

SINGAPORE SCHOOLS SPORTS COUNCIL
RULES AND REGULATIONS FOR WATER POLO 2022 (updated 21 June 2022)

PREAMBLE

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

1.1.3 adhering to the Baseline Safety Standards for National School Games.

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 and
- 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 SSSC e-Registration portal at <https://nsg.moe.edu.sg/nis/#!/login> on or before the stipulated closing date. This includes details of competitor(s) along with the necessary supporting documents.

- a) Baseline Safety Acknowledgement Form
- b) Supporting documents for Special/Transfer case students
- c) Other forms as determined by the respective NSGOs

3.3 Appeals for late/erroneous entries² 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 A team shall consist of a minimum of 7 players and a maximum of 15. Only registered players shall be allowed to participate in the tournament. **For 2022, the maximum number of registrants is 18.**

4.2 Registration of the actual 13 players for any particular game must be done 30 minutes before the start of each match on the team sheet provided. Of the 13 players, 11 will be field players and 2 goalkeepers (min. 1 goalkeeper). A team shall start the game with not less than seven players, one of whom shall be the goalkeeper and who shall wear the goalkeepers cap. Five reserves may be used as substitutes and one reserve goalkeeper who may be used only as a substitute goalkeeper. **In the event of an injury during the competition season, a team playing with less than seven players shall not be required to have goalkeeper.**

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 or JC or CI.

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.

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.

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.

- 4.5.2 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.

SECTION B – COMPETITION RULES & REGULATIONS

5 CHAMPIONSHIP FORMAT

- 5.1 For Team Sport, 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 Team Games³ shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of **four (4)** teams⁴.
- 5.3 The Championship will be played in a one-group round robin format.

Number of Teams	Group
3 – 7 teams	One-group

- 5.1 At the end of the one-group round robin format, the teams ranked 1st & 2nd will then play for the gold medal.

5.2 Duration of Matches

Division	Actual Play Time (per quarter)	Interval (After 1st & 3rd quarter)	Interval (Half time)
A Boys	6 min	2 min	4 min

³ Team Sports refer to Badminton, Basketball, Cricket, Football, Hockey, Netball, Rugby, Sepaktakraw, Softball, Squash, Table Tennis, Tennis, Volleyball, Water polo, and Floorball.

A Girls, B Boys, C Boys	6 min	2 min	4 min
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5.3 Team Bench

5.3.1 The team bench shall consist of a maximum of 13 players, 1 teacher-in-charge, 1 coach, 1 assistant coach. No other person shall be allowed on the team bench.

5.3.2 During play, all players not in the game at that time shall sit on the team bench and not move around.

5.4 Timeouts

5.4.1 Each team may request two timeouts during the game.

5.4.2 The duration of each timeout shall be one minute.

5.5 Card System (Yellow / Red). The use of the card system will be implemented in accordance to FINA rules.

6 AWARD OF LEAGUE POINTS

6.1 The following scoring system shall apply:

6.1.1 For games which can end in a draw:

Win	3 points
Draw	1 point
Loss / Walkover	0 point

6.2 For a tie between 2 or more teams, the tie shall be resolved as follows:

6.2.1 The team winning the game between them shall be placed higher.

6.2.2 If the game between them is tied, then the results against the highest placed team/s in the group shall be considered.

6.2.3 The first comparison shall be based on goal difference, and if still tied, then based on goals scored.

6.2.4 The comparison shall be made first compared to the highest placed team (or teams, if tied) in the group.

6.2.5 If still tied, the results against the next highest placed team (or teams, if tied) shall be used in succession until all results have been considered.

6.2.6 If still tied, the teams shall shoot penalty shots to determine which team shall be placed higher in accordance to FINA Rules.

