

**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
GENERAL RULES AND REGULATIONS FOR ALL SPORTS AND GAMES 2017**

1. RULES AND REGULATIONS

All sports and games shall be conducted:

- 1.1 according to the 2013 to 2016 International Official Volleyball Rules as adopted by the *Federation Internationale de Volleyball (FIVB)* except as otherwise stated in the Rules and Regulations of the Singapore Primary School Sports Council.
- 1.2 in the event that the rules and regulations are modified for safety/developmental reasons to suit the level of our school pupils, it must be clearly stated in the respective sports/games rules and regulations.
- 1.3 as governed by the Rules and Regulations of the Singapore Primary Schools Sports Council.
- 1.4 in the absence of a set of recognised rules to govern the occurrence of situations during the competitions, the rules of the prevailing International Federations will be applied.
- 1.5 adhering to the Baseline Safety Standards for National School Games.

2. CHAMPIONSHIP ORGANISING COMMITTEE

2.1 COMPOSITION

2.1.1 The Championship Organising Committee shall consist of the following:

- a) The National Convenor,
- b) The Games Advisor,
- c) The Zone Convenors,
- d) Organising Secretaries and
- e) Any other co-opted members deemed necessary

2.1.2 The Championship Organising Committee and the Zone Convenors are empowered to appoint sub-committees and individual members to assist in the organisation and running of the Championships as and when required.

2.2 DUTIES

2.2.1 The Championship Organising Committee shall have the following roles and responsibilities:-

- a) to draw fixtures;
- b) to fix venues, dates and times;
- c) to arrange for equipment and facilities, and perform any other tasks for conducting the Championships;
- d) to conduct RAMS for the Championships (for the 5 sports/games identified with higher risks - basketball, football, rugby, taekwondo & hockey RAMS must be conducted at the start of each competition period);

- e) to ensure that court/pitch/venue¹ managers conduct RAMs for the respective games venues;
- f) to appoint judges/referees/umpires/linesman/officials;
- g) to organize training/upgrading officiating courses for judges/referees/umpires/linesman/officials (where applicable);
- h) to incur expenditure within the allocated budget approved by the SPSSC;
- i) to select players to represent SPSSC in approved local and overseas Championships, to appoint coaches to take charge of the teams;
- j) to deal with matters pertaining to discipline, protest and other aspects of the Championships;
- k) to source and organise coaching and officiating courses to upgrade the technical knowledge and expertise of teachers; and
- l) to implement the Baseline Safety Standards in the organisation of National School Games.

3. DIVISION

3.1 For Implementation in 2017

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

Division	Age	Year/Date of Birth
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

4. ENTRIES

4.1 Each school is eligible to enter only one team in each of the following divisions:

- a) Boys Senior Division
- b) Boys Junior Division
- c) Girls Senior Division
- d) Girls Junior Division

4.2 When Zone Championships are used as qualifying rounds for the National Championships, the top 4 teams of each division from each zone will proceed to compete in the National Championships.

4.3 All entries must be received by the Convenor concerned on or before the stipulated closing date.

¹ Court/Pitch Managers will be responsible for the safety for the field of play for the competition. Venue Manager will take care of the area beyond the field of play. Venue Manager may also take charge of the entire competition venue including the field of play depending where the competition is held.

- 4.4 The registration forms of players must be received by the Convenor concerned on or before the stipulated closing date which will be at least three (3) working days before the commencement of the Championship.
- 4.5 The registration forms must include the following details:
 - a) Full Name as in NRIC/Student Pass
 - b) Date of birth
 - c) Birth Certificate/NRIC Number/Student Pass Number
 - d) Race
 - e) Nationality
 - f) Baseline Safety Acknowledgement Form

5. REGISTRATION OF PLAYERS

- 5.1 Each team may register up to a maximum of Twelve (12) players and a minimum of Eight (8) players.
- 5.2 Teams, which have qualified from the Zone Championships to the National Championship, may register a new team list at the time of registration.
- 5.3 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).
 - 5.3.1 Schools must write in to inform the Convenors of the replacement at least one (1) working day before the next match.
 - 5.3.2 However, no replacement of player is allowed once the Championship reaches the semi-final stage or after 2 games have been played in a single group round league.
- 5.4 If a school chooses not to register the maximum number of players allowed by the sport/game, at the time of submitting the registration form to the Convenor, the school shall not be permitted to register additional players subsequently.
- 5.5 International pupils 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).
- 5.6 International pupils who are in the schools on exchange programme are not allowed to represent the school.
- 5.7 Pupils granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 5.8 Registration constitutes representation, that is, once a pupil is registered to play for a school, he or she is deemed to have represented his or her school. Hence, the pupil is not allowed to represent another school in the same sports/games in the same year.

