

SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL National School Games Taekwondo Competition 2022 Rules and Regulations

PREAMBLE

This document outlines the rules and regulations for the conduct of and participation in the National School Games (NSG). 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 SPSSC's Mission, Aspirations and Motto (**Ref Annex A**).*

SECTION A – ADMINISTRATIVE RULES & REGULATIONS

1 ORGANISATION STRUCTURE AND GOVERNING BODIES

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

1.1.1 as governed by the General Rules and Regulations of the Singapore Primary Schools Sports Council.

1.1.2 according to the World Taekwondo Federation (WF) rules adopted and modified by the Singapore Taekwondo Federation (STF) for safety/developmental reasons to suit the level of our school students.

1.1.3 adhering to the Baseline Safety Standards for the NSG.

1.1.4 In the absence of a set of recognised rules to govern the occurrence of situations during the competitions, the TKD National School Games Organising Committee shall make the final decision.

2 NATIONAL SCHOOL GAMES ORGANISING COMMITTEE (NSGOC)

2.1 COMPOSITION

2.1.1 The National School Games Organizing Committee shall consist of the following:

2.1.1.1.1 The National Convenor,

2.1.1.1.2 The Game Advisor,

2.1.1.1.3 The Zone Convenors

2.1.1.1.4 Organizing Secretaries and

2.1.1.1.5 Any other co-opted members deemed necessary.

2.1.2 The NSGOC is empowered to appoint sub-committees and individual members to assist in the organization and running of the championship as and when required.

2.2 **DUTIES**

The NSGOC shall have the following roles and responsibilities:

- 2.2.1 to draw fixtures
- 2.2.2 to fix venues, dates and times
- 2.2.3 to arrange for equipment and facilities, and perform any other tasks for conducting the championships
- 2.2.4 to conduct RAMS for the championships
- 2.2.5 to ensure that venue managers conduct RAMS for the respective championship venues
- 2.2.6 to appoint Official referees and linesmen
- 2.2.7 to incur expenditure within the allocated budget approved by the SPSSC
- 2.2.8 to deal with matters pertaining to discipline, protest and other aspects of the championship; and
- 2.2.9 to source for coaching and officiating courses to upgrade the technical knowledge and expertise of team manager.
- 2.2.10 to implement the Baseline Safety Standards in the organization of the National School Games.

3. **DIVISION**

3.1 All students shall compete in their respective divisions according to their year of birth. They are as follow:

Division	Age	Year/Date of Birth
Junior Division	9, 10 and 11 years old	1 Jan 2014 1 Jan 2013 --- 31 Dec 2013 1 Jan 2012 --- 31 Dec 2012 2 Jan 2011 --- 31 Dec 2011 1 Jan 2011 (<i>subject to conditions laid out in para 3.4</i>)

- 3.2 All students can only compete in one division of NSG Taekwondo within the same year.
- 3.3 Students aged 11 can play in either the Senior or Junior Division depending on their level of competency¹ for Taekwondo. Schools will make the decision based on what they deem to be the appropriate level of play for each 11-year old concerned.
- 3.4 All students shall compete in the respective divisions set out in 3.1 *with the exception of those born on 1st Jan who have been given approval for deferment by MOE during P1 registration. These students will compete in the division with the cohort that they are studying with.

¹ Participating schools should register their students for the Senior or Junior Division based on the student(s)' level of competency and readiness.

3.4.1 With effect from 2021, students who are born on 1st Jan and have participated in NSG previously shall follow the rules stated in Para 3.4. This rule will supersede all previous decisions.

3.4.2 This exception in Para 3.4 does not apply to students who are born on 1st Jan and have repeated a year of study.

3.5 Age Dispensation

3.5.1 In TKD, 7 year olds and 8 year olds may participate only in Poomsae for Junior Division

Type	Age	Year/Date of Birth
Age Dispensation	7 and 8 years old	1 Jan 2016 1 Jan 2015 – 31 Dec 2015 1 Jan 2014 – 31 Dec 2014

3.5.2 Application has to be put forth by parents/guardians, endorsed by school Principals and submitted to respective TKD Organising Committee for follow-up (Refer to **Annex C2**).

3.5.3 Age dispensation is only applicable to the year of application.

4. ENTRIES

4.1 Poomsae

4.1.1 For poomsae, each school may field a maximum of **three** male and **three** female performers per individual colour category, and **one** male and **one** female team per colour category.

