

**SINGAPORE SCHOOLS SPORTS COUNCIL  
RULES AND REGULATIONS FOR NETBALL 2022  
STANDARD 7V7 FORMAT  
'C' DIVISION**

**PREAMBLE**

*This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG). These rules and regulations should be interpreted and implemented in alignment to the spirit of the 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 Netball Federations (INF).
- 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.

**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 (subject to conditions laid out in para 2.2)
	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 (subject to conditions laid out in para 2.2)
	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 (subject to conditions laid out in para 2.2)
	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 girls' team for the following Divisions:

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

3.2 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 NSGOCs

3.3 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).**

3.3.1 Schools must write in through the Principal, to inform the Convenors of any appeal at least one (1) working day before the next match.

---

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

## 4 REGISTRATION OF COMPETITORS

- 4.1 The total number of participants to be registered shall be a minimum of 10 players and a maximum of 20<sup>2</sup> participants for all 'A', 'B' and 'C' Divisions for the competition for both the Zonal and National Championships. For 2022, there will not be national championships for 'C' Division.
- 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 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. This will not be applicable for Zonal 'C' Division competition for 2022.
- 4.5 Only in the event that any of the competitor(s) registered is/are transferred or has/have to leave school during the preliminary rounds, schools shall be allowed to replace the affected competitor(s).
  - 4.5.1 Schools must write in to inform the Convenors of the replacement at least one (1) working day before the next match.
  - 4.5.2 No replacement of competitor(s) is allowed once the Championship reaches the semi-final stage.
- 4.6 If a school chooses not to register the maximum number of competitor(s) allowed by the sports/game, at the time of submitting the registration, the school shall not be permitted to register additional competitor(s) subsequently, except when these students are repeating their course of study after the release of national examination results.
- 4.7 International students can only be registered to play for their school **after** they have been issued with the student passes by the Immigration and Checkpoints Authority (ICA).
- 4.8 International students who are in the schools/junior colleges/centralised institute on exchange programme are not allowed to represent the school.
- 4.9 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 4.10 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.

---

<sup>2</sup> The provision for registering up to a maximum of 20 students is only applicable in 2022 to allow schools to manage their students' participation in the competition in view of unexpected COVID cases in the team. These students can be vaccinated or unvaccinated.

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

### **5 CHAMPIONSHIP FORMAT**

#### **5.1 PRELIMINARY ROUND - LEAGUE**

- 5.1.1 For Team Games, there must be a minimum of **three** (3) registered teams from **three** (3) different schools before a team competition can be organized.
- 5.1.2 The competition for shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of four (4) teams.
- 5.1.3 The league winner shall be the team with the greatest number of points after all games in each group have been played.
- 5.1.4 In the event of a tie in league points between 2 teams, the team that has beaten the other team shall be declared the winner.
- 5.1.5 In the event of a tie in league points between two teams, where the game between them has ended in a draw, the league winner shall be determined by goal differences, i.e. goals for minus goals against with the teams played in the group.
- 5.1.6 In the event of a draw between 2 teams tied in league points and where a walkover is involved, positional play will be determined by goal difference but disregarding all games played by that team which conceded the walkover.
- 5.1.7 In the event of a tie in league points among 3 teams, position placing will be determined by goal difference, computed based on the scores of the games played amongst the 3 teams only.
- 5.1.8 In the event of there being a tie in goal difference, then the team which has scored the greatest number of goals shall be declared the winner. If the tie persists, a replay shall be ordered. In the event of a draw at the end of the replay, the extra time rule shall apply. (Refer to 5.3)

#### **5.2 SEMI-FINALS/ FINALS - KNOCKOUT**

The winner and runner-up of each group shall enter into a criss-cross competition. The winner of group I will meet the runner-up of group II and vice-versa. The winners of the two groups shall then play a final match to decide the champion and runner-up. The losers will play for the 3rd and 4th positions.

#### **5.3 EXTRA TIME PLAY**

In games where a winner must be determined and in the event of a draw at full-time, there shall be an interval of two (2) minutes. Game will resume from the last centre pass and the game continues for ten (10) minutes, consisting of two (2) halves of five (5) minutes each with an interval of one (1) minute at half-time. Teams shall change ends at half-time and begin Centre pass that is to be taken by the team entitled to the next Centre pass. If there is still a draw after the extra time, a visual signal shall be used to indicate that play shall continue until one team has a two (2) goal advantage.