- 6.3 For a tie between 3 or more teams, the tie shall be resolved as follows:
- 6.3.1 The results among the tied teams shall determine which team is placed highest.
 - 6.3.2 If, at any time during the application of the procedure set out in 6.3.1, the number of tied teams is reduced to 2, then 6.2 shall apply.
 - 6.3.3 The comparison shall be made first, upon the points of the games among the tied teams, second, the goal difference, and third, based upon goals scored.
 - 6.3.4 If still tied, the games played against the highest placed team (or teams, if tied) shall be considered.
 - 6.3.5 The first comparison shall be based on goal difference, and if tied, then based on goals scored.
 - 6.3.6 If still tied, the results against the next highest placed team (or teams, if tied) shall be used in succession until all results have been considered.
 - 6.3.7 If still tied, the teams shall shoot penalty shots to determine which team shall be placed higher in accordance to FINA Rules.

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 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 Postponed Game (play has NOT started)
- 9.2.1 The competition manager is required to submit a written report on the postponed game within one (1) working day.

9.2.2 If a match has not started due to inclement weather, it will be played on another day.

9.3 Incomplete Game (play has started)

9.3.1 Match to be continued from where play was stopped with the score remaining the same at a time and venue stipulated by the convenor. This applies to all matches including Semi-Finals and Finals.

9.3.2 The following rules shall apply to incomplete games when it resumes on another day:

- The game shall resume where play was stopped at the incomplete game
- Play time to continue till Full Time
- The score continues from the incomplete game
- The same set of 13 registered players (at the incomplete game before play was stopped) shall start
- If a player is unavailable, a substitution (if permitted) can be made prior to the start of the game
- Any yellow or red card received at the incomplete game shall be carried forward to the game when it resumes

9.4 In case of inclement weather, the 1st and 2nd matches must be completed within the following stipulated duration (subject to visibility). If not, the matches will be postponed.
1st match: if match is not commenced by 3.30pm, it will be postponed.
2nd match: if match is not commenced by 5.15pm, it will be postponed.

9.5 All matches suspended due to inclement weather or otherwise will be played on another day as stipulated by the convenor. The remaining time of the match will be played with the score at the time the match was stopped.

9.6 Any team causing a game to be abandoned by not turning up for the match or by walking shall be liable for disciplinary action. The team shall be considered as having conceded a walk-over. A written explanation duly endorsed by the Principal must be submitted to the Convenor within 2 working days. The Zone Organizing Secretary and Referee shall submit a report each to the Convenor.

9.7 Schools are not allowed to leave the venue until a decision is made by the convenor or his representative.

9.8 For decisions on abandoned game, refer to Para 20 on 'Disqualification'.

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.

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

- 10.4 In play-off for top 4 placing, any walk-over will disqualify the team from being placed.
- 10.5 A team which fails to turn up or turn up late after the grace period, shall concede a walkover to the opposing team. The school concerned should then write a letter to the Zone/National Convenor (a copy to the Water Polo Advisor) within Two (2) working days citing reasons for the failure of the team to turn up or turn up late. The Water Polo Sub-Committee will then deliberate and inform their decision to the Principal of the school.
- 10.6 Schools, which concede walkovers, may be liable to disciplinary action.
- 10.7 A team that concedes a walk-over will get zero (0) points. The opposing team will be awarded three (3) points and five (5) goals.
- 10.8 In the event of both teams failing to turn up, neither team is entitled to a walk-over. The Sub-Committee will take appropriate action against the two teams. The Principal of the team concerned will have to submit a letter of explanation to the Water Polo Sub-Committee.

11 ABANDONED GAME

- 11.1 The competition manager is required to submit a written report on an abandoned game within one (1) working day.
- 11.2 For decision on an abandoned game, refer to Para 20 on disqualification.

12 PROTEST

- 12.1 Any clarification on points of laws/rules must be lodged immediately by the Team Manager (TM) **only** to the referee/umpire. Any decision taken by the referee/umpire will be final.
- 12.2 All protests shall be referred to the 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 meet to 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 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 **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 Schools Sport Council
- d) the Singapore Swimming Association

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 The TM must be a teacher.

