

**SINGAPORE SCHOOLS SPORTS COUNCIL
NATIONAL INTER-SCHOOL TENNIS CHAMPIONSHIPS 2017
RULES AND REGULATIONS**

1. RULES OF TENNIS

The National Inter-School Tennis Championships will be conducted according to the **ITF Rules of Tennis 2016** as established by International Tennis Federation (ITF), the Rules and Regulations of the Singapore Schools Sports Council as well as adhering to the Baseline Safety Standards.

2. CHAMPIONSHIP ORGANISING COMMITTEE

2.1 Championship

2.1.1 The Tennis Championship Organising Committee shall consist of the following:

- The National Tennis Convenor
- The Tennis Advisor
- The Tennis Zone Convenors
- Organising Secretaries and
- Any other co-opted members deemed necessary

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

2.2 Duties

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

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

- 2.2.1 to draw fixtures;
- 2.2.2 to fix venues, dates and times;
- 2.2.3 to arrange for equipment and facilities, and perform any other tasks for conducting the Championships;
- 2.2.4 to conduct RAMS for the Championships;
- 2.2.5 to ensure that court/pitch/venue managers¹ conduct RAMS for the respective Championships venues;
- 2.2.6 to appoint judges/referees/umpires/linesman/officials;

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. This should not be highlighted anymore.

- 2.2.7 to organise training/upgrading officiating courses for judges/referees/umpires/linesman/officials (where applicable);
- 2.2.8 to incur expenditure within the allocated budget approved by the SSSC;
- 2.2.9 to select players to represent SSSC in approved local and overseas Championships; and also to appoint coaches to take charge of the teams;
- 2.2.10 to nominate players for SSSC's Colours Award;
- 2.2.11 to deal with matters pertaining to discipline, protest and other aspects of the Championship;
- 2.2.12 to source for coaching and officiating courses to upgrade the technical knowledge and expertise of teachers;
- 2.2.13 to implement the Baseline Safety Standards in the organisation of the National School Games.

3. DIVISION

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

A Division*	2 Jan 1997 --- 31 Dec 1997
	1 Jan 1998 --- 31 Dec 1998
	1 Jan 1999 --- 31 Dec 1999
	1 Jan 2000 --- 31 Dec 2000
	1 Jan 2001
B Division*	2 Jan 2000 --- 31 Dec 2000
	1 Jan 2001 --- 31 Dec 2001
	1 Jan 2002 --- 31 Dec 2002
	1 Jan 2003
C Division*	2 Jan 2003 --- 31 Dec 2003
	1 Jan 2004 --- 31 Dec 2004
	1 Jan 2005

Except for the following conditions:

- 3.1.1 All students in the Junior Colleges and Centralised Institute must compete in the 'A' Division.
- 3.1.2 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.

- 3.1.3 All students in Secondary Schools must compete in the 'B' or 'C' Division according to their year of birth.
- 3.1.4 All students in Secondary Schools not born in the stipulated year for 'B' or 'C' Division must compete in the 'A' Division.
- 3.1.5 All students in the 'C' Division will not be able to opt to represent the school in the 'B' Division, in all individual and team sports.

4. ENTRIES

- 4.1 Each school is eligible to enter one boys' and one girls' team for the following Divisions:
 - a) A Division
 - b) B Division
 - c) C Division
- 4.2 All entries must be submitted to the National Tennis Convenor through Online Registration (<https://sssc.ereg.sg>) on or before the stipulated closing date.
- 4.3 The Online Registration should include the following details:
 - a) Full Name as in NRIC / Student Pass
 - b) Date of birth
 - c) NRIC No. or Student Pass No.
 - d) Race
 - e) Nationality
 - f) Name of Team's external instructor
 - g) Baseline Safety Acknowledgement Form

5. REGISTRATION OF PLAYERS

- 5.1 For all divisions, each team may register a minimum of 7 and a maximum of 12 players.
- 5.2 **[FOR A DIVISION ONLY]**
 - 5.2.1 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.
 - 5.2.2 Students requesting for a transfer after the Joint Admission Exercise may not represent their new school until the transfer has been officially effected.
 - 5.2.3 Only in the event that any of the player(s) registered is/are transferred or has/have to leave school during the preliminary rounds, schools shall be allowed to replace the affected player(s).
 - 5.2.4 Schools must write in to inform the Convenors of the replacement at least one (1) working day before the next match.
 - 5.2.5 No replacement of player is allowed once the Championship

reaches the semi-final stage.

- 5.2.6 If a school chooses not to register the maximum number of players allowed by the sports/game, at the time of submitting the registration form to the Convenor, the school shall not be permitted to register additional players subsequently.
- 5.2.7 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).
- 5.2.8 International students who are in the schools/junior colleges/centralised institute on exchange programme are not allowed to represent the school.
- 5.2.9 Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 5.2.10 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 sports/games in the same year.

6. CHAMPIONSHIP

6.1 Championship Format (**See Annex A**)

- 6.1.1 There must be a minimum of three (3) registered teams from three (3) different schools before the championship can be organised.
- 6.1.2 The championships at the preliminary rounds shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of four (4) teams.
- 6.1.3 Where there are 3 groups to be drawn into the second round/quarter-finals, the 3 champions of the preliminary group shall not all be drawn into the same group, and the champion and runner-up of the same preliminary group shall not be drawn into the same group.
- 6.1.4 For the semi-finals, the champion and runner-up of each group shall enter into a criss-cross championship. The winner of group I will meet the runner-up of group II and vice-versa.
- 6.1.5 The winners of the two semi-finals shall then play in the finals to decide the champion and runner-up. The losers will play for 3rd and 4th positions.

