



National Primary Schools Floorball Championships 2017 (11th Edition) Schools Tournament Rules and Regulations (Updated on 10 January 2017)

1 Laws of the Game

- 1.1 The National Primary Schools Floorball Championships shall be conducted:
- in accordance with the existing laws/rules of the game as approved by the International Floorball Federation (IFF);
 - in the event that the rules and regulations are modified for safety reasons to suit the level of our school pupils, it must be clearly stated in the respective sports/ games rules and regulations;
 - as governed by the Rules and Regulations of the Singapore Primary Schools Sports Council (SPSSC) adhering to the Baseline Safety Standards for National School Games.

2 SPSSC Games Organising Committee (Floorball)

2.1 Composition

Office Bearers

Mr Chia See Chew Albert	(Principal – Clementi Primary School)
Mdm Norliza A Rahim	(Principal – Anchor Green Primary School)
Mdm Tang Wai Peng	(Principal - Xishan Primary School)
Mr Victor Tan Boon Hong	(Principal - Townsville Primary School)
Mr Dennis Yap Swee Beng	(Principal - Punggol Cove Primary School)
Mrs Lee Wai Ling	(Principal - Chua Chu Kang Primary School)

Technical Committee

Mrs Jennifer Lau	Member (Floorball TIC – Keming Pri)
Mr Shahizan B Ahmad	Member (Lead Teacher – Damai Pri)
Mr Muhammed Hafeez	Member (Floorball TIC – North View Pri)
Mr Sekaran Chinna Govanden	Member (HOD/ PE & CCA– Opera Estate Pri)
Mr Saw Wee Leong, Isaac	Member (Floorball TIC – Pasir Ris Pri)
Mdm Lily Suriani Tan	Member (Year Head – Kheng Cheng Pri)

Ex-Officio

Mr Felix Hector Gomez	Senior Specialist (Sports Ed) – PSOEB, MOE
Mr Benson Ong Teck Wee	NSGO Executive

3 Age Eligibility

3.1

<u>Division</u>	<u>Age</u>	<u>Year/Date of Birth</u>
Senior Division	12 and 13 years old	1 Jan 2006
		1 Jan 2005 – 31 Dec 2005
		2 Jan 2004– 31 Dec 2004
Junior Division	9, 10 and 11 years old	1 Jan 2009
		1 Jan 2008 – 31 Dec 2008
		1 Jan 2007 – 31 Dec 2007
		2 Jan 2006 – 31 Dec 2006

- 3.2 All students can only compete in one division of that particular sport/game within the same year.
3.3 Failure to comply with rule 3.1 and 3.2 shall lead to the disqualification of the team.

4 Entries

- 4.1 Each school is eligible to enter only one team in each of the following division:
- Boys Senior Division
 - Girls Senior Division
 - Boys Junior Division
 - Girls Junior Division
- 4.2 All entries must be submitted through the SPSSC e-Registration portal on or before the stipulated closing date. This includes details of players along with the necessary supporting documents.
- Baseline Safety Acknowledgement Form
 - Supporting documents for Special/Transfer case students
 - Other forms as determined by the respective Games Organising Committee

5 Tournament Calendar 2017

- 5.1 The tournament shall be called the '**National Primary Schools Floorball Championships 2017**'. The dates of the tournament are as follows:
- 5.1.1 **Senior Division Boys & Girls: Term 1 17 January to 9 March 2017**
- 5.1.2 **Junior Division Boys & Girls: Term 3 27 June to 24 August 2017**

6 Tournament Fees

- 6.1 No Tournament Fees to be paid by schools. All payments paid directly through NSGO.

7 Registration of Players

- 7.1 Schools participating in the tournament shall be entitled to register a maximum of eighteen (18) players for the tournament inclusive of Goalkeepers. Minimum number of players to be registered is eight (8) players. **No other than those mentioned on the registered list are allowed to be in the substitution zone or team bench during each match.**
- 7.2 Schools shall complete their team registration of each Division during the stipulated registration period.
- 7.3 Only in the event that any player(s) registered be transferred or has/have to leave school during the preliminary rounds, the school shall be allowed to replace the affected player(s).
- Schools must write in to inform the GOC concerned of the replacement at least one (1) working day before the next match. However, no replacement of player is allowed once the competition reaches the semi-final stage or after 2 games have been played in a single group round league.
 - Schools are not allowed to amend or make any new additions to the team registration form after they have submitted the form to the GOC.
 - No replacements shall be allowed for injured, unavailable and ineligible players.
- 7.5 If a school chooses not to register the maximum number of players (which is 18 players), at the time of submitting the registration form to the GOC concerned, the school shall not be permitted to register additional players subsequently.
- 7.6 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.
- 7.7 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.

