.0	73.1 – 82.0	82.1 – 91.0
C BOYS	40.0 – 50.0	50.1 – 55.0	55.1 – 60.0	60.1 – 66.0	66.1 – 75.0	75.1 – 84.0
A GIRLS	38.0 – 48.0	48.1 – 52.0	52.1 – 57.0	57.1 – 63.0	63.1 – 70.0	70.1 – 78.0
B GIRLS	35.0 – 45.0	45.1 – 48.0	48.1 – 52.0	52.1 – 57.0	57.1 – 64.0	64.1 – 72.0
C GIRLS	32.0 – 42.0	42.1 – 45.0	45.1 – 48.0	48.1 – 52.0	52.1 – 58.0	58.1 – 65.0

#### **23 INDIVIDUAL EVENT**

- 23.1 Each school can register up to **4** Judokas per weight division for the Individual events. Judokas are **NOT** allowed to be replaced during the competition period.
- 23.2 No change of Judoka is allowed after the draws and fixtures have been made. Judokas can only compete in their own weight category.
- 23.3 An explanation letter endorsed by the school principal or a valid medical document is to be presented to the National Convenor by the school within **2 working days** if the student/s fail to turn up for the event/s registered.

#### **24 WEIGH IN**

- 24.1 All Judokas will be required to be present for an official weigh-in (once only).
- 24.2 All Judokas are to weigh-in in their official school PE attire (i.e. shirt and shorts).
- 24.3 TM must be present during the weigh-in to assist the weigh-in officer/s in identifying the students under their charge.

#### **25 JUDOKAS RECOVERY AREA (JRA)**

- 25.1 All Judokas must report to the JRA to be assessed by the paramedics immediately after the completion of their respective event. Judokas will only be allowed to leave the JRA once they are cleared by the paramedics.

#### **26 COMPETITION RULES**

The following competition rules will also apply:



- 26.1 **BOYS:** 'A', 'B' and 'C' Divisions are **not allowed** to execute "Shime-waza" (strangulation) and "Kansetsu-waza" (armlocking).
- 26.2 Judokas (Tori) are **not allowed** to execute diving technique and Judokas who failed to comply will be given "Hansokumake" (immediate disqualification) by the referees.
- 26.3 **GIRLS:** 'A' and 'B' Divisions are **not allowed** to execute "Shime-waza" (strangulation) and "Kansetsu-waza" (armlocking). 'C' Division is not allowed to execute "Shime-waza" (strangulation), "Kansetsu-waza" (armlocking) and "Tomeo-nage". Judokas who applied the above techniques mentioned will be given "Hansokumake" (immediate disqualification) by the referees.
- 26.4 Leg grab techniques mentioned in the **IJF rules 2018-20** are **not allowed**. Judokas found using the technique will be penalised with "Shido" and subsequent penalties will be enforced by the referees.
- 26.5 The use of "Sankaku Gatame" is also **not allowed** to be executed by all Judokas. The referees will stop the bout immediately when a Judoka is found to be using this technique, however, no penalty will be issued.
- 26.6 Judo movements where Judokas (Tori) landed directly onto the mat on their knee(s) is **not allowed**. "Ippon Seoi Nage", "Morote Seoi Nage" and "Sode Tsurikomi Goshi" are examples of such movement commonly used by Judokas. Judokas who execute such movements will be issued "Shido" for the first instance and repeating this move would lead to "Hansokumake" (immediate disqualification)

## 27 JUDGEMENT AND MANNER OF WIN

- 27.1 Judgement will be made on the basis of either Ippon, Waza-ari (almost Ippon), **Hansokumake (immediate disqualification) or 3 "Shido" (warning)**
- 27.2 A Judoka who wins by the assessment of Ippon, including Fusen-Gachi (win by default), Kikon-Gachi (win by withdrawal) or Hansoku-Make (disqualification)
- 27.3 In the Individual event, time per bout is **3** minutes. If the initial bout ends in a draw, Golden Score will take place and bout will cease when:  
(a) a Judoka scores an "Ippon" or by Waza-ari (almost Ippon); **OR**  
(b) a Judoka given "Hansokumake" ( immediate disqualification); **OR**  
(c) a Judoka accumulated 3 "Shido" ( including "Shido" awarded at the main bout)
- 27.4 **For weight category with single round robin, the manner of win will be based on the judgement listed in 27.1 to 27.3 as stated in the respective sequence within. If the result remains the same, the manner of win will be decided by the shortest executed time of the score by the Tori. All else being equal, the players will be declared joint winners.**

## 28 MATTERS NOT PROVIDED FOR

- 28.1 All matters not provided for in these Rules and Regulations shall be dealt with by the Judo NSGOC.

