

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

PREAMBLE

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

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

SECTION A – ADMINISTRATIVE RULES & REGULATIONS

1 ORGANISATION STRUCTURE AND GOVERNING BODIES

1.1 The NSG shall be conducted:

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

1.2 NATIONAL SCHOOL GAMES ORGANISING COMMITTEE

- 1.2.1 The National School Games Organising Committee (NSGOC) shall consist of the following:
 - a) The National Convenor
 - b) The Game Advisor
 - c) The Zonal Convenors
 - d) Organising Secretaries
 - e) Any other co-opted members deemed necessary
- 1.2.2 The NSGOC is empowered to appoint sub-committees and individual members to assist in the organisation and running of the Championship as and when required.
- 1.2.3 The NSGOCs shall have sub-committees to perform the following roles and responsibilities (Terms of Reference for NSGOCs are given in **Annex B**): -

- a) Technical: Establish, review and update competition rules and regulations for the competitions and other matters necessary to provide for developmentally appropriate NSG competitions.
- b) Competitions: Organise and conduct the competition according to the rules and regulations, and established safety standards.
- c) Recognition, Appeal and Discipline: Manage recognition and discipline structures to support the desired outcomes of the NSG.
- d) Other functions necessary for the successful completion of the NSG sport that the NSGOC is in charge of.

2 AGE GROUPS/ DIVISION

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

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

*** Subject to the following conditions:**

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

2.2 All students shall compete in the respective divisions set out in the Para. 2.1 ***with the exception of those born on 1 January who have been given approval for deferment***

by MOE during P1 registration. These students will compete in the same division with the cohort that they are studying with.

- 2.2.1 With effect from 2021, students who are born on **1 January** and have participated in NSG previously shall follow the rules stated in Para 2.2. This rule will supersede all previous decisions.
- 2.2.2 This exception in Para 2.2 does not apply to students who are born on **1 January** and have repeated a year of study.

3 ENTRIES

- 3.1 Each school is eligible to enter one boys' and one girls' team¹ for the following Divisions:
 - a) 'A' Division
 - b) 'B' Division
 - c) 'C' Division
- 3.2 All entries must be submitted through the Registration Module at <https://nsg.moe.edu.sg/nis/#!/login> on or before the stipulated closing date. This includes details of competitor(s) along with the necessary supporting documents.
 - a) Baseline Safety Acknowledgement Form
 - b) Supporting documents for Special/Transfer case students
 - c) Other forms as determined by the respective NSGOCs
- 3.3 Appeals for late/erroneous **entries**² submitted by schools will be accepted on a case-by-case basis with consensus from the Organising Committee. (Refer to Annex C).
 - 3.3.1 Schools must write in through the Principal, to inform the Convenors of any appeal at least one (1) working day before the next match.

4 REGISTRATION OF COMPETITORS

- 4.1 **Special Provision for NSG 2022**
The maximum number allowed to be registered for SSSC Tennis will be increased to 14 to minimise disruptions due to potential COVID-19 infection cases and possible changes in national posture. The increase in participation numbers would allow schools to include deserving unvaccinated students (including students who are medically ineligible for vaccination) to be part of their school team in the NSG Integrated System (NIS).
- 4.2 The total number of competitor(s) to be registered shall not deviate from that laid down in the Rules and Regulations of the respective sports for both the Zonal and National Championships.
- 4.3 The date of posting in the Joint Admission Exercise (JAE) of students announced by MOE shall be the day in which a student would be deemed as a bona fide member of the school/ junior college/ centralised institute.
- 4.4 Students requesting for a transfer after the Joint Admission Exercise may not represent their new school until the transfer has been officially effected.

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

² The rule applies to late/ erroneous in entries and registration of participants.

- 4.5 When Zonal Championships are used as qualifying rounds for the National Championships, the top 4 teams of each division from each zone will qualify to compete in the National Championships. Teams which have qualified for the National Championship may register a new team list at the time of registration.
- 4.6 Only in the event that any of the competitor(s) registered is/are transferred or has/have to leave school during the preliminary rounds, schools shall be allowed to replace the affected competitor(s).
- 4.6.1 Schools must write in to inform the Convenors of the replacement at least one (1) working day before the next match.
- 4.6.2 No replacement of competitor(s) is allowed once the Championship reaches the semi-final stage.
- 4.7 If a school chooses not to register the maximum number of competitor(s) allowed by the sports/games, at the time of submitting the registration, the school shall not be permitted to register additional competitor(s) subsequently, except when these students are repeating their course of study after the release of national examination results.
- 4.8 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).
- 4.9 International students who are in the schools/junior colleges/centralised institute on exchange programme are not allowed to represent the school.
- 4.10 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 4.11 Registration constitutes representation, that is, once a student is registered to play for a school/ junior college/ centralised institute, he/she is deemed to have represented his/her school/ junior college/ centralised institute. Hence, the student is not allowed to represent another school/ junior college/centralised institute in the same sport in the same year.