- 7.8 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 the same sports/games. *For any special cases, the GOC will deliberate and decide in accordance to the guidelines set by SPSSC Main Council.*
- 7.9 Failure to comply with rules 7.1 to 7.8 shall lead to the disqualification of the team.

8 Championship Format

- 8.1 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.
- 8.2 The competition at the Preliminary Rounds shall be organized on an inter-school league. Where entries are grouped, each group shall have a **minimum of four (4) teams**.
(Please refer to Annex A for further details)
- 8.3 The top two (2) teams from each group will qualify for the Quarter-Finals Phase which can either be a knock-out system or a round-robin system depending on the number of participating schools and/or as agreed by the GOC.
- 8.4 A penalty shootout of three (3) penalty shots to decide the winner if the match ends in a draw in the knock-out phase of the tournament (during the semi-finals and finals). If a tie should result at the end of three (3) penalties, the shootout will automatically go into sudden-death. A different player (from the same set of 3 chosen penalty-takers) would have to take each sudden death penalty until a winner is determined.
- 8.5 The format of the first and/or the second phase of the tournament will be revised depending on the number of participating teams.
- 8.6 In the event of any team conceding a walk-over in a Quarter-Final Group match, all the results involving the team that concedes a walk-over will be null and void.
- 8.7 For the semi-final round, the champion and 1st runner-up of each group shall enter into a criss-cross competition. The winner of Group 1 will meet the 1st runner-up of Group 2 and vice-versa.
- 8.8 The winners of the two (2) semi-finals shall then play in the final to decide the champion and runner-up. The remaining teams of the two (2) semi-finals will play for 3rd and 4th positions.
- 8.9 Any deviation from the competition format requires approval from the SPSSC Main Council or the Standing Committee.

9 Grace Period

- 9.1 Fifteen minutes (15 minutes) grace is allowed. The GOC (Court Manager) 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, floods, etc). However, the team concerned must contact the GOC or Court Manager concerned to inform him/her of the delay. Teams must abide by the decision of the GOC.

10 Postponement

- 10.1 The GOC shall, at its discretion, decide to postpone a match if it thinks the venue is unfit for play, or for any other valid reasons for which it deems a postponement is in order. Teams must abide by the decision of the GOC.

11 Withdrawal or Walk-Over

- 11.1 Any withdrawal or walk-over by a team is considered contrary to the spirit of the game.
- 11.2 Schools participating in the tournament should not withdraw or give walk over.
- 11.3 The walkover score line will be **10 – 0** in favour of the team that is present, during preliminary or group matches.
- 11.4 In the quarter-final phase (round-robin format) and if one of the team gives a walkover, all the matches involving that team which conceded the walkover should be declared null and void .
- 11.5 In the play-off for Top 4 placing, any walk-over will disqualify the team from placing.
- 11.6 For each withdrawal or walk-over, a written explanation duly endorsed by the Principal shall be submitted to the GOC within two (2) working days. A copy is to be sent to the Game Advisor (PESEB).

12 Abandoned Game

- 12.1 Decisions on abandoned game shall comply with the laws of that particular game.
- 12.2 The referee and venue manager is required to submit a written report on an abandoned game within one (1) working day to the National Convenor.
- 12.3 Any team or individual that causes a game to be abandoned will be liable for disciplinary action.
- 12.4 **For decision on abandoned game, refer to Para 24 on Disqualifications.**

13 Protest

- 13.1 Any clarification on points of laws/rules must be lodged immediately by the teacher-in-charge to the referee at the competition venue. The team must notify the referees of their intention to protest to allow the referees to complete the Match Record Form (on the Team Registration Form/Line-Up Form).
- 13.2 **The decision taken by the referee will be final.**
- 13.3 All protests and disputes shall be referred to the GOC Disciplinary Committee, which comprises of the GOC members: National Convenor, 1 Zone Convenor and Ex-officio PSOEB. The protest(s) must reach the Committee within one (1) working day following the match to which it relates. The protest must be in writing and duly signed by the Principal. **All protests must also be accompanied by a protest fee of one hundred and fifty-dollars (\$150).**
- 13.4 The GOC Disciplinary Committee will deliberate on the protest within three (3) working days. The decision will then be made known in writing to the school concerned by the next day.
- 13.5 If the protest is upheld the protest fee will be refunded to the school concerned. If it is overruled, the protest fee of \$150 will be deducted from the protesting school's account, via IFAAS.
- 13.6 When there is conflict of interest, the school involved will not sit in the committee considering the protest.
- 13.7 The decision by the GOC Discipline Committee is final.