4.1.2 A student may participate in both the individual and team events and is allowed to complete in one category (his/her current grade or up to 2 belt grade above and up to Red 1).

4.1.3 For Poom belt, Poom 1 belt can only participate in either Poom 1 or Poom 2 event and students with Poom 2 to Poom 4 belt can only participate in Poom 2 belt event.

4.1.4 Schools are allowed to have all registered athletes of the school team to be registered as reserves for the Poomsae Team Event. This is to ensure that the team can still compete in the event where the actual member(s) is unable to participate, without having to seek the Organising Committee's approval for substitution.

4.1.5 The number of Poomsae events are as follow:

- 11 colour-categories (Individual - Male)
- 11 colour-categories (Individual - Female)
- 11 colour-categories (Team – Male)
- 11 colour-categories (Team – Female)

4.2 All entries must be submitted through the e-Registration portal at <https://nsg.moe.edu.sg/nis/#!/login> on or before the stipulated closing date. This includes details of participants along with the necessary supporting documents.

- a) Baseline Safety Standards Acknowledgement Form
- b) Supporting documents for Special/Transfer case student
- c) Other forms as determined by the TKD Organising Committee

5. REGISTRATION OF PARTICIPANTS

- 5.1 Only members with STF certification are allowed to register for the competition.
- 5.2 The total number of participants to be registered shall not deviate from that stated in the Rules and Regulations of the NSG Taekwondo.
- 5.3 If a school chooses not to register the maximum number of participants allowed by the sport at the time of registration, the school shall not be permitted to register additional participants subsequently.
- 5.4 International students can only be registered to play for their school **after** they have been issued with the student passes from the Immigration and Checkpoints Authority (ICA).
- 5.5 International students who are in the schools on exchange programme are not allowed to represent the school.
- 5.6 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 5.7 Registration constitutes representation, that is, once a student is registered to play for a school, he or she is deemed to have represented his or her school. Hence, the student is not allowed to represent another school in NSG Taekwondo in the same year.

SECTION B – COMPETITION RULES & REGULATIONS

6. COMPETITION FORMAT

6.1 Poomsae

- 6.1.1 For the competition in each category to be carried out officially, there must be a minimum of 3 participants in the individual event and a minimum of 3 teams from 3 different schools in the team colour category. The event will be cancelled if there are fewer than 3 participants in the individual event and the team event will be cancelled if there are fewer than 3 different schools in the colour category.
- 6.1.2 The number of finalist may increase should there be participants having equal scores (For example, if there are more than one participant sharing the same score for the 8th position, all the performers will move to the finals)
- 6.1.3 If there is a tie for any of the top four positions, the participants will have to compete again to break the tie.

6.1.4 The organiser reserves the right to modify the method of competition.

7. AWARD OF POINTS

7.1 The following point system shall apply for Senior Division:

- 5 points for each gold medal won
- 3 points for each silver medal won
- 1 point for each bronze medal won

8. PRIZES

8.1 The number of prizes to be awarded up to top 8 positions at the Poomsae (Individual & Team) competitions shall be as follows:

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

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

Position	Form of Medals
1 st	Gold
2 nd	Silver
3 rd to 8 th	Bronze

9. REPORTING AND GRACE PERIOD

9.1 Fifteen minutes (15 min) grace is allowed. The Convenor or his/her representative may at his/her 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, 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.

10. POSTPONEMENT

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

11. WITHDRAWAL AND /WALK-OVER

11.1 Any withdrawal or walkover is considered contrary to the spirit of the game.

11.2 Schools participating in the NSG should not withdraw or give walk-over unless it is a technical withdrawal or walk-over.

11.3 Technical withdrawal means that the player is outclassed in the match and technical walk-over happens when the player has to concede defeat because he or she is injured.

11.4 For each withdrawal or walk-over, a written explanation duly endorsed by the Principal shall be submitted to the TKD Organising Chairman within two working days. A copy each is to be extended to the Advisors and the Technical Delegate.

11.5 For withdrawal or walk-over, a player or team will be disqualified from receiving any points, placing or medals. However, any merits earned by the participant will still be recognised for technical withdrawal or walkover.

12. ABANDONED GAME

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

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

13. PROTEST

13.1 Any clarification on points of laws/rules, must be lodged immediately by the Team Manager (TM) to the referee/umpire/judge. The decision taken by the referee/umpire/judge will be final.