## 29 AMENDMENTS

29.1 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 Appeal Process
- D Role of Team Manager
- E Appointment of SAR
- F Code of Conduct for Coaches

**Annex A**

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

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**Mission, Motto and Aspirations**

Mission Statement

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

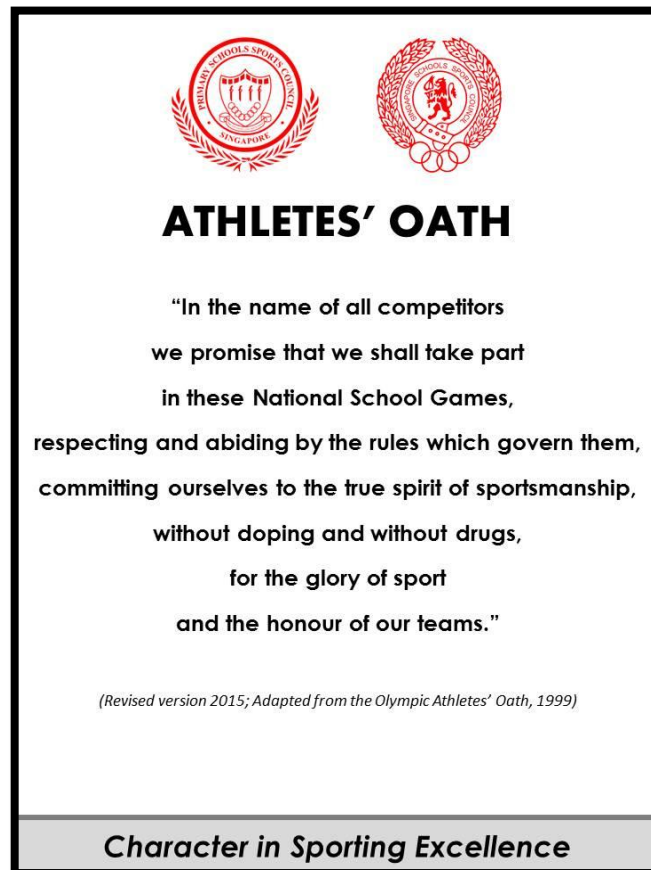
Motto

*“Character in Sporting Excellence”*

**Aspiration 1:** *Every athlete an honourable sportsman*

**Guiding Principle:**

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



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

**Guiding Principle:**

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



**COACHES' OATH**

*In the name of all the coaches,  
we promise to respect all athletes,  
officials and coaches in these  
National School Games.  
We shall act in the best interest of the  
athletes and schools,  
without doping and without drugs.  
We commit ourselves to ensure that the  
spirit of sportsmanship and fair play is  
fully adhered to and upheld always."*

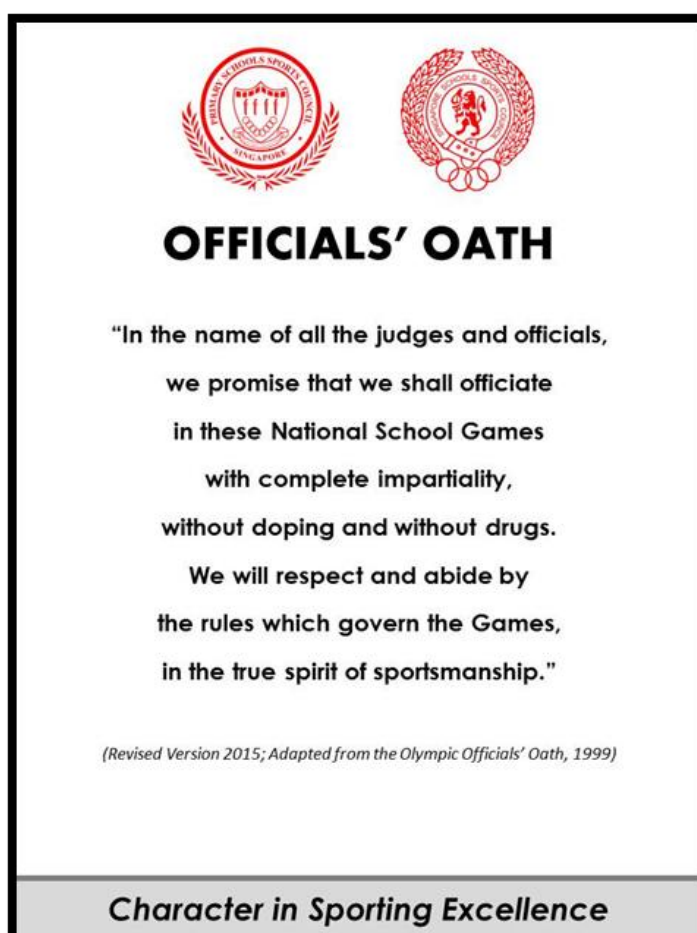
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