14 Appeal

- 14.1 Upon the release/disclosure of the decision of the GOC Disciplinary Committee, schools may appeal to the SPSSC Main Council.
- 14.2 Notice of appeal shall be lodged with the Honorary Secretary of the Main Council within two (2) working days upon receiving the GOC's Decision. The appeal must be in writing and duly signed by the Principal and accompanied by an administrative fee of three hundred dollars (\$300).
- 14.3 Upon receiving the notice of appeal from the school, the appeal fee of \$300 shall be deducted from the school's account, via IFAAS. Regardless of the outcome of the appeal, there will be no refund.
- 14.4 A Board of Appeal may be appointed by the SPSSC Main Council to deal with any appeal; otherwise the Standing Committee shall deal with the appeal. The decision of the Board of Appeal or the Standing Committee shall be absolute and final. (Please refer to Annex B for further details)

15 Suspension

- 15.1 A player suspended by any one of the following bodies is barred from participating in SPSSC/SSSC competition for that sport/game for the period of suspension:
 - the School
 - the Zone Council
 - the Singapore Primary Schools Sport Council
 - the Singapore Floorball Association

16 Award of League Points

- 16.1 The following scoring system shall apply:
 - 3 points: awarded to the team than wins the match*
 - 1 point: awarded to teams involved in a draw*
 - 0 point: awarded to the team that loses the match/walk-over*

17 Tie in League Points

17.1 If more than two teams have equal league points, the positions shall be established by the following sequence:

- Goal Difference (i.e. of all matches played among the tied teams)
- Goals Scored (i.e. of all matches played among the tied teams)

17.2 In the case of a two team tie, the winner of the match between the two teams concerned shall be awarded the higher placing. Should the game have been drawn, the tie will be broken by Goal Difference followed by Goals Scored.

*Should there be the case of the tie not being broken; the 2 or more teams concerned will play a penalty shoot-out to determine the positions.

17.3 The top 2 teams from each group will qualify for the second phase of the tournament.

17.4 A penalty shootout of 3 penalty shots to decide the winner if the match ends in a draw in the knock-out phase of the tournament. If a tie should result at the end of 3 penalty shots, the shootout will automatically go into sudden-death. A different player in turn from the same 3 penalty shot takers but in any order would have to take each sudden death penalty until a winner is determined.

18 Prize and Medals

18.1 Prizes will be awarded to the Top 4 teams at the end of the competition.

18.2 The Champion school will receive a Challenge Trophy, trophy and eighteen (18) individual medals

18.3 The Second, Third and Fourth placing teams will receive a trophy and eighteen (18) individual medals.

19 Teachers-in-Charge of Team

19.1 Each participating team must be accompanied by a teacher who shall remain with the team (at Team Bench Area) throughout the duration of play (Please refer to Annex C).

19.2 The teacher-in-charge shall be an Education Officer or a Contract Adjunct Teacher only.

19.3 Teachers-in-Charge are not allowed to interfere with the final decision taken by the referees 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 GOC and the matter brought to the attention of the Game Advisor (PESEB) for appropriate action.

19.4 Failure to comply with rule 19.1 to 19.3 shall lead to the disqualification of the team.

20 Referees

20.1 The Vendor shall provide referee/(s) for all the matches after clearing the Singapore Floorball Association Referees Committee.

21 External Instructors/Coaches

21.1 External Instructors/Coaches are expected to conduct themselves with decorum during competitions (Please refer to Annex D).

21.2 External instructors are not allowed to approach the game officials to query their decisions. Only teachers-in-charge or team captains are allowed to approach the game officials/referees to seek clarifications. Failure to comply with the rule shall lead to action being taken against the school.

21.3 Schools must ensure that their external instructors/coaches adhere to the SPSSC Rules and Regulations.

21.4 External instructors who have breached any of the rules and the schools which engaged him/her, will be referred to the GOC by the respective Venue Managers for appropriate action to be taken.

22 Supporters

- 22.1 Schools sending supporters to any matches/tournament shall ensure that their students are in proper school uniform and that there is sufficient number of teachers on duty to maintain discipline.
- 22.2 All supporters must always abide to the school rules of the hosting school (venue school) and refrain from littering, using abusive and vulgar language at all times.
- 22.3 All supporters are required to remain within the stipulated area for supporters throughout the championship.