SECTION B – COMPETITION RULES & REGULATIONS

5 CHAMPIONSHIP FORMAT

- 5.1 For Team Sports, there must be a minimum of **three (3) registered teams from three (3) different schools** before a team Championship can be organised.
- 5.2 The Championships for **match-based sports**³ shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of **four (4) teams**⁴. (**Refer to Annex D**)
- 5.3 Where there are 3 groups to be drawn into the second round/quarter-finals, the 3 champions of the preliminary group shall not all be drawn into the same group, and the

³ **Match-based** sports refer to Badminton, Basketball, Cricket, Floorball, Football, Hockey, Netball, Rugby, Sepaktakraw, Softball, Squash, Table Tennis, Tennis, Volleyball and Water Polo

⁴ The rule applies when the Championship is organised in format involving two and more groups. The rule is **NOT** applicable for Zonal Championships when a zone has less than four teams advancing to the National Championship due to disqualification and/or other reasons.

champion and runner-up of the same preliminary group shall not be drawn into the same group.

- 5.4 For the semi-finals, the champion and runner-up of each group shall enter into a criss-cross championship. The winner of group I will meet the runner-up of group II and vice-versa.
- 5.5 The winners of the two semi-finals shall then play in the finals to decide the champion and runner-up. The losers will play for 3rd and 4th positions.
- 5.6 Composition of Team
- 5.6.1 Each team will consist of 3 Singles and 2 Doubles for all divisions.
- 5.6.2 Each competitor is allowed to play only once in a team tie.
- 5.7 Line-up
- 5.7.1 The line-up of competitors must be submitted to the referee by the teacher-in-charge at least 15 minutes before the commencement of the day's tie.
- 5.7.2 In the event of postponed ties, if any game has *commenced, the same line-up will be enforced. In the event of postponed ties, if any game has not commenced, a new line-up may be submitted.
- 5.8 Order of Play
- 5.8.1 The order of play for all divisions is:
- 1st Singles
 - 2nd Singles
 - 1st Doubles
 - 2nd Doubles
 - 3rd Singles
- 5.8.2 All competitors must be ready to play when called upon by the Convenor/Referee so that the limited court time is not wasted. The 3rd Singles may be required to play on another court if the 2nd Doubles is still being played.
- 5.9 System of Scoring
- 5.9.1 Matches for all divisions in the preliminary rounds shall be played on the first-to-reach 9 games. If the score reaches 8 games all, a tie-break game (ITF Rule 5b) shall be played.
- 5.9.2 Matches for the Semi-Finals and Finals will be decided on the best of 3 sets. All sets shall be played as a "Tie-break Set" (ITF Rule 6b), where a tie-break game shall be played at 6 games all.
- 5.9.3 The "No-Ad Method" shall be adopted, where a deciding point is played at Deuce" (ITF Rule Appendix V)
- A "No-Ad" game is scored as follows with the server's score being called first:
- No point – "Love"
 - First point – "15"
 - Second point – "30"
 - Third point – "40"
 - Fourth point – "Game"

If both competitors/teams have won three points each, the score is "Deuce" and a deciding point shall be played. The receiver(s) shall choose whether to receive the service from the right half or the left half of the court. In Doubles, the

competitors of the receiving team cannot change positions to receive this deciding point. The competitor/team who wins the deciding point wins the “Game”.

5.9.4 Change of Ends

The competitors shall change ends at the end of the first, third and every subsequent odd game of each set. The competitors shall also change ends at the end of each set unless the total number of games in that set is even, in which this case, the competitors change ends at the end of the first game of the next set. During a tie-break game, competitors shall change ends after every 6 points.

5.10 Referee (**Refer to Annex H**)

5.10.1 The referee of the day shall have the power to resolve any dispute that may arise. In the preliminary matches, referee of the day will come from the hosting school.

5.11 Umpires and Linesmen (**Refer to Annexes I & J**)

5.11.1 All participating schools must provide umpires at every tie for the preliminary matches **in the following order:**

Order	Matches	1 student Umpire	2 Student Linesman
1	1st Singles	“Visiting” School	“Hosting” School
2	2nd Singles	“Hosting” School	“Visiting” School
3	1st Doubles	“Visiting” School	“Hosting” School
4	2nd Doubles	“Hosting” School	“Visiting” School
5	3rd Singles	“Visiting” School	“Hosting” School

5.12 Warming-Up

5.12.1 Competitors are allowed a 3-minute warm-up before the start of the match.

5.13 Continuous Play and Rest Period

5.13.1 As a principle, play shall be continuous from the first serve until the match is concluded (ITF Rule 29):

5.13.2 Between points, a maximum of 20 seconds is allowed. When the competitors change ends at the end of a game, a maximum of 90 seconds is allowed. However, after the first game of each set and during a tie-break game, play shall be continuous and the competitors shall be a set break of a maximum of 120 seconds. The maximum time starts from the moment that one point finishes until the first service is struck for the next point.

5.13.3 Play shall never be suspended, delayed or interfered with for the purpose of enabling a competitor to recover his/her strength, breath, or physical condition. However, the Umpire may allow a one-time medical time-out of 3 minutes for the treatment of a medical condition.

5.13.4 Competitors should hydrate themselves during every change-over and at the end of each set.

5.14 Tournament Ball

5.14.1 The tournament ball shall be WILSON US OPEN Tennis Balls.

5.15 Correcting Errors (ITF Rule 27)

5.15.1 As a principle, when an error in respect of the Rules of Tennis is discovered, all points previously played shall stand. For example: During a standard game or a tie-break game, if a competitor serves from the wrong half of the court, this should be corrected as soon as the error is discovered, and the server shall serve from the correct half of the court according to the score. A fault that was served before the error was discovered shall stand.