6. CHAMPIONSHIP FORMAT

- 6.1 For Team Sports/Games, there must be a minimum of three (3) registered teams from three (3) different schools before a team Championship can be organised.
- 6.2 The Championships for Team Sports/Games² shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of four (4) teams³. (Please refer to Annex C).
- 6.3 Zone Championships
- 6.3.1 The Zone Championships will be used as qualifying round for the National Championships.
- 6.3.2 The Championship format will be determined by the number of participating teams for the respective divisions.
- 6.3.3 The seeding shall be based on the top 4 positions from the previous year's Zone Championships. Should any of the top 4 teams be absent, all lower ranked teams are by default, elevated to fill up the gap.
- 6.4 The National Championship shall be played using a Four-Group Championship Format. The top 4 positions of the Zone Championships shall be seeded.
- 6.5 Any deviation from the Championship format requires approval from the Council or the Standing Committee and must be clearly stated in the respective sports/games rules and regulations.

6.6 Height of Net

Division	Senior Boys	Junior Boys & Senior Girls	Junior Girls
Height(cm)	210	200	190

6.7 Playing Set

- 6.7.1 Matches will be played at the best of 3 sets to 25 points; each of them with a minimum lead of 2 points.
- 6.7.2 Each rally wins a point whether it is for the serving or for the receiving team.
- 6.7.3 Winner of a rally wins a point as well as the serve.

6.8 Substitution

- 6.8.1 Substitution must be carried out within the Substitution Zone.

² Team Sports refer to Badminton, Basketball, Football, Hockey, Netball, Rugby, Sepaktakraw, Softball, Table Tennis, Tennis, Volleyball, and Floorball.

³ The rule applies when the Championship is organised in format involving two and more groups. The rule is **NOT** applicable for Zone Championships when a zone has less than four teams advancing to the national Championship due to disqualification and/or other reasons.

6.8.2 A player of the starting line-up may leave the game, but only once in a set, and re-enter, but only once in a set, and only to his/her previous position in the line-up.

6.8.3 A substitute player may enter the game in place of a player of the starting line-up, but only once per set, and he/she can only be substituted by the same starting player.

6.9 Libero

6.9.1 From 2012, each team has the option to designate from the list of twelve (12) players up to two (2) specialists defensive players: Liberos.

6.9.2 The Libero must be recorded on the scoresheet before the match in the special line reserved for this. His/her/their number must also be recorded on the line-up sheet of the first set.

6.9.3 The Libero is allowed to replace any player in a back row position and is not allowed to complete an attack hit from anywhere (including playing court and the free zone) if at the moment of the contact of the ball is entirely higher than the top of the net.

6.9.4 Libero replacements are not counted as substitutions. They are unlimited but there must be a completed rally between two Libero replacements.

6.9.5 Teams are allowed to replace the Acting Libero (AL) with a Second Libero (SL) as often as is deemed necessary by the coach. Only one Libero is allowed on the court at any one time.

6.10 **Competition Ball:** Molten V4M3500 (Size 4)

6.11 Ball Retrieval System

6.11.1 The "3-Ball system" of ball retrieval will be used for all games in the tournament.

6.11.2 For every games played by participating schools, the school shall provide 1 player to assist in ball retrieval to be deployed as deemed fit by the Organising Committee.

7. GRACE PERIOD

7.1 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.

8. POSTPONEMENT

8.2 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. Teams must abide by the decision of the Convenor or his/her representative.

9. WITHDRAWAL AND WALKOVER

- 9.1 Any withdrawal or walkover is considered contrary to the spirit of the game.
- 9.2 Schools participating in the Championship should not withdraw or give walk-over.
- 9.3 For each withdrawal⁴ or walk-over, a written explanation duly endorsed by the Principal shall be submitted to the Convenor and the Game Advisor within two (2) working days.
- 9.4 In the play-off for top 4 placing, any walkover will disqualify the team from being placed.

10. ABANDONED GAME

- 10.1 The referee/umpire/match manager is required to submit a written report on an abandoned game within one (1) working day.
- 10.2 For decision on abandoned game, refer to Para 21 on disqualifications.

11. PROTEST

- 11.1 Any clarification on points of laws/rules, must be lodged immediately by the teacher-in-charge to the referee/umpire/judge. The decision taken by the referee/umpire/judge will be final.
- 11.2 All protests shall be referred to the Championship 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. All protests must also be accompanied by a protest fee of **one hundred and fifty-dollars (\$150)**⁵.
- 11.3 The Championship 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.
- 11.4 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.
- 11.5 When there is conflict of interest, the school involved will not sit in the committee considering the protest.