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 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.
- 17.4 External coaches who breached the Rules and Regulations and the code of conduct will be referred to the respective Championship Organising Committee by the respective convenors and/ or the schools which engaged him/her for appropriate action to be taken.
- 17.5 External coaches / team officials who are sent off will be immediately suspended from all SSSC National matches. Suspension period will depend on outcome of disciplinary committee.
- 17.6 External coaches / team officials who are suspended by FINA will also be suspended from all SSSC Zone/National matches during the said period.
- 17.7 External coaches / team officials are strictly required to adhere to the suspension period. Failure to comply shall be liable for further suspension.
- 17.8 Card system. The Yellow / Red Card system to control the Team Bench will be in force.
- That the issuing (signalling) of the “Yellow Card” by the referee is an official warning to the Team Coach.
 - That the subsequent issuing (signalling) of the “Red Card” by the referee is the signal that the Team Coach and/or Team Official on the bench must retire to the spectator stand. (It should be noted that, should the actions of the Team Coach and/or Team Official warrant, the referee may issue (signal) the “Red Card” without having issued (signalled) the “Yellow Card”, which in normal circumstances would be the initial warning).

18 SUPPORTERS

- 18.1 Schools sending supporters to any competition shall ensure that their students are in proper school uniform and that there are sufficient teachers present for student care and management.
- 18.2 All supporters are required to remain within the stipulated area for supporters throughout the competition. They are not allowed to be in the competition arena or participate in any form of sideline coaching and/or interference during the game.
- 18.3 Participating schools must ensure that their supporters attending the game(s) conduct themselves properly (Refer to **Annex A**). In the event that unsportsmanlike behaviour is observed, the Convenor may, at his discretion, issue an eviction of the spectator from the training/competition venue.
- 18.4 The organising committee has the right to stop any supporters from using any instruments or equipment that they feel may interfere with the match.

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. (Please refer to Para. 13 with regards to the Appeal process).

20 DISQUALIFICATION

- 20.1 A school will be disqualified if:
- a) it fields an ineligible competitor who is:
 - i. overaged
 - ii. unregistered
 - iii. suspended
 - iv. without a valid student pass
 - v. not a bona-fide student of the school
 - b) its team / competitor(s) are not accompanied by a TM
 - c) its team / competitor(s) caused a game / match to be abandoned
- 20.2 All results involving the team which has been disqualified will be considered null and void.

21 ATTIRE / EQUIPMENT / POOL

- 21.1 All players shall wear non-transparent one-piece swimsuits. Suits should completely cover the buttocks and breasts.
- 21.2 Before taking part in the match, the players shall remove any articles likely to cause injury, including, but not limited to, the following: jewellery, medical or religious medals, watches, swim goggles, protective helmets and sharp fingernails or toenails.

21.3 Game Ball Used

Division	Game Ball	Size
A & B Boys	Mikasa W6000W	5
A Girls	Mikasa W6009W	4
C Boys	Mikasa W6009W	4

- 21.4 Caps. Each team shall have two sets of caps manufactured for water polo, one white and the other a dark contrasting colour.
- 21.5 Pool. The distance between goal line will be at least 25 meters. The width of the field of play will be not more than 20 meters.

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 Late / Erroneous Registration in the NSG
- D Appeal Process
- E Role of Team Manager
- F Code of Conduct for Coaches