5.16 Coaching

5.16.1 Coaching is considered to be communication, advice or instruction of any kind and by any means to a competitor. Coaching is not allowed during the game (ITF Rule 30) in the preliminary matches. However, coaching will only be allowed from the Semi-Final stage onwards. In this instance, coaching will be allowed during the change-over, but competitors must remain on-court while coaches remain off-court. This must not exceed 90 seconds during change of ends and 120 seconds during end of a set.

6 AWARD OF LEAGUE POINTS

6.1 The following scoring system shall apply:

Win	2 points
Loss	1 point
Walkover	0 point

6.2 Tie in league points (based on Davis Cup Rule 2007)

6.2.1 If only 2 teams score an equal number of points, the head-to-head results between these teams shall decide the winner.

6.2.2 If 3 or more teams score an equal number of points, the number of matches won shall decide the winner.

6.2.3 If matches won are equal, the percentage of games won of games played against all teams in the pool shall decide the winner.

6.2.4 For example:

School	Played	Won	Lost	Matches won	Games won	Games lost	% Games won	Total Points
Sch B	6	5	1					11
*Sch C	6	4	2					10
Sch A	6	4	2					10
**Sch D	6	3	3	15	130	115		9
***Sch E	6	3	3	13	125	114	52.3%	9
Sch F	6	3	3	13	120	115	51%	9
Sch G	6	0	6					6

- Rule 15.1 applies (assuming Sch C beats Sch A)
- ** Rule 15.2 applies
- *** Rule 15.3 applies

6.2.5 Note: If any match is not completed for reasons of injury, withdrawal, walkover, etc, the full score shall be recorded. E.g., Competitor A leads Competitor B by 4-1, when Competitor B is injured and unable to continue. Competitor A's victory shall be recorded as 9-1. For a withdrawal or walkover, a 9-0 score will be awarded.

7 PRIZES

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

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

8 REPORTING AND GRACE PERIOD

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

9 POSTPONEMENT

- 9.1 The Convenor or his/her representative shall, at his/her discretion, decide to postpone a match if he/she thinks the venue is unfit for play, or for any other valid reasons for which he/she deems a postponement is in order. Teams must abide by the decision of the Convenor or his/her representative.
- 9.2 The Convenor/Referee may stop or suspend a match temporarily due to conditions of the grounds/weather or any reasons deemed valid. Once a match is suspended and until the Convenor/Referee postpones the match, the competitors, the Umpire and all court officials must remain ready to resume play. The Convenor/Referee must make all decisions regarding the postponement of a match to a later time/day.
- 9.3 Upon suspension/postponement of a match, the Umpire shall record the time, point, game and set score, the name of the server, the sides on which each competitor was situated and shall collect all balls in use for the match.
- 9.4 In the case of match/tie postponements due to bad weather, make-up matches must be held on the later part of the day, or next day, 8am, at the designated venue. Should there be further delays, make-up matches must be held on the next available date and time.

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 withdrawal⁵ or walkover, a written explanation duly endorsed by the Principal shall be submitted to the Convenor and the Game Advisor within two (2) working days.
- 10.4 In play-off for top 4 placing, any walk-over 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.

⁵ All results involving the team will be null and void.

11.2 For decision on an abandoned game, refer to Para. 20.1 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 NSGOC. The protest(s) must reach the Committee within **one (1)** working day following the match to which it relates **unless** stipulated otherwise in the respective sport's rules. The protest must be in writing and duly signed by the principal. A protest fee of \$150 to be paid by school (within 30 days from notification of outcome) if the protest is overruled.
- 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 (Refer to Annex E)

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

14 SUSPENSION

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

15 TEAM MANAGER (TM)

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

- 15.2 The TM must check and comply with the hosting school's Standard Operating Procedures (SOPs) and communicate all the information to all stakeholders associated with the participating school.
- 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 on points of laws/rules after clarification has been sought. If such interference results in disruption of any match/game, a report shall be made by the Convenor and the matter brought to the attention of the NSGOC for appropriate action.

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

- 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**).

17 COACHES

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

18 SUPPORTERS

- 18.1 Schools sending supporters to any competition shall ensure that their students are in proper school attire and that there are sufficient teachers present who would be responsible for the management of and well-being of their students.
- 18.2 Hosting schools reserve the rights to prevent any supporters from entering the competition if he/she failed to comply with the schools' Venue Sourcing SOPs.
- 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 game(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 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 Any athlete, coach, official, or spectator found guilty of aggressive behaviour through a fight/assault at the NSG, shall be expelled from the NSG, and be banned from it, for the calendar year of the NSG. This shall also apply to all fights/assaults traced to an NSG competition, either immediately, before, during or after the competition.
- 19.3 An appeal against the decision of the Disciplinary Panel may be submitted by the school (for competitor(s), coaches, and TM) and/or the official, to the Council, whose decision shall be final. (Refer to Para. 13 with regards to the Appeal process).