12. APPEAL

- 12.1 **Upon the release/disclosure of the decision of the Championship Organising Committee, only schools may appeal to the Council.**
- 12.2 Notices of appeal shall be lodged with the Secretary of the Zone/Central Council within two (2) working days upon receiving the Championship Organising

⁴All results involving the team will be null and void.

⁵ Amount is inclusive of GST.

Committee'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)**⁶.

- 12.3 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.
- 12.4 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final (Please refer to Annex D).

13. SUSPENSION

13.1 A player suspended by any one of the following bodies is barred from participating in SPSSC Championships for that sport/game for the period of suspension:

- a) The School
- b) The Zone Council
- c) The Singapore Primary Schools Sports Council
- d) The National Association of the sport/game

14. AWARD OF LEAGUE POINTS

14.1 The Teams Ranking is determined by the number of points obtained, in accordance with the following paragraphs.

14.2 League points awarded per match:

FIVB 5 Sets	League Points	Schools 3 Sets System	Definition
Match won 3-0; 3-1	3	Match won 2-0	Wide victory
Match won 3-2	2	Match won 2-1	Close victory
Match lost 2-3	1	Match lost 1-2	Close defeat
Match lost 0-3;1-3	0	Match lost 0-2	Wide defeat
Match forfeited	0	Match forfeited	

14.3 Match forfeited will result in no points scored for the participating team concerned (25-0; 25-0; 25-0).

14.4 In the event of a tie between 2 teams or more, the following sequence will be used for tie break:

14.4.1 Number of victories

In case of equality of ranking points gained by two or more teams, they will be classified in descending order by the number of matches won.

14.4.2 Set quotient

In the case of equality and the number of matches won by two or several teams, they will be classified in descending order by the quotient resulting from the division of the number of all sets won by the number of all sets lost.

⁶ Amount is inclusive of GST.

14.4.3 Points quotient

If the tie persists as per the set quotient (14.4.2), the teams will be classified in descending order by the quotient resulting from the division of all points scored by the total of points lost during all sets.

14.4.4 If the tie continues as per the point quotient (14.4.3) between two teams, the priority will be given to the team which won the last match between them. When the tie in point quotient is between three or more teams, a new classification of these teams in the terms of (14.4.1), (14.4.2) and (14.4.3) will be made taking into consideration only the matches in which they were opposed to each other.

15. PRIZES

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

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

16. TEACHER-IN-CHARGE OF TEAM

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

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

16.3 Teachers-in-charge 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/game, a report shall be made by the Convenor and the matter brought to the attention of the Championship Organising Committee for appropriate action.

17. REFEREES / UMPIRES / JUDGE / OFFICIALS

17.1 For Team Sports/Games, all participating schools must provide a referee/umpire/judge/official or make payment for a referee/umpire/judge/official arranged by the Convenor for the Championships.

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

17.3 Schools have to ensure that their referees/umpires/judges/officials are present to fulfil their duties as scheduled by the Convenor.

17.4 For Individual Sports/Games, all participating schools must provide one referee/umpire/judge/official for the full duration of the Championship if needed.

18. EXTERNAL INSTRUCTORS

- 18.1 External instructors are expected to conduct themselves with decorum during competitions (Please refer to Annex E).
- 18.2 External instructors 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.
- 18.3 Schools must ensure that their external instructors adhere to the SPSSC Rules and Regulations and **the Code of Conduct**.
- 18.4 An external instructor who has breached the Rules and Regulations **and the Code of Conduct** will be referred to the respective Championship Organising Committees by the respective convenors or the schools which engaged him/her for appropriate action to be taken.

19. SUPPORTERS

- 19.1 Schools sending supporters to any Championship shall ensure that their pupils are in proper school uniform and that there is sufficient number of teachers on duty to maintain discipline.
- 19.2 All supporters are required to remain within the stipulated area for supporters throughout the Championship. They are not allowed to be in the Championship arena.

20. DISQUALIFICATION

- 20.1 A school will be disqualified if it commits any of the following:
 - a) if it fields an ineligible player who is:
 - i. an overage player
 - ii. an underage player
 - iii. an unregistered player
 - iv. a suspended player
 - v. a player without a valid student pass
 - vi. a non bona fide pupil
 - b) team/player not accompanied by a teacher
 - c) team/player 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. The attire should bear the school colours/logo/badge or name. Playing attire must be uniformed and of the same colour for a team (**except** for Libero);

- 21.2 The Libero must wear a uniform which has a different dominant colour from the rest of the team. The Libero uniform may be of a different design but it must be numbered like the rest of the team members.
- 21.3 Players' jerseys must be numbered from 1 to 18 inclusive. The number must be placed in the centre of the front and back; and
- 21.4 The number must be of a **contrasting colour** to the jersey and a minimum of 10cm height on the chest and 15cm on the back.