13.2 All protests shall be referred to the TKD Organising Committee. The protest(s) must reach the Committee within one (1) working day following the match to which it relates unless stipulated otherwise in the respective games rules. The protest must be in writing and duly signed by the principal. A protest fee of one hundred and fifty-dollars (\$150)² will be deducted from the protesting school's account, via IFAAS if the protest is overruled.

13.3 The TKD Organising Committee will deliberate on the protest within three (3) working days unless stipulated otherwise in the respective games rules. The decision will then be made known in writing to the school concerned by the next day.

13.4 If the protest is upheld, the protest fee will not be required. If it is overruled, the protest fee of \$150 will be deducted from the protesting school's account, via IFAAS.

13.5 When there is any conflict of interest, the school(s) involved will not sit in the committee considering the protest.

14. APPEAL

14.1 Upon the release/disclosure of the decision of the TKD Organising Committee, only schools may appeal to the Council.

² Amount is inclusive of GST.

14.2 Notices of appeal shall be lodged with the Secretary / Secretariat of the Zone/Central Council within two (2) working days upon receiving the TKD Organising Committee's Decision. An appeal fee of three hundred dollars (\$300) will be deducted from the appealing school's account, via IFAAS if the appeal is overruled.

14.3 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final (Please refer to **Annex D**).

15. SUSPENSION

15.1 A participant suspended by any one of the following bodies is barred from participating in the NSG for that sport for the period of suspension:

- a) The School
- b) The Zone Council
- c) The SPSSC
- d) Singapore Taekwondo Federation

16. TEAM MANAGER (TM)

16.1 Each participating team must be accompanied by a TM who shall remain with the team throughout the duration of play (Please refer to **Annex E**).

16.2 The TM shall be a teacher or School Adult Representative (SAR) appointed by the participating school. The appointment of an SAR as a TM should be based on the conditions and considerations given.

16.3 TMs are expected to conduct themselves with decorum during competitions.

16.4 TMs are not allowed to interfere with the final decision taken by the referee/umpire/judge/official on points of laws/rules after clarification has been sought. If such interference results in disruption of any match, a report shall be made by the Convenor and the matter brought to the attention of the TKD Organising Committee for appropriate action.

17. REFEREE / UMPIRE / JUDGE / OFFICIAL

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

17.2 Schools have to ensure that their referees/umpires/judges/officials are present to fulfil their duties as scheduled by the Convenor (Please refer to **Annex A** for officials' oath).

18. COACHES

18.1 Coaches are expected to conduct themselves with decorum during competitions (Please refer to **Annex F**).

18.2 Coaches are not allowed to approach the officials to query their decisions. Only TMs are allowed to approach officials to seek clarifications.

18.3 Schools must ensure that their coaches adhere to the SPSSC Rules and Regulations and the Code of Conduct (Please refer to **Annex A** for coaches' oath).

19. BREACH OF CODE OF CONDUCT BY TMS / PARTICIPANTS / OFFICIALS / COACHES / COACHES

19.1A Disciplinary Panel comprising members of the TKD Organising Committee 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 TKD Organising Committee, including personnel from the National Sports Association (NSA), to provide technical advice.

19.2 Appeal against the decision of the Disciplinary Panel may be submitted by the school (for participants, coaches, and TMs and/or the official, to the Council, whose decision shall be final (Please refer to Para 13 with regards to the Appeal process).

19.3 Any individuals suspended / barred by any one of the following bodies is barred from the NSG for that sport for the period of suspension:

- e) The School
- f) The Zone Council
- g) The SPSSC
- h) The NSA of the sport

20. DISQUALIFICATION

20.1 A school will be disqualified if it commits any of the following:

- i) if it fields an ineligible participants who is:
 - i. an overage participants
 - ii. an underage participants
 - iii. an unregistered participants
 - iv. a suspended participants
 - v. a participants without a valid student pass
 - vi. a non-bona fide participants
- j) team/ participants not accompanied by a TM
- k) team/participants which caused the game/match to be abandoned

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

21. ATTIRE

21.1 All school athletes must be suitably attired in accordance with the requirement of the Singapore Taekwondo Federation. The attire should clearly bear the STF name on the back and STF logo on the left sleeve.

21.2 A performer will be barred from participating if he or she cannot fulfill this condition fully.

SECTION C – GAME RULES & REGULATIONS

22. POOMSAE

22.1 Students are eligible to participate in the Senior and Junior Divisions with at least a grade 9 (white with yellow tip) certification issued or endorsed by the STF.