20 DISQUALIFICATION

20.1 A school will be disqualified if:

a) it fields an ineligible participant who is:

- i. overaged
- ii. underaged
- iii. unregistered
- iv. suspended (with reference to para 14)
- v. without a valid student pass
- vi. not a bona-fide student of the school

b) its participant(s) are not accompanied by a TM

c) its participant(s) caused a game/match to be abandoned

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

21 ATTIRE

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

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

List of Annexes

- A SSSC Mission, Aspirations and Motto
- B NSGOC Terms of Reference
- C Management of Appeal for Late/Erroneous Registration Workflow
- D Competition Format
- E Workflow for Appeal
- F Role of Team Managers
- G Code of Conduct for Coaches
- H Role of Referee Teacher
- I Role of Student Chair Umpire
- J Role of Student Linesman

Annex A

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

Mission, Motto and Aspirations

Mission Statement

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

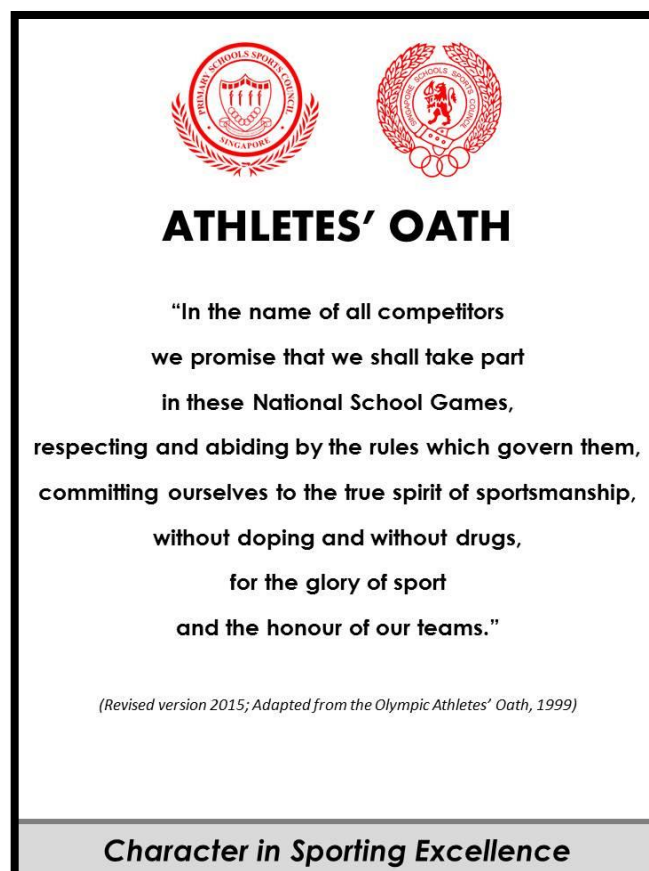
Motto

“Character in Sporting Excellence”

Aspiration 1: *Every athlete an honourable sportsman*

Guiding Principle:


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



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

Guiding Principle:

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



COACHES' OATH

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

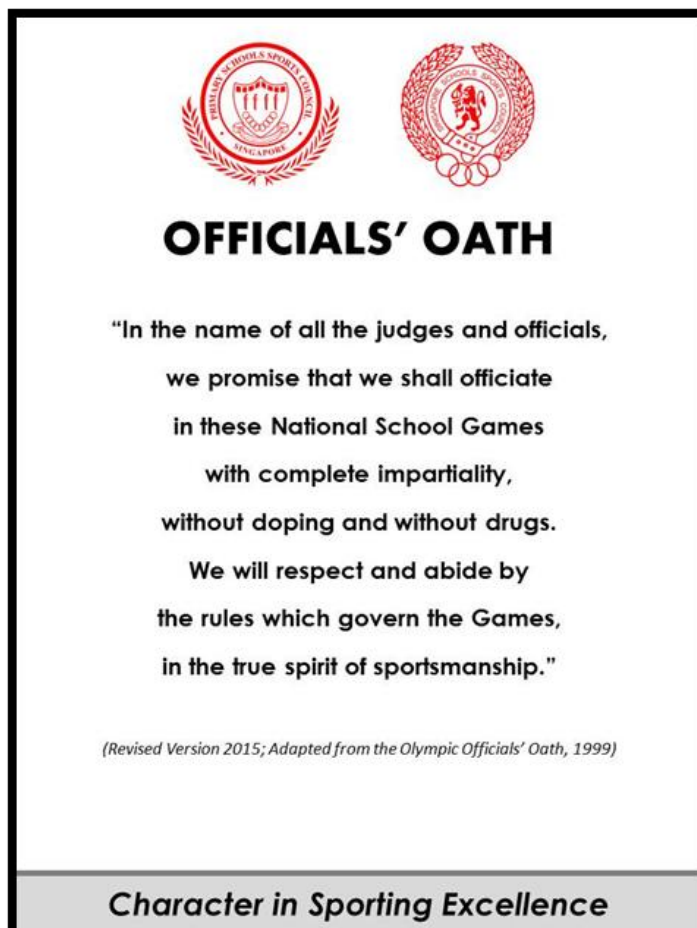
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

Character in Sporting Excellence

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

Guiding Principle:

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



Aspiration 4: *Every parent a supportive partner*

Guiding Principle:

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

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

Guiding Principle:

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



SPECTATORS' CREED

Be a Respectful Supporter

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

Be a Caring Motivator

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

Be a Responsible Spectator

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

Character in Sporting Excellence

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

Guiding Principle:

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

Annex B

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

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

1. TECHNICAL

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

2. COMPETITION

Organise the competition according to the rules and regulations, and established safety standards, including:

- a. Planning and Execution:
 - i. Work out the competition schedules, fixtures and venues required.
 - ii. Communicate with participating teams on all competition matters, including, but not limited to: rules, dates, fixtures, venue, etc.
 - iii. Identify and appoint Competition Director (if applicable) for deployment of officials.
 - iv. Manage competition officials, venues, equipment, medical cover and logistics for effective and efficient conduct of the competition.
- b. Risk Assessment and Management:
 - i. Carry out risk assessment and management planning for each venue, including adherence to the baseline safety standards.
 - ii. Communicate relevant parts of the risk assessment and management plan to all relevant parties.
 - iii. Monitor and manage safety and security issues at the competition venue.

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

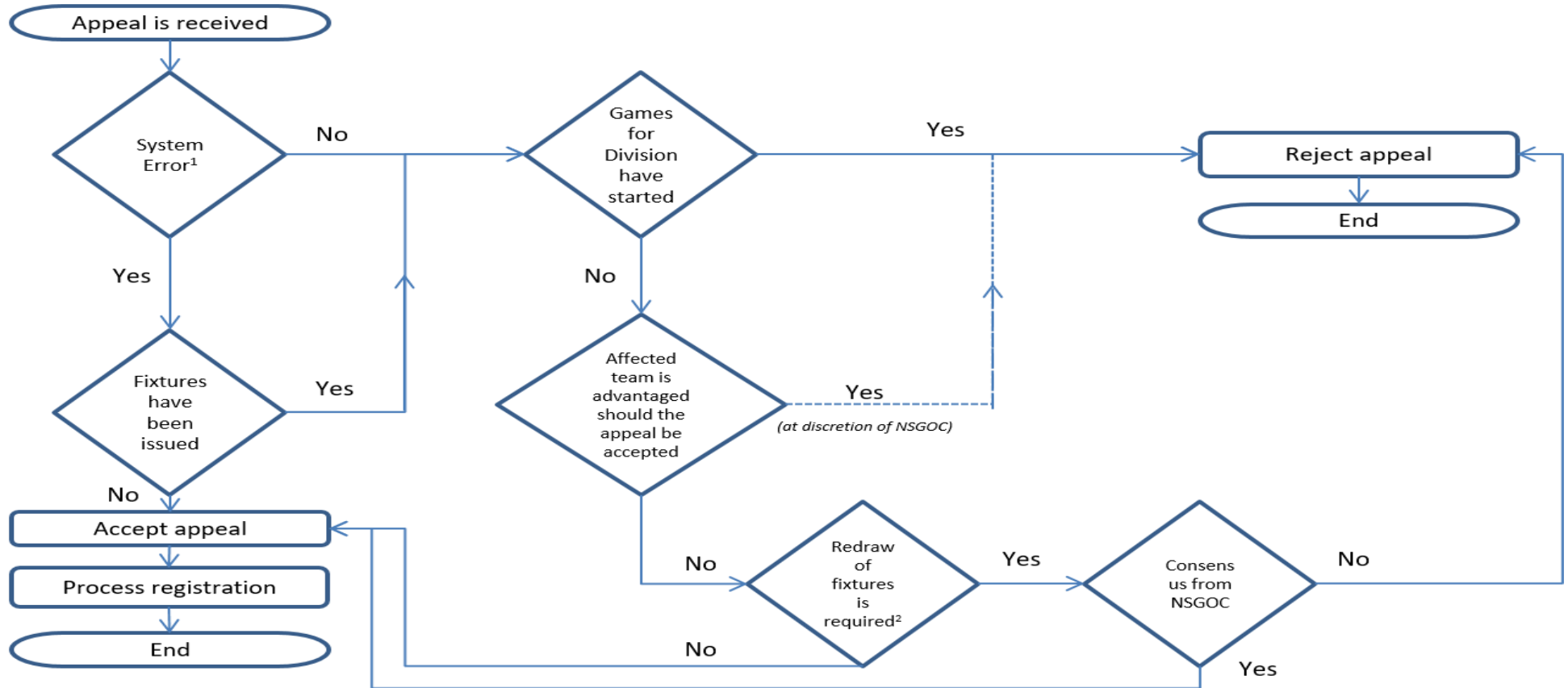
3. RECOGNITION, APPEAL AND DISCIPLINE

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

c. Discipline

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

MANAGEMENT OF LATE/ERRONEOUS REGISTRATIONS IN THE NSG



Note:

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

Annex D

CHAMPIONSHIP FORMAT

In determining the format for the competition, games organising committees should aim to provide meaningful⁶ competition experiences for participating teams. The suggested championship formats highlighted in this Annex are options that the NSGOCs can consider when drawing up their fixtures. The selected competition format should be standardised within the same sport (i.e. across zones; and from year to year).