**Character in Sporting Excellence**

**Aspiration 3:** *Every official a fair, respectable and competent authority*

**Guiding Principle:**

The official is well-versed in the rules of the sport, and enforces the laws of the sport with impartiality. He is alert and acts decisively when required. He ensures safety for all athletes and explains the rules when required. He upholds the professionalism of the sport.



**Aspiration 4:** *Every parent a supportive partner*

**Guiding Principle:**

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

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

**Guiding Principle:**

The spectator makes the effort to applaud excellence and fair play. The spectator shows appreciation for the efforts of all athletes, teachers, coaches, officials and organisers. He should cheer to encourage and motivate as well as care for the athletes' well-being. The parent takes interest in his child's training and competitions. He is responsible and keeps the venue safe and comfortable for all.






## SPECTATORS' CREED

**Be a Respectful Supporter**

- Applaud excellence and fair play
- Appreciate the efforts of all athletes, teachers, coaches, officials and organisers

**Be a Caring Motivator**

- Cheer to encourage and motivate
- Care for athletes' well-being

**Be a Responsible Spectator**

- Keep the venue safe and comfortable for all
- Keep the venue clean

**Character in Sporting Excellence**

**Aspiration 6:** *Every game a safe and enriching learning experience*

**Guiding Principle:**

The format of competition is developmental and age-appropriate. The games provide athletes with the opportunity to display their sporting prowess, and be recognised for their achievements. Athletes enjoy the competitions, which are conducted under safe and conducive environments.

## Annex B

### TERMS OF REFERENCE FOR SPSSC/SSSC NATIONAL SCHOOL GAMES ORGANISING COMMITTEES (NSGOCs)

The NSGOCs shall have sub-committees to ensure the successful organising and completion of their respective sports that includes but is not limited to the following functions:

#### 1. TECHNICAL

- a. Establish competition rules and regulations for the sport to ensure age appropriateness and opportunities for skills development, including, but not restricted to:
  - o Age grouping / division
  - o Format of competition
  - o Permitted equipment
  - o Field of play
  - o Duration of play; intervals
  - o Number of participants
  - o Substitution rules, etc.
- b. Identify and appoint the technical director and officials for each competition.
- c. Monitor and review baseline safety standards for the competition.
- d. Review and update competition rules and regulations annually and submit Games Recommendations to National School Games Organising Committee or Council Standing Committee for approval, where appropriate.

#### 2. COMPETITION

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.