22.2 Colour Categories:

<i>Individual (Male & Female)</i>	<i>Team of Three (Male & Female)</i>
White 9	White 9
Yellow 8	Yellow 8
Yellow 7	Yellow 7
Green 6	Green 6
Green 5	Green 5
Blue 4	Blue 4
Blue 3	Blue 3
Red 2	Red 2
Red 1	Red 1
Poom 1	Poom 1
Poom 2 - 4	Poom 2 - 4

22.3 Competition Poomsae for all stages:

<i>Individual (Male & Female)</i>	<i>Team of Three (Male & Female)</i>
White 9	Preliminary Taegeuk
Yellow 8	Taegeuk 1
Yellow 7	Taegeuk 2
Green 6	Taegeuk 3
Green 5	Taegeuk 4
Blue 4	Taegeuk 5
Blue 3	Taegeuk 6
Red 2	Taegeuk 7
Red 1	Taegeuk 8
Poom 1	Koryo
Poom 2 - 4	Keumgang

For Individual and Team Poomsae :

Poom 1 belt holders can participate in either Poom 1 or Poom 2 event.
Poom 2 to Poom 4 belt holders can only participate in Poom 2 belt event.

22.4 It is compulsory for students to submit the Data Collation Form (Annex B) to schools with endorsement of the coach OR Taekwondo Club (Affiliated with Singapore Taekwondo Federation). The Data Collation form only serves to collate the information from participating students for registration by teacher-in-charge via the official eRegistration system.

23 PROCEDURE

- 23.1 All participants must be ready to report to the competitor stewards for arrangement or inspection when their names are called. This will be at least half an hour before they are due to compete.
- 23.2 Poomsae performers must wear the uniform and the belt colour for the category they are competing in.
- 22.3 Those who fail to be ready for the performance or contest or fail to appear within two minutes before the scheduled start of their performance or contest shall be deemed as having withdrawn from the competition. No grace period shall be given unless there is a calamity which affects a good number of participants.
- 23.4 Each participant must be accompanied onto the competition arena by a coach with a professional pass. A participant will not be allowed to compete without a coach.
- 23.5 All participants shall abide by the general rules and regulations governed by the Singapore Schools Primary Sports Council of the competition and accept the decisions of the judges or the Competition Supervisory Board graciously.

SECTION D – AMENDMENTS AND MATTERS NOT PROVIDED FOR

24 MATTERS NOT PROVIDED FOR

- 24.1 All matters not provided for in these Rules and Regulations shall be dealt with by the TKD Organising Committee.

25 AMENDMENTS

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

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

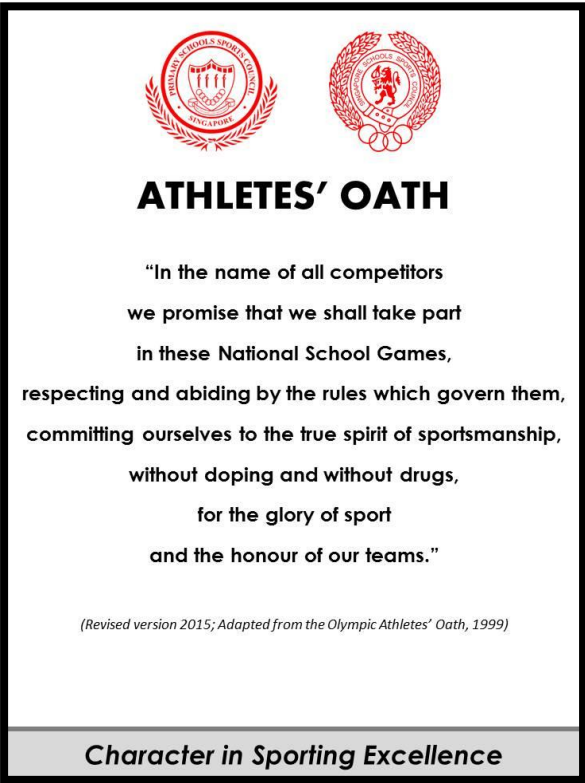
Mission, Motto and Aspirations

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”



The image shows a poster for the Athletes' Oath. At the top, there are two circular logos: the Singapore Primary Schools Sports Council (SPSSC) logo on the left and the Singapore Schools Sports Council (SSSC) logo on the right. Below the logos, the title "ATHLETES' OATH" is written in bold, black, uppercase letters. The main text of the oath is centered and reads: "In the name of all competitors we promise that we shall take part in these National School Games, respecting and abiding by the rules which govern them, committing ourselves to the true spirit of sportsmanship, without doping and without drugs, for the glory of sport and the honour of our teams." Below this text, in smaller font, it says "(Revised version 2015; Adapted from the Olympic Athletes' Oath, 1999)". At the bottom of the poster, there is a grey bar with the motto "Character in Sporting Excellence" written in white, bold, italicized text.