Grouping

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

Seeding⁷

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

1. Teams / players are objectively placed for the preliminary / classification rounds
2. Students derive meaningful competition experiences from their participation in the NSG

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

Zone/ Direct National Competitions	Tiered Competitions	Event-based Competitions
<ul style="list-style-type: none"> • Seed the top 4 teams and place them in the respective groups. The remaining quarter-finalists from the preceding year can then be seeded, separated and placed in the groups by drawing of lots. • No more than two seeded teams shall be drawn into the same group. 	<ul style="list-style-type: none"> • Seed <u>all</u> teams from the different tiers to separate them into different classification groups using results from the preceding year. • Each tier would be represented in all groups in the Classification Rounds. 	<ul style="list-style-type: none"> • Adopt sports specific seeding approach that would meet the competition needs.

*Table 1: Recommended seeding approaches for different **competition** format*

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

⁷ NSG Sports that resumed and completed 2021 NSG competition, will use 2021 NSG results to determine the seeded teams for NSG 2022.

NSG Sports that do not have 2021 results will use 2019 NSG results to determine the seeded teams for NSG 2022, if NSGOCs deem it meaningful to do so.

SUGGESTED CHAMPIONSHIP FORMATS FOR ZONE / DIRECT NATIONAL COMPETITION

One-Group Championship Format

Grouping

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

Number of Teams	Group
3 to 7 teams	One-Group

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

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

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

Option 3: At the end of the one-group round robin format, semi-finals will be played between the teams ranked 1st & 4th and 2nd & 3rd.
The winners of the semi-finals will play for the 1st & 2nd and the losers of the semi-finals will play for the 3rd & 4th positions.
With Semi-Finals

Two-Group Championship Format

Preliminary Round

Seeding

The champion and the fourth team of the preceding tournament shall be seeded in Group A. The runner-up and the third team of the preceding tournament shall be seeded in Group B.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of each group will advance to the semi-final round. Convenor may determine the order of the draw by alphabetical order of the school names or any other reasonable method and determine number of teams per group by drawing of lots.

Number of Teams	Group A	Group B
8 teams	4	4
9 teams	4	5
	5	4
10 teams	5	5
11 teams	5	6
	6	5
12 teams	6	6
13 teams	6	7
	7	6
14 teams	7	7

Semi-Final Round

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

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

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

Three-Group Championship Format

Preliminary Round

Seeding

The champion of the preceding tournament shall be seeded in Group A, the runner-up and third placed teams in Group B and Group C respectively. The fourth place team shall be placed in either Group A, B or C by drawing of lots. In the event that one of the seeded team withdraws from the tournament, the fourth placed team of the preceding tournament will replace as the seeded team of the group. Quarter-finalists from the preceding year shall be seeded, separated and placed in the groups by drawing of lots. No more than two seeded teams shall be drawn into the same group to ensure no teams are disadvantaged as a result.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the order of the draw by alphabetical order of the school names or any other reasonable method, and determine number of teams per group by drawing of lots.

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

Quarter-Final Round

The quarter-final round will be played in a 2-group format. One of the groups shall consist of two (2) group champions and one (1) group runners-up, and the other group one (1) group champion and two (2) group runners-up. The groups shall be determined by drawing of lots.

The group champion and runner-up shall be placed in different groups in the quarter-final round. For example, if A1 is drawn into Group X, A2 shall be placed in Group Y.

Group X	Group Y
A1	B1
C1	A2
B2	C2

Semi-Final Round

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

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

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

Four-Group Championship Format

Preliminary Round

Seeding

The champion of the preceding tournament shall be seeded in Group A, the runner-up, third placed and the fourth placed teams in Group B, Group C and Group D respectively. Quarter-finalists from the preceding year shall be seeded, separated and placed in the four groups by drawing of lots. No more than two seeded teams shall be drawn into the same group to ensure no teams are disadvantaged as a result.

Grouping

Except for the seeded teams, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the order of the draw by alphabetical order of the school names or any other reasonable method and determine number of teams per group by drawing of lots.

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

Quarter-Final Round

The quarter-final round will be played in a 2-group format. Each group shall consist of two (2) group champions and two (2) group runners-up. The groups shall be determined by drawing of lots. The group champion and runner-up shall be placed in different groups in the quarter-final round. For example, if A1 is drawn into Group X, A2 shall be placed in Group Y.

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

Semi-Final Round

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

Semi-final match 1	X1 vs Y2
Semi-final match 2	Y1 vs X2

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

Five or Six-Group Championship Format

Preliminary Round

Seeding

The champion of the preceding tournament shall be seeded in Group A, the runner-up, third placed and the fourth placed teams in Group B, Group C and Group D respectively.

Quarter-finalists from the preceding year shall be seeded, separated and placed in the five/six groups by drawing of lots. No more than two seeded teams shall be drawn into the same group to ensure no teams are disadvantaged as a result.

Grouping

Except for the seeded teams, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the order of the draw by alphabetical order of the school names or any other reasonable method and determine number of teams per group by drawing of lots.

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

Quarter-Final Round

The quarter-final round will be played in a 2-group format. Each group shall consist of two/three group champions and two/three group runners-up. The groups shall be determined by drawing of lots. The group champion and runner-up shall be placed in different groups in the quarter-final round. For example, if A1 is drawn into Group X, A2 shall be placed in Group Y.