- 5.4 Any deviation from the competition format requires approval from the Council or Standing Committee.

## **6 AWARD OF LEAGUE POINTS**

The following scoring system shall apply:

- i) 3 points for a win
- ii) 1 point for a draw
- iii) 0 point for a loss/ walkover

## **7 PRIZES**

Prizes and plaques for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> placings shall be awarded at the Zonal and National Championships.

## **8 REPORTING AND GRACE PERIOD**

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.
- 9.2 In the event the game is postponed due to inclement weather, it will be played at the next available day. For games that had started to play, the game shall commence from the last completed half. The scores from the last completed half shall be carried over.

## **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>3</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.
- 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 umpire 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 204 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 umpire. Any decision taken by the 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 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 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 D)

- 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.
- 13.3 An appeal fee of three hundred dollars (\$300) will be deducted from the appealing school's account via IFAAS if the appeal is overruled.
- 13.4 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final.

## 14 SUSPENSION

- 14.1 A 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 (SSSC)
  - d) the National Association (NSA) of the sport/game

## 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 E**).
- 15.2 TMs are expected to conduct themselves with decorum during competitions
- 15.3 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 UMPIRES

- 16.1 The vendor shall provide umpires, who are qualified from Netball Singapore for all the matches.
- 16.2 Education Officers, Contract Adjunct teachers, Flexi-adjunct teachers and Allied Educators can serve as officials.
- 16.3 The teacher in-charge must be present at the game his/ her school is scheduled to umpire. Three (3) points shall be deducted from the school that fails to provide an umpire at the start of the game.

## 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.
- 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 G**). 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 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

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

## 22 OTHER RULES & REGULATIONS

### 22.1 Playing Time

The playing and interval time for the competition will be as follows:

	<b>Entire Competition</b>
<b>Playing Time</b>	Four quarters of ten (10) minutes
<b>Interval Time</b>	Three (3) minutes, five (5) minutes and three (3) minutes between the first and second quarters, second and third quarters and third and fourth quarters respectively

### 22.2 Team Bench Area

Only the registered participants, TMs, registered officials and coaches (a maximum of two) are allowed within the team bench area (only the names reflected on the team respective day registration form). The first aider will have to be seated at the officials' table. No unregistered participants, coaches, parents, ex-students or supporters are allowed unless instructions are given by the Organising Committee.

### 22.3 Coaching During The Game

Team officials and bench players may coach while play is in progress provided that they remain seated or stand at their Team Bench. Coaching is also allowed during intervals and during stoppages but Team officials and bench players may not indulge in appropriate comments or behaviour.

### 22.4 Stoppage for Injury Time

22.4.1 Requests for injury time may be made at the discretion of the teacher in-charge/ team captain/ player. Only the Teacher in-charge and/ or the First Aider may go on court. Aligned to INF 2016, all stoppages for illness/ injury or blood on the player are now 30 seconds and the player concerned must leave the court.

22.4.2 Coaching is permitted during any stoppage by any Team official who may approach the players at the side line but play must restart in 30 seconds.



Bench players may approach the side line if coaching occurs. During a stoppage any Team official may approach the players at the side line for the purpose of providing rehydration.