Aspiration 1: *Every athlete an honourable sportsman*



Guiding Principle:

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

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

Guiding Principle:

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



COACHES' OATH

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

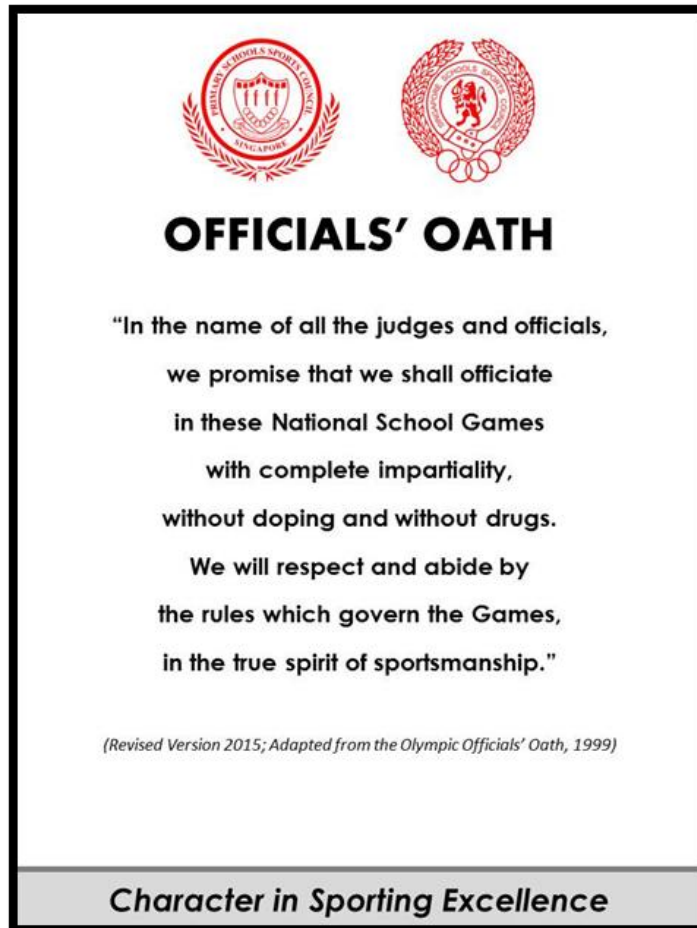
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

Character in Sporting Excellence

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

Guiding Principle:

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



Aspiration 4: *Every parent a supportive partner*

Guiding Principle:

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

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

Guiding Principle:

The spectator makes the effort to applaud excellence and fair play. The spectator 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.

**NATIONAL SCHOOL GAMES TAEKWONDO CHAMPIONSHIPS 2022
DATA COLLATION FORM - POOMSAE (FOR PRIMARY SCHOOLS)**

Note:

- It is **compulsory** for students to submit this form to schools.
- Submission of coach details OR Taekwondo Club (Affiliated with Singapore Taekwondo Federation) is optional
- This form only serves to collate the information from participating students for registration by teacher-in-charge via the official eRegistration system
- Submission of form to teacher-in-charge does not constitute registration. School will make the final decision on the students to be officially registered for the competition.
- Student athletes should be accompanied by his/her qualified coach on competition day.

Registration Rules

1) Poomsae	Each primary school may field a maximum of three male and three female performers per <u>individual</u> colour category and one male, and one female <u>team</u> per colour category.
2) Poomsae	A student may participate in both the individual and team events and is allowed to compete in one category each (his/her grade or up to 2 belt grade above).
3) Poomsae Junior Division	Age Dispensation applies only to 7 and 8 years old who wish to participate in the Junior Division. If Age Dispensation = Yes, the Age Dispensation form must be completed, endorsed, and submitted via the eReg system.