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

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

Semi-Final Round

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

Semi-final match 1	X1 vs Y2
Semi-final match 2	Y1 vs X2

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs Loser of SF2

SUGGESTED CHAMPIONSHIP FORMATS FOR TIERED COMPETITION

Multiple-Groups Championship Format

Classification/ Preliminary Round

Seeding

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

Grouping

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

For example:

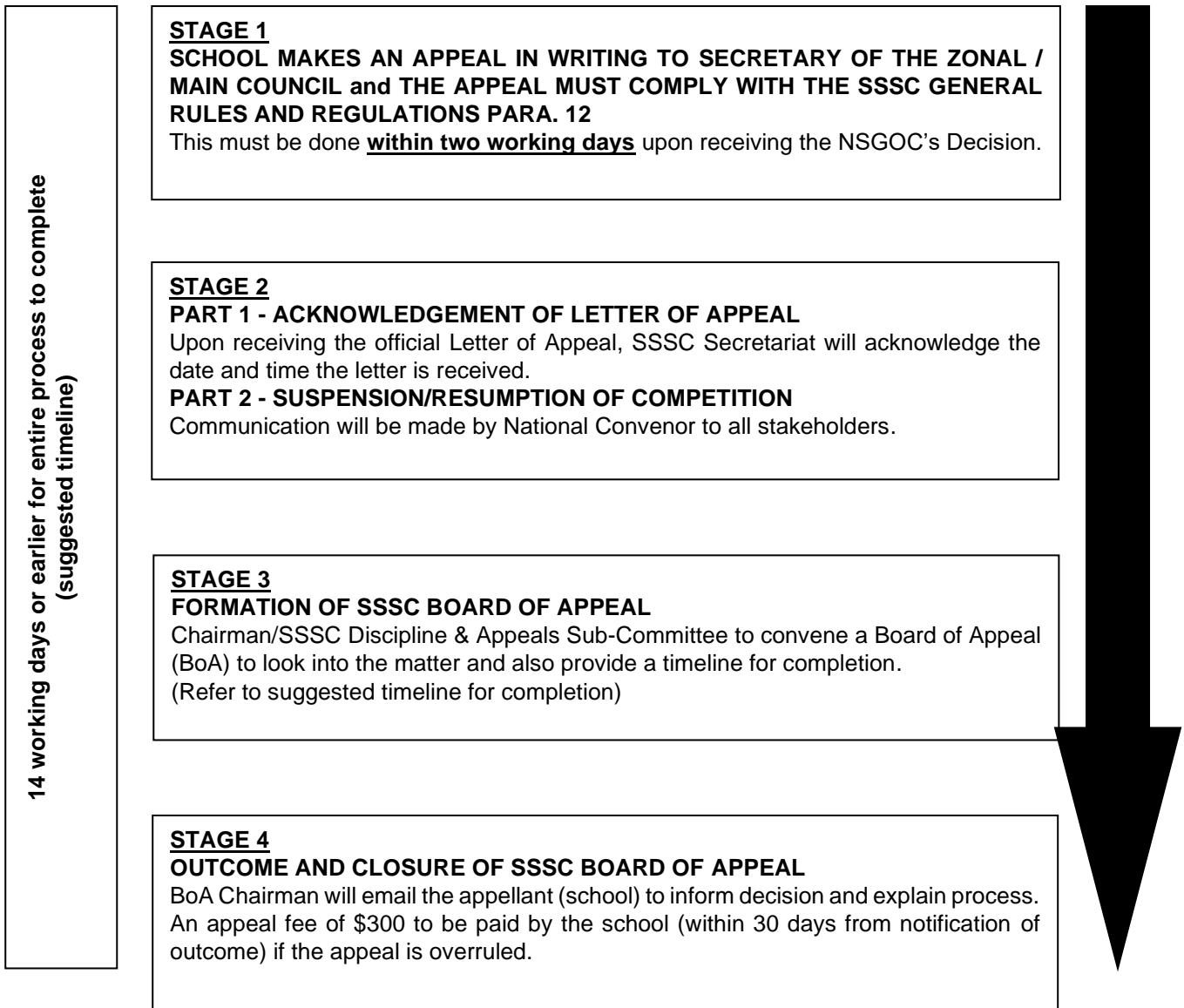
In a competition with 3 Tiers and the adopted format is to place all teams equitably into 8 groups in the Classification/ Preliminary round⁸, the grouping would be as such:

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

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

⁸ Based on preceding year's results

SSSC WORKFLOW FOR APPEALS



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

Annex F

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

The team manager (TM) will represent the school on all matters pertaining to the duty of care, student management and competition matters relating to the participants from his/her school. He/she must be a good role model for the participants and are expected to conduct themselves well in carrying out their duties. He/she will do the following:

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

Annex G

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.