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

#### **23 MATTERS NOT PROVIDED FOR**

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

#### **24 AMENDMENTS**

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

## 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”*

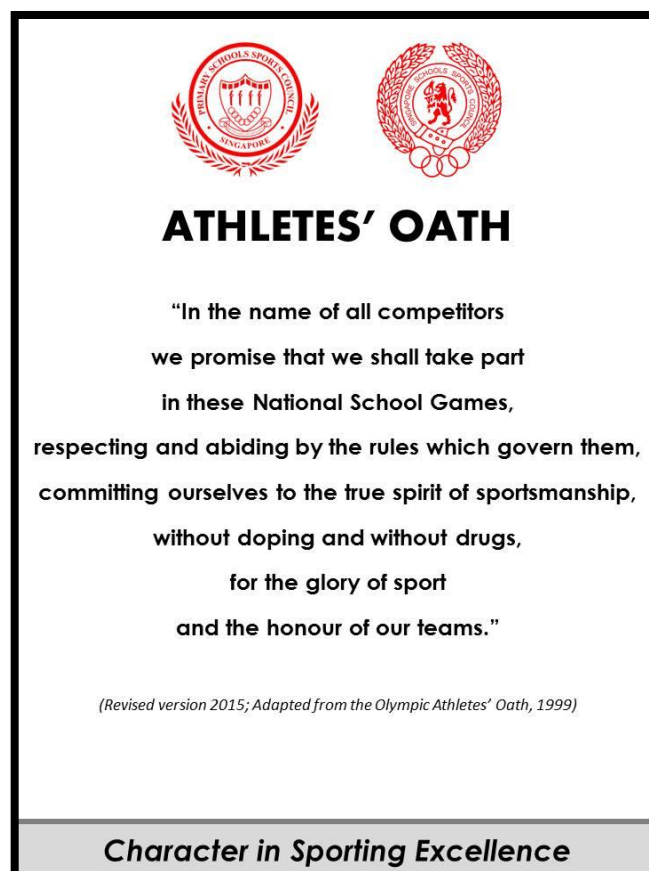
### Motto

*“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."*

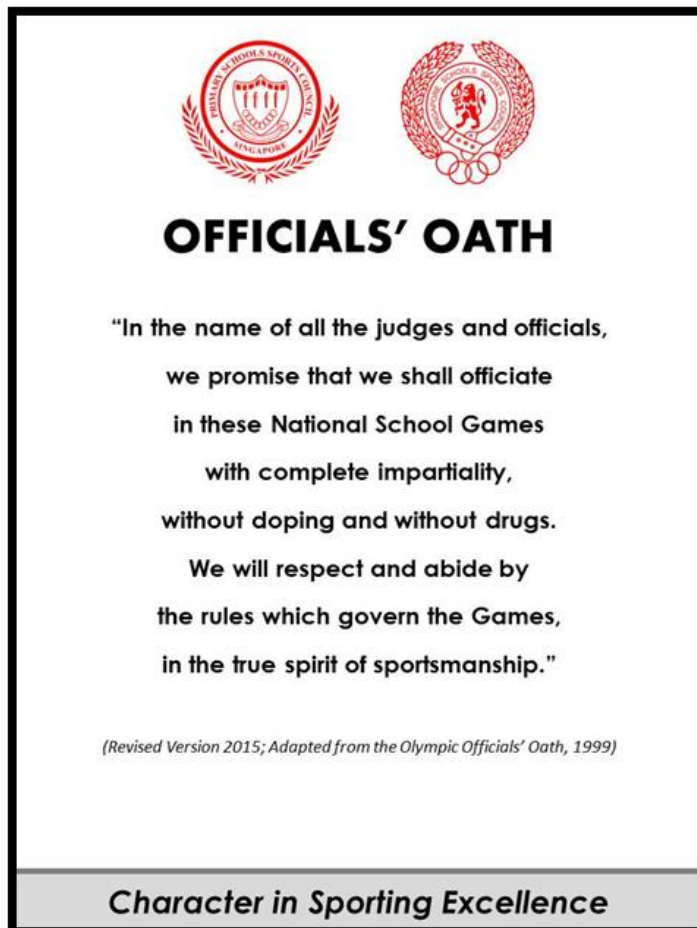
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