School	
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Type of Competition: Poomsae

Division: Junior

Name of Student

(as in BC/NRIC/Passport): _____

Class: _____

Gender: F / M*

NRIC: _____ **Date of Birth:** _____ (dd/mm/yyyy)

Highest Belt / Grade Attained:	<input type="checkbox"/> White 9	<input type="checkbox"/> Green 5 (Blue Stripe)	<input type="checkbox"/> Red 2
	<input type="checkbox"/> Yellow 8	<input type="checkbox"/> Blue 4	<input type="checkbox"/> Red 1 (Black Stripe)
	<input type="checkbox"/> Yellow 7 (Green Stripe)	<input type="checkbox"/> Blue 3 (Red Stripe)	<input type="checkbox"/> Poom 1
	<input type="checkbox"/> Green 6		<input type="checkbox"/> Poom 2 <input type="checkbox"/> Poom 3

Date Highest Belt/Grade Attained: _____ (dd/mm/yyyy)

Participating Category (applicable only for <u>Poomsae</u>)	
Individual (1 Category)	Team of Three (1 Category) <input type="checkbox"/> Boys <input type="checkbox"/> Girls
<input type="checkbox"/> White 9	<input type="checkbox"/> White 9
<input type="checkbox"/> Yellow 8	<input type="checkbox"/> Yellow 8
<input type="checkbox"/> Yellow 7 (Green Stripe)	<input type="checkbox"/> Yellow 7 (Green Stripe)
<input type="checkbox"/> Green 6	<input type="checkbox"/> Green 6
<input type="checkbox"/> Green 5 (Blue Stripe)	<input type="checkbox"/> Green 5 (Blue Stripe)
<input type="checkbox"/> Blue 4	<input type="checkbox"/> Blue 4
<input type="checkbox"/> Blue 3 (Red Stripe)	<input type="checkbox"/> Blue 3 (Red Stripe)
<input type="checkbox"/> Red 2	<input type="checkbox"/> Red 2
<input type="checkbox"/> Red 1 (Black Stripe)	<input type="checkbox"/> Red 1 (Black Stripe)
<input type="checkbox"/> Poom 1	<input type="checkbox"/> Poom 1
<input type="checkbox"/> Poom 2	<input type="checkbox"/> Poom 2

ADDITIONAL INFORMATION (OPTIONAL)

DETAILS OF COACH/ TAEKWONDO CLUB (STF AFFILIATED)

Club (if any): _____

Full Name of Coach
(as in NRIC/Passport): _____

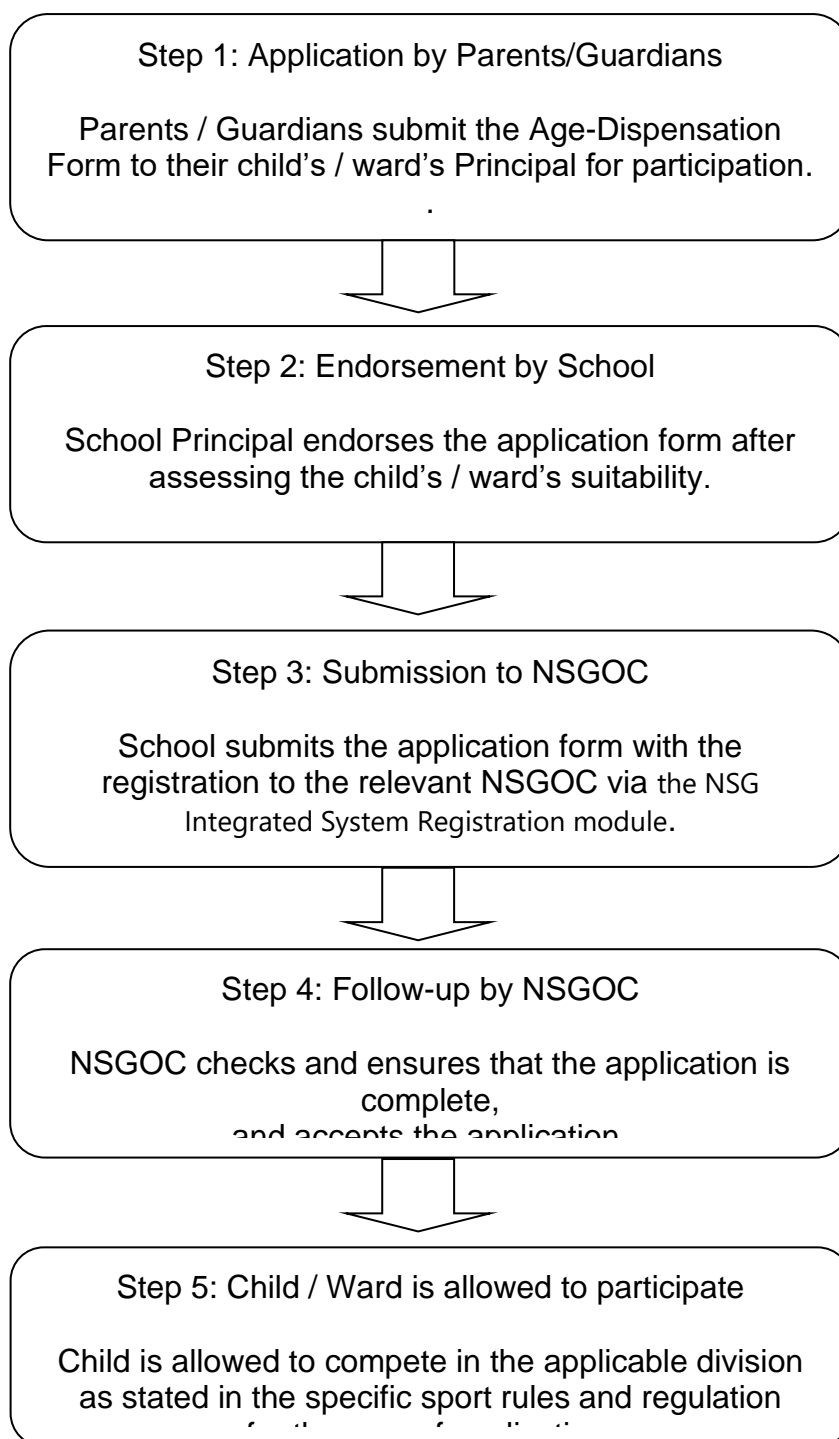
Coach Pass No. (compulsory) STF **Coaching Qualification:** 2 / 3*