23 Court Manager

- 23.1 The Court Manager will be provided by the NSGO and act as the match secretary for each match.
- 23.2 The match secretary will oversee time-keeping for actual match, bench/match penalty and update score. He/She will complete and submit the match record form to the GOC Secretariat at the end of each match. He/She will update the SPSSC website with the latest scores.

24 Disqualifications

On top of the all rules stating when or how a school can be disqualified, a school will also be disqualified if it commits any of the following:

- **fielding overaged students**
- **fielding an underage player**
- **fielding unregistered player**
- **fielding a suspended player**
- **fielding player without a valid student pass**
- **fielding a non bona fide student**
- **team/player not accompanied by a teacher**
- **team/player which caused the game/match to be abandoned**

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

25 Championships (Matches) Rules & Regulations

- 25.1 The National Primary Schools Floorball Championships shall be conducted: in accordance with the existing laws/rules of the game as approved by the International Floorball Federation (IFF); and as governed by the Rules and Regulations of the Singapore Primary Schools Sports Council (SPSSC).

Participating schools are advised to refer to the Official IFF Floorball Rule Book (which can be downloaded from the IFF website at www.floorball.org) especially for more detailed description of bench penalties and match penalties.

25.2 Playing Time:

The game shall consist of three (3) periods of twelve (12) minutes with a three (3) minute break between each period.

Playing time is not based on effective time and the playing time will only be stopped once a goal is scored. Timing will resume after faceoff. However, the referee has the right to stop time if the game is delayed due to technical reasons and serious injury.

25.3 Playing Area:

The size of the Floorball rink is (26-32m) by fourteen (13-16m). It is generally using the entire length and width of the school hall.

The preliminary matches will be usually held in the Primary School Hall using the above measurements. However, the size of the playing area from the Quarter-Finals phase onwards will as far as possible be in the upper range.

25.4 Number of players:

The game shall be contested by five (5) players, preferably four (4) outfield players and one (1) Goalkeeper. A minimum number of three (3) players are required for the match to start.

If the number of players falls below this required minimum (during the start and throughout the game), the team concerned shall be taken as conceding the match with a 0 – 10 score line.

25.5 Team Bench Area:

Only the registered players, Teachers-in-Charge, Adult coaches are allowed to sit within the Team bench area (only the names reflected on the team registration form). No unregistered players, parents, ex-students or supporters are allowed.

25.6 Timeouts:

Only one (1) timeout of thirty (30) seconds may be employed by the team in each game.

25.7 Bench Penalties:

Players will be given a minimum of one (1) minute or maximum of three (3) minutes bench penalty (*see Floorball Rule Book*) if a serious offence is deemed committed, as stipulated in the IFF rules. Serious breach of discipline such as roughing, causing intentional hurt etc; a normal match or personal penalty will be meted out according to the discretion of the referee. Players serving the match penalties will have to sit-out at a neutral bench (bench penalties). There can be a maximum of two (2) players per team serving the bench penalties.

25.8 Substitution:

Players may be substituted at any time and an unlimited number of times during a match. All substitutions shall take place in the team's own substitution zone which is about three (3) boards' length.

25.9 Goalkeeper:

The Goalkeeper does not participate as an outfield player with a stick during the same match. All Goalkeepers shall wear contrasting jersey colour to the outfield players and be dressed in proper Floorball Goalkeeper (at least a facemask and long pants with knee padding). The goalkeeper can be replaced or substituted with an outfield player for tactical reasons or due to injury.

25.10 Jerseys/Attire:

All players must be suitably attired in accordance with the requirement of Floorball. The attire should bear the school colours/logo/badge or name (if possible). All jerseys shall be numbered clearly on the back. The jersey number 1 can only be worn by the goalkeeper. All outfield players shall wear uniformed jerseys but numbered differently. All players shall wear proper court shoes and socks.

If there is a clash in the colours of opposing teams' jerseys, the Away team shall wear another set of contrasting jersey colour or bibs with numbers.

All players are not allowed to wear ankle-length socks. All socks must be pulled up to mid-calf. No accessories (watches, bangles, jewellery, plastic hair band etc) are allowed to be worn by players. Spectacles must be worn with straps.

25.11 Team Captain Armlet:

The team captain shall wear an armlet on the arm and be clearly visible. Tape is not allowed as an armlet.