22. MATTERS NOT PROVIDED FOR

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

23. AMENDMENTS

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

CHAMPIONSHIP FORMAT

In determining the format for the competition, Championship Organising Committees should aim to provide meaningful⁷ competition experiences for participating teams, following the approved Championship format in this Annex. The selected competition format should be standardised within the same sport (i.e. across zones)⁸.

One-Group Championship Format

Grouping

The Championship will be played in a One-Group single round robin format.

Number of Teams	Group
3 to 7 teams	One-Group

The Championship Organising Committee may decide to adopt one of the options listed below according to ranked order:

Option 1: With Play-offs	At the end of the One-Group round robin format, 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
Option 2: With Semi-Finals	At the end of the One-Group round robin format, semi-finals will be played between the teams ranked 1 st & 4 th and 2 nd & 3 rd . The winners of the semi-finals will play for the 1 st & 2 nd and the losers of the semi-finals will play for the 3 rd & 4 th positions.
Option 3: Without play-offs or semi-finals	Team ranking will be determined by the league points accumulated at the end of the single round robin format.

Note:

- Organising Committee should adopt Option 1 as a default option when deciding on the competition format. However, in view of varying constraints (e.g. prolonged periods of inclement weather or availability of venues etc.) that could arise during the competition period, the Organising Committee may consider adopting Option 2 next, followed by Option 3.
- Approval must be sought from SPSSC Chairman for any deviation from the listed above.

Two-Group Championship Format

Preliminary Round

Seeding

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

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of each group will advance to the semi-final round. Convenor may determine the number of teams per group by drawing of lots.

⁷ Each participating team should minimally play 3 matches (i.e. cumulative across Zone and National competitions; where applicable) in the course of competition.

⁸ Two zones within the same sport with 4 teams should adopt the same Championship Format (i.e. single round robin with play-offs).

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

Semi-Final Round

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

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

Finals

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

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

Three-Group Championship Format

Preliminary Round

Seeding

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

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the number of teams per group by drawing of lots.

Number of Teams	Group A	Group B	Group C
12 teams	4	4	4
13 teams	4	4	5
	5	4	4
14 teams	4	5	4
	5	5	5
	5	4	4
15 teams	5	5	5
16 teams	6	5	5
	5	6	5

	5	5	6
17 teams	6	6	5
	6	5	6
	5	6	6
18 teams	6	6	6
19 teams	6	6	7
	7	6	6
	6	7	6
20 teams	6	7	7
	7	6	7
	7	7	6
21 teams	7	7	7

Quarter-Final Round

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

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

Group X	Group Y
A1	B1
C1	A2
B2	C2

Semi-Final Round

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

Semi-final 1 (SF1)	X1 vs. Y2
Semi-final 2 (SF2)	Y1 vs. X2

Finals

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

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

Four-Group Championship Format

Preliminary Round

Seeding

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

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the number of teams per group by drawing of lots.

Number of Teams	Group A	Group B	Group C	Group D
16 teams	4	4	4	4

17 teams	5	4	4	4
	4	5	4	4
	4	4	5	4
	4	4	4	5
18 teams	5	5	4	4
	5	4	4	5
	4	5	5	4
	4	4	5	5
19 teams	5	5	5	4
	5	5	4	5
	5	4	5	5
	4	5	5	5
20 teams	5	5	5	5
21 teams	6	5	5	5
	5	6	5	5
	5	5	6	5
	5	5	5	6
22 teams	6	6	5	5
	6	5	5	6
	5	6	6	5
	5	5	6	6
23 teams	6	6	6	5
	6	6	5	6
	6	5	6	6
	5	6	6	6
24 teams	6	6	6	6
25 teams	7	6	6	6
	6	7	6	6
	6	6	7	6
	6	6	6	7
26 teams	7	7	6	6
	6	7	7	6
	7	6	6	7
	6	6	7	7
27 teams	7	7	7	6
	7	7	6	7
	7	6	7	7
	6	7	7	7
28 teams	7	7	7	7