Signature

Date

Contact number

**SPSSC FIVE STEP FLOWCHART FOR
AGE DISPENSATION**



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

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

Acknowledgement by Parent/Guardian:

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

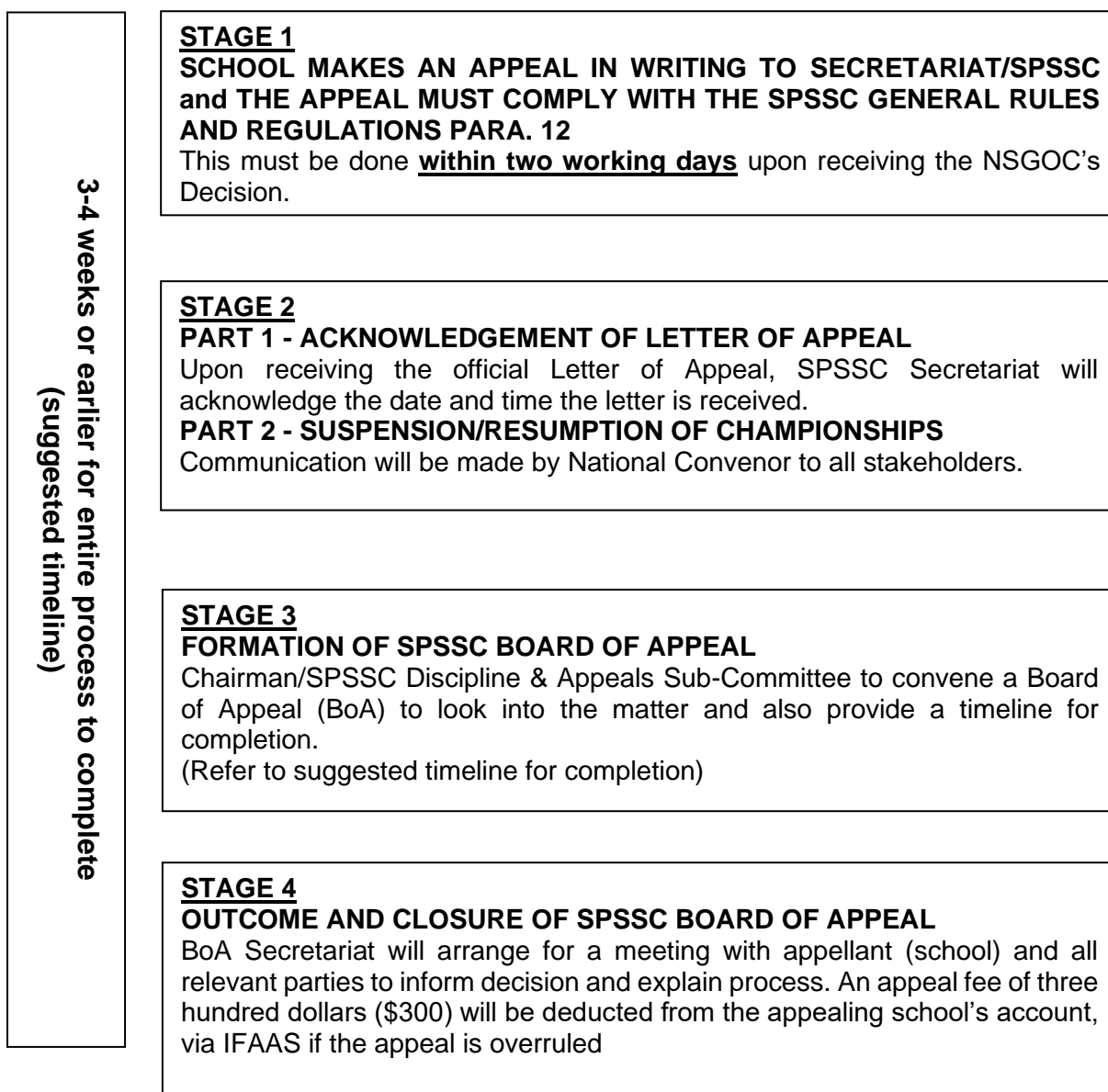
I have assessed his/her physical and mental readiness and deem him/her to be suitable and ready to compete in the above-stated category.