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

Mission, Motto and Aspirations

Mission Statement

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

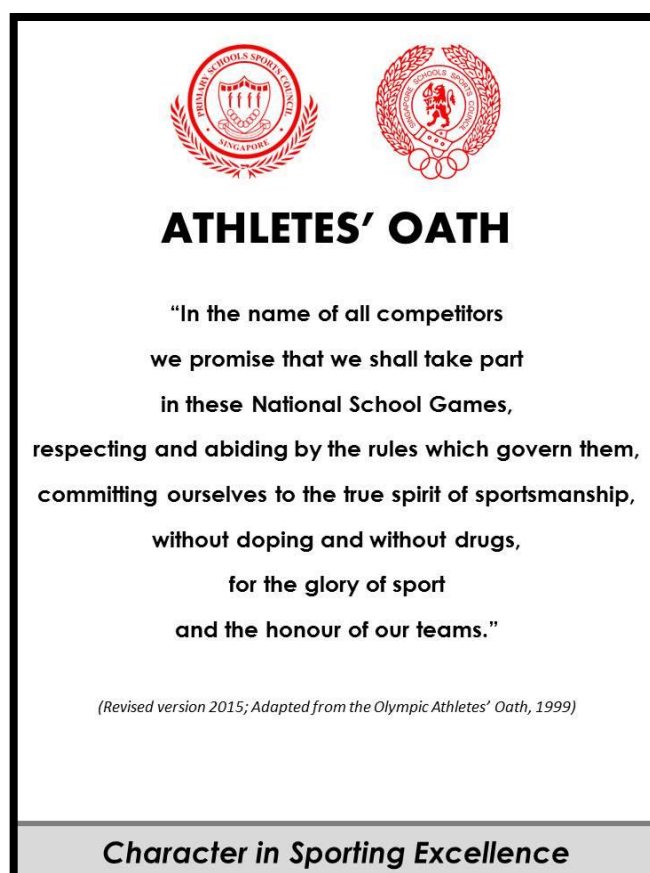
Motto

“Character in Sporting Excellence”

Aspiration 1: *Every athlete an honourable sportsman*

Guiding Principle:

The athlete abides by the rules of the 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."*

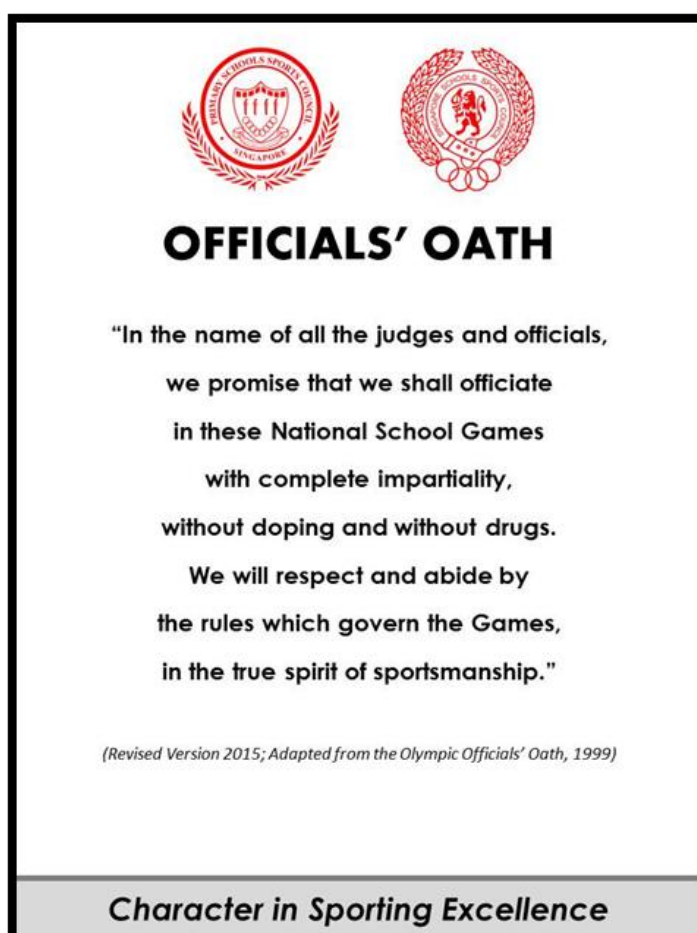
(Revised 2016; Adapted from the Olympic Coaches' Oath, 2012)

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.



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

Guiding Principle:

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

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

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

1. TECHNICAL

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

2. COMPETITION

Plan and execute the competition according to the rules and regulations, as well as the established safety standards:

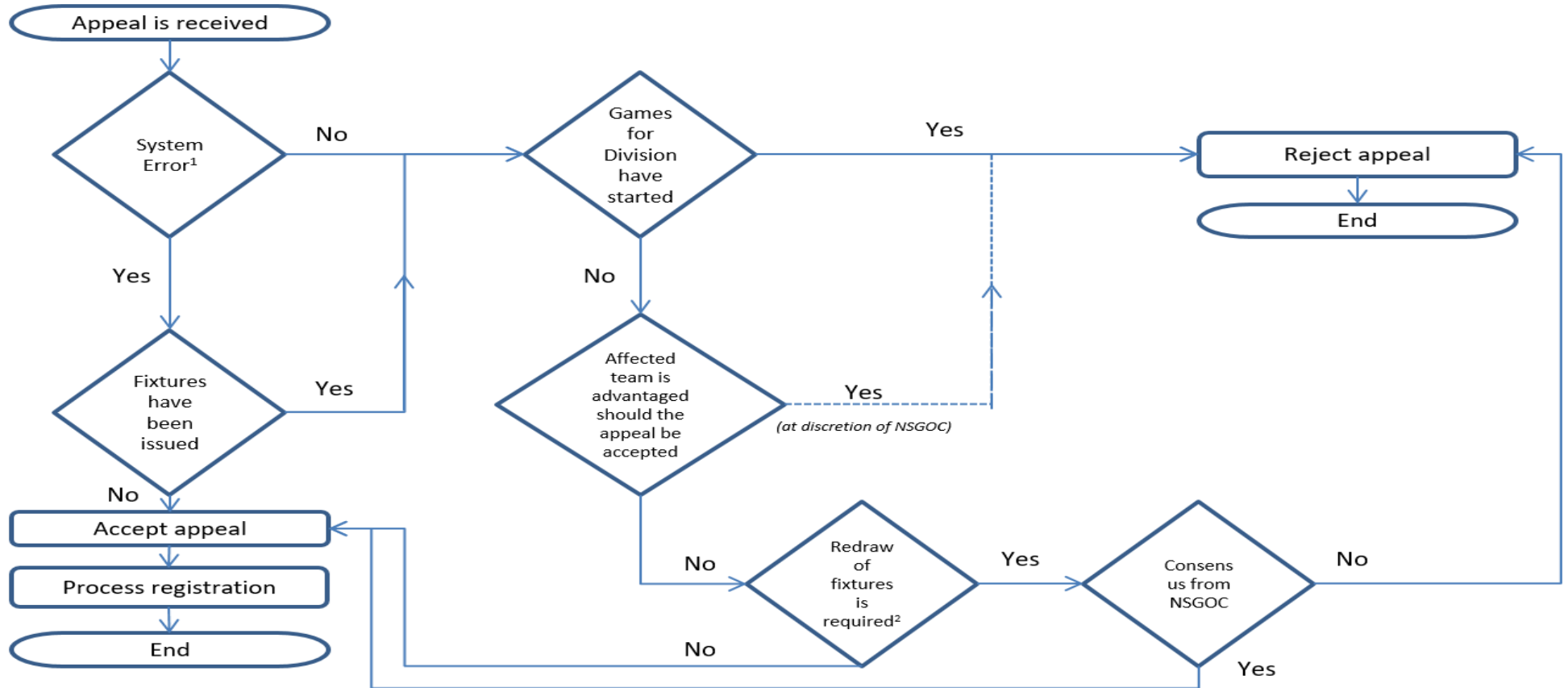
- a. Organising Efficiency:
 - i. Work out the competition schedules, fixtures and venues required.
 - ii. Communicate with participating teams on all competition matters, including, but not limited to: rules, dates, fixtures, venue, etc.
 - iii. Identify and appoint Competition Director for deployment of officials.
 - iv. Secure competition officials, venues, equipment, medical cover and logistics for effective and efficient conduct of the competition.
- b. Risk Assessment and Management:
 - i. Carry out risk assessment and management planning for each venue, including adherence to the baseline safety standards.
 - ii. Procure 3rd party liability insurance, if necessary.
 - iii. Communicate relevant parts of the risk assessment and management plan to all relevant parties.
 - iv. Monitor and manage safety and security issues at the competition venue.
- c. Venue Organisation:
 - i. Organise competition venue, such as proper allocation of spaces for assembly, warm-up, match, rest areas, spectators, where appropriate.