Annex H

ROLE OF THE REFEREE TEACHER
(modified from the ITF Duties and Procedures for Official)

The Referee shall:

- a) Be a teacher representative from the hosting school.
- b) Act as final on-site authority for the interpretation of the applicable Rules of Tennis and the Duties and Procedures for student Officials as to all matters arising that require immediate resolution at the tournament site.
- c) Prior to the event, ensure that all student officials are familiar with the Rules and Procedures as student Officials.
- d) Ensure that student Officials take up positions prior to the match and their duties and responsibilities are performed properly.
- e) Remove a student Umpire and/or remove, rotate or replace any student Linesmen whenever he/she decides it is necessary to improve the officiating of a match; in agreement with the “visiting” school’s teacher representative
- f) Ensure that a drinking water point is accessible for competitors and student officials.
- g) To receive the line-up of competitors by the teacher-in-charge of the visiting team at least 15 minutes before the commencement of the day’s tie.
- h) To provide the Match Balls (Wilson US Open) and ensure that new tennis balls be used for each match.
- i) To run the matches in the following order with the respective student officials:

Order	Matches	1 student Umpire	2 student Linesmen
1	1 st Singles	“Visiting” School	“Hosting” school
2	2 nd Singles	“Hosting” School	“Visiting” School
3	1 st Doubles	“Visiting” School	“Hosting” School
4	2 nd Doubles	“Hosting” School	“Visiting” School
5	3 rd Singles	“Visiting” School	“Hosting” School

- j) Hosting schools are not obligated to book courts for opponents to warm up. However, if the game is played in the school, in the spirit of friendship hosts are encouraged to provide some court time for the opponent.

- k) To commence matches at 1500hrs
- l) Decide when play should be postponed because of weather conditions, inadequate light or other conditions.
- m) In the case of match / tie postponements due to bad weather, make-up matches must be held on the next day, 8am, at the allocated venue. Should there be further delays, make-up matches must be held on the next available date and time.
- n) Decide if a court is fit for play (eg. court surface dryness, correct net height, etc.).
- o) Decide if to allow an extended warm-up period (normally ten (10) minutes) if competitors have had no possibility to practice before the start of matches due to bad weather.
- p) Be present on-site at all times during the play of matches.
- q) Not be an Umpire in the event.

Annex I

ROLE OF THE STUDENT CHAIR UMPIRE
modified from the ITF Duties and Procedures for Officials)

A student Chair Umpire shall:

- a) Be familiar with the RULES OF TENNIS and the student Linesmen Duties. For more details, please refer to the ITF Rules of Tennis.
- b) Be familiar and use the RESULTS SCORE SHEET to record the scoring during the match.
- c) Take a position in accordance to the SSSC Tennis Rules Annex B.
- d) Toss to determine choice of competitor to serve and side to receive at the beginning of the match. If play is suspended before the match begins, the competitors may choose again.
- e) Have a hand held stopwatch which shall be used to time the warm-up (3 minutes), the twenty (20) seconds between points, the ninety (90) seconds during changeovers.
- f) Be responsible for having the appropriate number of balls on court for the match, including used replacement balls.
- g) Determine all Questions of Fact arising during the match (including calling the lines if Linesmen is "unsighted").
- h) Recommend to the Referee whether to remove, rotate or replace any Linesmen whenever he/she decides it will improve the officiating of the match.
- i) Make the first determination on all Questions of Law arising during the match, subject to the right of a competitor to appeal to the Referee.
- j) ANNOUNCE the score after each point.
- k) Repeat the calls of Linesmen only if the call is made in a weak voice or if there is a close call that must be confirmed to remove any doubt from the minds of the competitors.
- l) Overrule only in the case of a clear mistake by the Linesmen and only if the overrule is made promptly after the mistake is made. Clear foot faults*, shall be called by the Chair Umpire.

***FOOT FAULT (ITF Rules 18)**

During the service motion, the server shall not:

Change position by walking/ running, although slight movements of the feet are permitted; or touch the baseline or the court with either foot; or touch the area outside the imaginary extension of the sideline with either foot; or touch the imaginary extension of the centre mark with either foot. If the server breaks this rule it is a "Foot Fault".

- m) Be responsible for all changes of balls and for determining if a ball is fit for play. Ensure that the lost balls should be replaced as soon as it is practical.
- n) Should the referee decide that the court is unfit for play or if weather or other conditions require suspension of play, the Chair Umpire shall record the time, point, game and set score, the name of the server, the side on which the server was situated and shall collect all balls in use for the match.
- o) At the conclusion of a match, submit the results score sheet to the Referee.

Annex J

ROLE OF THE STUDENT LINESMAN **(modified from the ITF Duties and Procedures for Official)**

A student Linesmen shall:

- a) Be familiar with the Rules of Tennis. Please refer to the ITF Rules of Tennis.
- b) Take a position in accordance to the SSSC Tennis Rules 2017 Annex B.
- c) Call all balls on his/ her assigned line only and not give opinions on calls on other lines.
- d) Give a prompt unsighted signal when not able to make a call (place hands one below each eye with back of hands towards umpire)
- e) Correct a wrong call immediately by making the voice call "correction".
- f) Never call a ball "Out" until it actually lands out.
- g) Remain silent if the Umpire overrules a call. Refer all competitor enquiries to the Umpire.
- h) Not converse with spectators.
- i) Never applaud competitors.
- j) Not leave the court without the permission of the Umpire.

Voice Calls

There are two voice calls that a Linesmen will use; the latter two are employed uniquely by the Umpire:

"Out": indicates that the ball has touched the ground outside of the boundaries of the court or that it has touched a permanent fixture (i.e., the backstop or the Chair Umpire's chair).

"Correction": immediately follows an initial "out" call and is used to indicate that the latter was erroneous. When a ball is initially called "safe" by means not making a voice call, the correction is made simply by calling "out" as soon as possible.

SUPPLEMENTARY NOTES: UMPIRES & LINESMEN
Position of Umpire and Linesmen (Singles Games)