25.12 Floorball Stick:

In accordance to the official IFF rules, it is compulsory that all outfield players use sticks that are approved by the IFF and marked accordingly. The blade of stick must not be sharp or broken and its hook (or bent) must not exceed 3 cm.

25.13 Safety Goggles:

As safety precaution, all outfield players are encouraged to wear safety goggles to give an extra protection to their eyes and face. All schools are advised to take such precautionary measure to ensure the safety of their players.

26 Fixtures

26.1 The timing for most matches will be from 2.00pm to 6.00pm (at least 4 matches).

27 Matters Not Provided For

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

28 Amendments

28.1 The Singapore Primary Schools Sports Council (SPSSC) and GOC Floorball shall have the right to delete, add or amend the rules and regulations laid down herein.

General Playing and Basic Rules (*especially for new schools*)

- 1 The game will be played five (5)-a-side, preferably with one (1) Goalkeeper and four (4) outfield players.
- 2 Players can be substituted in and out of the game at any time (rolling substitution).
- 3 The stick cannot be raised above the hips during the forward and backward action of the swing subject to danger.
- 4 A player is not allowed to receive or play the ball above the knee level with the stick in a dangerous manner.
- 5 A player is not allowed to jump to receive or play the ball.
- 6 A free hit will be given to the opposing team if a foul (direct free hit) is committed or if the ball goes out of play (direct hit).
- 7 A one (1) minute bench penalty will be awarded against a player for the following offence:
 - 7.1 Hitting, blocking, lifting or kicking and opponent's stick with no possibility to reach the ball.
 - 7.2 Holding an opponent, or an opponent's equipment.
 - 7.3 Tackling or tripping an opponent when trying to reach the ball.
 - 7.4 When a field player stops the ball with his hand, arm or his head.
 - 7.5 When a field player stops or plays the ball lying or sitting down.
 - 7.6 When a field player participates in play without a stick.
 - 7.7 When a player protest against the referee's decisions in a disturbing or otherwise incorrect way.
- 8 No rough play will be tolerated. A three (3) minutes bench penalty will be awarded against a player for the following offence:
 - 8.1 Striking violently or dangerously with stick in order to reach the ball.
 - 8.2 Tackling an opponent against the board or the goal cage.
 - 8.3 Tripping, hooking an opponent's body.
 - 8.4 Fighting and any form of violent conduct or use of vulgarities.
- 9 A penalized player is not allowed to leave the penalty bench area while serving the suspension period.
- 10 All opposing players are to move three (3) meters from the ball during a re-start of play after an offence has been penalized and also during any hit-in.
- 11 Some rules on Goalkeeper:
 - 11.1 No player other than the goalkeeper is allowed into the 'small Goalkeeper box'. If a defending player actively enters the box to clear the ball, a penalty shot for the opposing side will be awarded.
 - 11.2 Goalkeepers are allowed to use any part of their bodies within the goal area.
 - 11.3 Goalkeepers have to release the ball within 3 seconds of holding it.
 - 11.4 The Goalkeeper's throw-out or kick must bounce or be played by any player before it crosses the middle of the court.
- 12 Some rules on Substitutions:-
 - 12.1 Substitutions of players may take place at any time and an unlimited number of times during the match.
 - 12.2 All substitutions must take place within the team's own substitution zone.
 - 12.3 A player leaving the rink must be on his way over the board before the substitute may enter the rink.
 - 12.4 An injured player leaving the rink outside the team's substitution zone must not be replaced until play is interrupted.
 - 12.5 A line of change of all four field-players is suggested, every few minutes, as players get tired very fast.

COMPETITION FORMAT**(Adapted from SPSSC General Rules & regulations)**

The competitions at the preliminary rounds for Team Games shall be organised on an inter-school league. Where entries are grouped, **each group shall have a minimum of four (4) teams.**

Groupings for 3 to 11 participating teams

Number of Teams	Group A	Group B	Remarks
3 to 7 teams	3 to 7	-	The competition will be played in a one group round robin format. The results will be based on the final placing of the teams. OR The top 2 placed teams will play-off for 1 st & 2 nd position and the 3 rd and 4 th placed teams will play-off for 3 rd & 4 th position
8 teams	4	4	Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
9 teams	4	5	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
10 teams	5	5	Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
11 teams	5	6	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.

Groupings for 12 to 15 participating teams

Number of Teams	Group A	Group B	Remarks
12 teams	6	6	Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
13 teams	6	7	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
14 teams	7	7	Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
15 teams	7	8	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.