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

3. RECOGNITION, APPEAL AND DISCIPLINE

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

Management of Late/Erroneous Registrations in the NSG

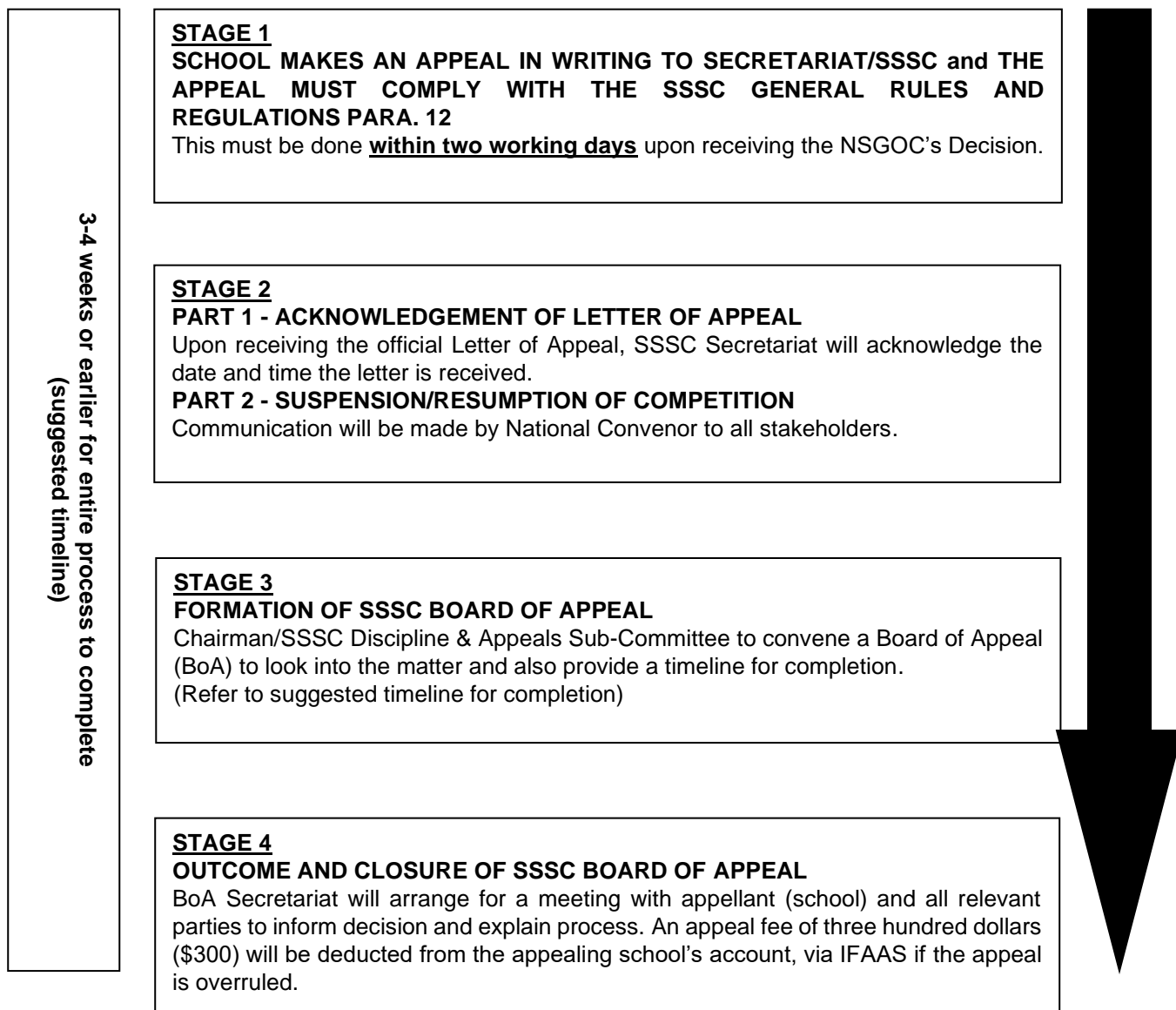


Note:

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

SSSC WORKFLOW FOR APPEALS



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

SINGAPORE SCHOOLS SPORTS COUNCIL

Role of The Team Manager

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

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

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.