Parent's/Guardian's Signature and Date

Principal's Endorsement:

Principal's Signature and Date

SPSSC PROCEDURE FOR APPEALS
WORKFLOW



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

SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL

Role of The Team Manager

The team manager(TM) will represent the school on all matters pertaining to the administration and organisation of the competition. He/she must be good role models for the participants and are expected to conduct themselves well in carrying out their duties. He/she will do the following:

Terms of Reference	
1	To liaise between the NSGOC (convenor school) and the Principal (school)
2	Must attend all briefings and/or meetings called by the respective game organising committees
3	To check the fixtures and schedules
4	To be responsible for the accuracy of the participants' particulars in the registration and ensure that the students are not placed in the wrong division.
5	To make transport arrangements for the teams
6	To chaperone participant(s) to and from the competition venue and remain with the participant(s) throughout the duration of play.
7	Must cooperate with official authorities and abide by the rules and regulations of the competition
8	To submit team list
9	Must manage the coach, participant(s) and supporter(s), if any, to ensure that they adhere to the Code of Conduct as provided in SPSSC Rules & Regulations
10	Must contact the school immediately to arrange for a replacement, in the event that he/she is not able to perform his/her duty, including when it is halfway through the competition
11	To be responsible for the participant(s) safety and well-being and to ensure that the participant(s) is/are medically covered e.g. first aid kit.
12	Must contact the school immediately in the event of an injury or emergency
13	Must not speak to the media unless with permission from the school
14	To represent the school in matters pertaining to formal appeals/protests (as required by the sport/game)
15	To accompany participant(s) at disciplinary board meeting

Code of Conduct for Coaches

- 1) Coaches must be good role models for the student athletes and are expected to conduct themselves well in carrying out their duties.
- 2) They are to observe the rules and regulations of the National School Games and honour the Coaches' Oath.
- 3) They should not replace the role of the team manager.
- 4) They are to prepare the training schedule for the team, in consultation with the Principal and the teacher in-charge (i.e. 30-week programme)
- 5) They are not allowed into the competition area except where the rule of the sport requires the presence of the coach e.g. Softball and Gymnastics.
- 6) They cannot represent the school in any matter.
- 7) They must not interfere with the organisation of the competition.
- 8) They are not allowed to approach the game officials to query their decisions. Only team managers are allowed to approach game officials to seek clarifications.
- 9) Coaches violating the rules will be asked to leave the competition arena.
- 10) Action will be taken against the school if the coaches fail to comply with the competition rules.
- 11) The onus is on the coaches to adhere to the rules and to be well versed with the competition rules amended to meet the needs of the student athletes lies with the school concerned.
- 12) They must ensure that the student athletes have adequate rest and given water breaks.
- 13) Coaches should refrain from using foul language or in a tone not becoming of proper behaviour.