**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.

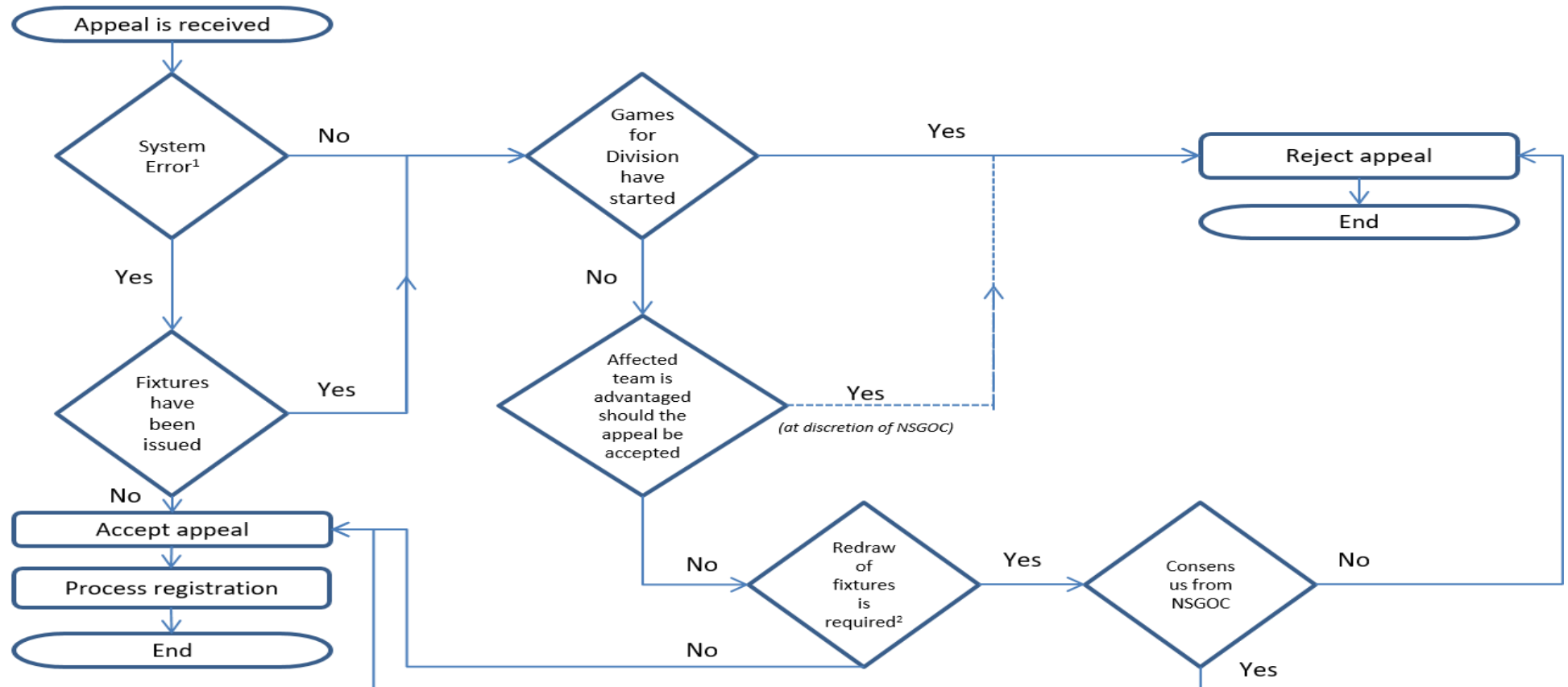
c. Discipline

- 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.



Annex C

MANAGEMENT OF LATE/ERRONEOUS REGISTRATIONS IN THE NSG



Note:

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

Annex D

**SSSC WORKFLOW FOR APPEALS**

3-4 weeks or earlier for entire process to complete  
(suggested timeline)

**STAGE 1**

**SCHOOL MAKES AN APPEAL IN WRITING TO SECRETARIAT/SSSC and THE APPEAL MUST COMPLY WITH THE SSSC GENERAL RULES AND REGULATIONS PARA. 12**

This must be done **within two working days** upon receiving the NSGOC's Decision.

**STAGE 2**

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

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

**PART 2 - SUSPENSION/RESUMPTION OF COMPETITION**

Communication will be made by National Convenor to all stakeholders.

**STAGE 3**

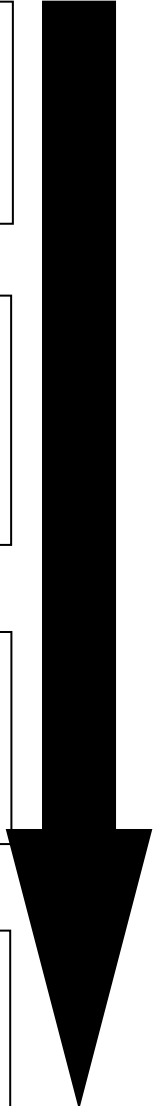
**FORMATION OF SSSC BOARD OF APPEAL**

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

**STAGE 4**

**OUTCOME AND CLOSURE OF SSSC BOARD OF APPEAL**

BoA Secretariat will arrange for a meeting with appellant (school) and all relevant parties to inform decision and explain process. An appeal fee of three hundred dollars (\$300) will be deducted from the appealing school's account, via IFAAS if the appeal is overruled.



**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	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.

## 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.

Singapore Schools Sports Council

Expected Behaviour for Spectators



## **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**