Quarter-Final Round

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

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

Semi-Final Round

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

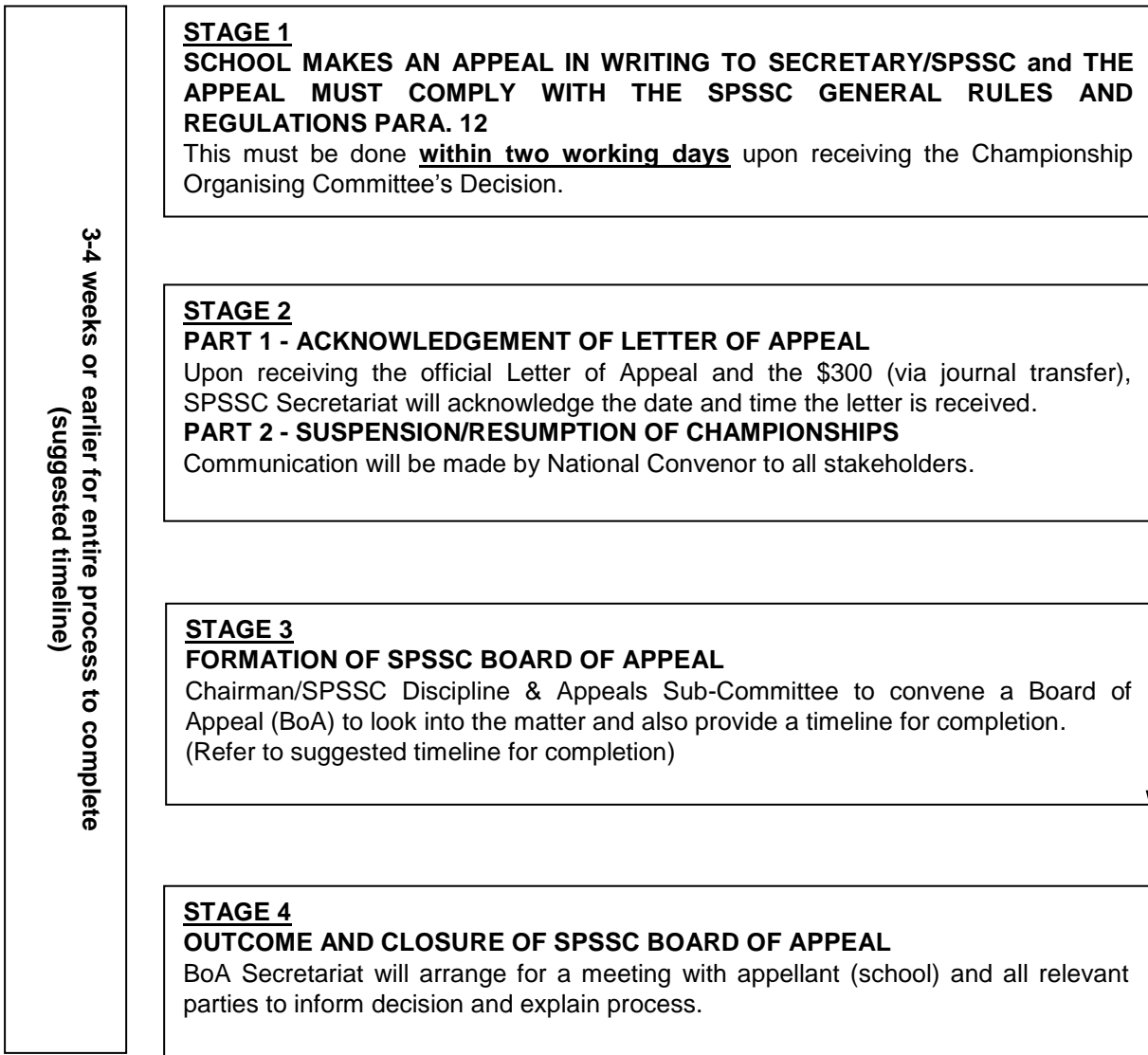
Semi-final match 1	X1 vs. Y2
Semi-final match 2	Y1 vs. X2

Finals

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

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

SPSSC PROCEDURE FOR APPEALS
WORKFLOW



As in accordance with the SPSSC General Rules and Regulations under rule 12.4, the decision of the Board of Appeal or the Standing Committee shall be final.

SINGAPORE PRIMARY SCHOOLS 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 instructor
- to monitor and take stock of sports equipment
- to attend meetings called by the game convenor
- 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 Organising Committee (convenor school) and the Principal (school)
- to check the fixtures and schedules
- to make transport arrangements for the teams
- to accompany the schools 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

Code of Conduct for External Instructors

- 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 for the team, in consultation with the Principal and the teacher in-charge (i.e. 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 arena.
- 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.
- Instructors should refrain from using foul language or in a tone not becoming of proper behaviour.