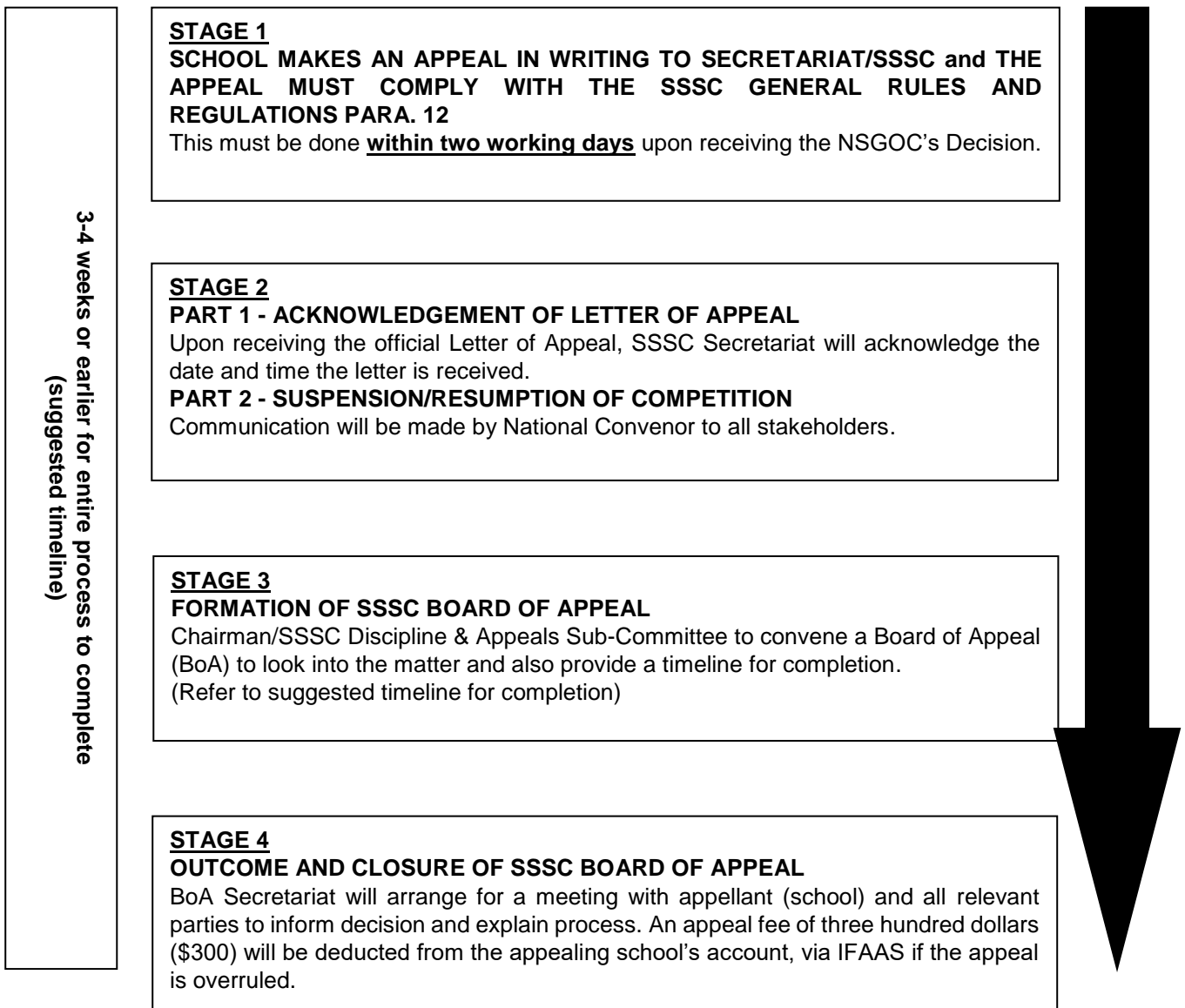
- d. Results Processing:
  - i. Compile competition results in a timely manner for communication and uploading onto the Council's website.
- e. Protest Management:
  - i. Respond to query(ies)/protest(s) by participating school(s) during the competition.
  - ii. Conduct investigations and resolve the 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.

**Annex C**

**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:

	<b>Terms of Reference</b>
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 SSSC 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.

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

### Introduction

From 2019 onwards, schools may appoint parents as School Adult Representatives to represent their schools as Team Managers for the school (for up to 3 athletes per sport\*) at SSSC competitions. This provision seeks to support schools in balancing the provision of competition opportunities for students with staff deployment in cases where the sport is not offered as a CCA in the school.

\* *Cross-Country, Fencing, Golf, Gymnastics, Judo, Sailing, Shooting, Swimming, Taekwondo, Tenpin Bowling, Track & Field and Wushu*

### Roles and Responsibilities of Schools

Schools:

- Should only appoint the **parent/legal guardian** of the student athlete, or one of the student athletes as SAR(P).
- Must appoint a school staff as the **School Coordinator**, to serve as liaison between the SAR(P) and the National School Games Organising Committee (NSGOC)
- 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
- Must ensure that parent/legal guardian of all participating students are present to oversee their own child/ward's safety and well-being

### 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 from 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 for by the respective NSGOCs and communicate all relevant information to the other accompanying parents where applicable
- 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 SSSC 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 SSSC 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>

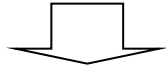
**Flow Chart for appointing School Adult Representative (Parent) [SAR(P)]**

**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 one of the student athletes is allowed to be appointed



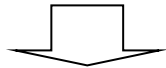
**Step 2: Brief SAR(P) & Signing of Letter of Agreement**

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.

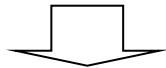
- SAR(P) must be briefed by participating school
- School to brief SAR(P) of the safety and intervention measures using the RAMS Form.



**Step 3: Issue Appointment Letter**

School issues the Appointment Letter to SAR(P).

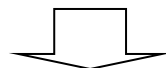
- School to clearly indicate the start and end dates of the SAR(P)'s duty on the letter



**Step 4: e-Registration**

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

- School uploads Appointment Letter onto e-Registration 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(s) and ensures that the student athlete(s) adheres to the respective game's rules and regulations at all times.

- SAR(P) to provide 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 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.