OR

Number of Teams	Group A	Group B	Group C	Remarks
12 teams	4	4	4	Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
13 teams	4	4	5	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
14 teams	4	5	5	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
15 teams	5	5	5	Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.

Groupings for 16 or more participating teams

Number of Teams	Group A	Group B	Group C	Group D	Remarks
16 teams	4	4	4	4	GOC may draw to determine the number of teams per group. Except for the seeded teams, grouping will be determined by drawing of lots. The top 2 teams from each group will advance to the next round.
17 teams	4	4	4	5	
18 teams	4	4	5	5	
19 teams	4	5	5	5	
20 teams	5	5	5	5	
21 teams	5	5	5	6	
22 teams	5	5	6	6	
23 teams	5	6	6	6	
24 teams	6	6	6	6	
25 teams	6	6	6	7	
26 teams	6	6	7	7	
27 teams	6	7	7	7	
28 teams	7	7	7	7	

SEEDING

(Adapted from SPSSC General Rules & regulations)

For two-group competition format

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

For three-group competition format

The champion of the preceding tournament shall be seeded in Group A, the runner-up and third placed teams in Group B and Group C respectively. In the event that one of the seeded team withdraws from the tournament, the fourth placed team of the preceding tournament will be seeded.

For four-group competition format

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

**SPSSC PROCEDURE FOR APPEALS WORKFLOW
(Adapted from SPSSC General Rules & regulations)**

As in accordance with the SPSSC General Rules and Regulations under para.12, the decision of the Board of Appeal or the Standing Committee shall be absolute.

STAGE 1

SCHOOL MAKES AN APPEAL IN WRITING TO SPSSC. THE APPEAL MUST COMPLY WITH SPSSC GENERAL RULES AND REGULATIONS PARA. 12

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

STAGE 2

PART 1 - ACKNOWLEDGEMENT OF LETTER OF APPEAL

Upon receipt of the official Letter of Appeal and cheque payment of \$300, Secretariat SPSSC will acknowledge the date and time the letter is received

PART 2 - SUSPENSION/RESUMPTION OF CHAMPIONSHIPS

Communication will be made by GOC to all stakeholders.

STAGE 3

FORMATION OF SPSSC BOARD OF APPEAL

National Convenor of the SPSSC 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 SPSSC BOARD OF APPEAL

BOA Secretariat will arrange for a meeting with appellant (school) and all relevant parties to inform decision and explain process.

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

**SINGAPORE PRIMARY SCHOOL SPORTS COUNCIL
ROLE OF THE TEACHER-IN-CHARGE**

The teacher-in-charge will represent the school on all matters pertaining to the administration and organisation of the tournament. He/She will do the following:

- to ensure good attendance during practice
- to take follow-up actions on absenteeism of members
- to co-ordinate training sessions with the external instructors
- to monitor and take stock of sports equipment
- to attend meetings called by the GOC
- to submit team list
- to be responsible for the accuracy of the players' particulars in the entry forms and
- ensure that the pupils are not placed in the wrong division
- to liaise between the GOC and the Principal (school)
- to check the fixtures and schedules
- to make transport arrangement for the teams
- to accompany the school teams for all competitions
- to remain with the team throughout the duration of play
- to be responsible for the conduct and behaviour of the external instructor, players and supporters
- to represent the school in matters pertaining to appeals/protests (as required by the sport/game)
- to accompany pupils at disciplinary board meeting
- to ensure that the team is medically covered e.g. first aid kit

**SINGAPORE PRIMARY SCHOOL SPORTS COUNCIL
EXTERNAL INSTRUCTORS EMPLOYED BY THE SCHOOL**

- External Instructors are expected to conduct themselves well in carrying out their duties
- They are to observe the rules and regulations of the school
- They should not replace the role of the teacher-in-charge
- They will prepare the training schedule of the team, in consultation with the Principal and the teacher-in-charge (30-week programme)
- They are not allowed into the competition area except where the rule of the game requires the presence of the instructor e.g. Softball
- They cannot represent the school in any matters
- They must not interfere with the organisation of the tournament
- They are not allowed to approach the game officials to query their decisions. Only teachers-in-charge are allowed to approach game officials to seek clarifications.
- External Instructors violating the above rules will be asked to leave the competition area
- Action will be taken against the school if the External Instructors fail to comply with the tournament rules
- The onus for the External Instructors to adhere to the above rules and to be well versed with the competition rules amended to meet the needs of our pupils lies with the school concerned
- Ensure that the team has adequate rest and given water breaks
- External Instructors should refrain from using foul language or in a tone not becoming of proper behaviour