6.2 Composition of Team

- 6.2.1 Each team will consist of 3 Singles and 2 Doubles for all divisions.
- 6.2.2 Each player is allowed to play once in a team tie.

6.3 Line-up

6.3.1 The line-up of players must be submitted to the referee by the teacher-in-charge at least 15 minutes before the commencement of the day's tie.

6.3.2 In the event of postponed ties, if any game has *commenced, the same line-up will be enforced.

6.3.3 In the event of postponed ties, if any game has not commenced, a new line-up may be submitted.

6.4 Order of Play

The order of play for all divisions is:

- 1st Singles
- 2nd Singles
- 1st Doubles
- 2nd Doubles
- 3rd Singles

All players must be ready to play when called upon by the Convenor/ Referee so that the limited court time is not wasted. The 3rd Singles may be required to play on another court even if the 2nd Doubles is still being played.

6.5 System of Scoring

6.5.1 Matches for all divisions in the preliminary rounds shall be played on the first-to-reach 9 games. If the score reaches 8 games all, a tie-break game (ITF rule 5b) shall be played.

6.5.2 Matches for the Semi-Finals and Finals will be decided on the best of 3 sets. All sets shall be played as a "Tie-break Set" (ITF rule 6b), where a tie-break game shall be played at 6 games all.

6.5.3 The "No-Ad Scoring Method" will be adopted, where a deciding point is played at "Deuce (ITF rule Appendix V)

A "No-Ad" game is scored as follows with the server's score being called first:

- No point - "Love"
- First point - "15"
- Second point - "30"
- Third point - "40"
- Fourth point - "Game"

If both players/ teams have won three points each, the score is "Deuce" and a deciding point shall be played. The receiver(s) shall choose whether to receive the service from the right half or the left half of the court. In doubles, the players of the receiving team cannot change positions to receive this deciding point. The player/team who wins the deciding point wins the "Game".

6.5.4 Change of Ends

The players shall change ends at the end of the first, third and every subsequent odd game of each set. The players shall also

change ends at the end of each set unless the total number of games in that set is even, in which case the players change ends at the end of the first game of the next set. During a tie-break game, players shall change ends after every six points.

6.6 Referee

The referee of the day shall have the power to resolve any dispute that may arise. In the preliminary matches, Referee of the day will come from the hosting school.

6.7 Umpires and Linesmen (**See Annex B**)

6.7.1 All participating schools must provide umpires and linesmen at every tie for the preliminary matches where one school provides the student umpire; the opposing school will provide the 2 student linesmen in the following order:

Order	Matches	1 student Umpire	2 student Linesmen
1	1 st Singles	“Visiting” School	“Hosting” school
2	2 nd Singles	“Hosting” School	“Visiting” School
3	1 st Doubles	“Visiting” School	“Hosting” School
4	2 nd Doubles	“Hosting” School	“Visiting” School
5	3 rd Singles	“Visiting” School	“Hosting” School

6.7.2 Participating schools in the semi-finals and finals must provide linesman at every tie. At each court, a team of 1 official umpire and 2 student linesmen should preside.

6.7.3 Girls should not be allowed to umpire matches played by the boys and vice-versa.

6.8 Warming-Up

Players are allowed a 3 minute warm-up before the start of the match.

6.9 Continuous Play and Rest Period

6.9.1 As a principle, play shall be continuous from the first serve until the match is concluded (ITF rule 29):

Between points, a maximum of 20 seconds is allowed. When the players change ends at the end of a game, a maximum of 90 seconds are allowed. However, after the first game of each set and during a tie-break game, play shall be continuous and the players shall change ends without a rest. At the end of each set there shall be a set break of a maximum of 120 seconds. The maximum time starts from the moment that one point finishes until the first service is struck for the next point.

6.9.2 Play shall never be suspended, delayed or interfered with for the purpose of enabling a player to recover his strength, breath, or physical condition. However, the Umpire may allow a one-time medical time-out of three minutes for the treatment of a medical

condition.

Players should hydrate themselves during every change-over & at the end of each set.

6.10 Tournament Ball

The tournament ball shall be **WILSON US OPEN** Tennis Balls.

6.11 Correcting Errors (ITF Rule 27)

As a principle, when an error in respect of the Rules of Tennis is discovered, all points previously played shall stand. For example:

During a standard game or a tie-break game, if a player serves from the wrong half of the court, this should be corrected as soon as the error is discovered and the server shall serve from the correct half of the court according to the score. A fault that was served before the error was discovered shall stand.

6.12 Coaching

Coaching is considered to be communication, advice or instruction of any kind and by any means to a player. Coaching is not allowed during the game (ITF Rule 30) in the preliminary matches. However, coaching will only be allowed from the Semi-Final stage onwards. In this instance, coaching will be allowed during the change-over, but players must remain on-court while coaches remain off-court. This must not exceed 90 seconds during change of ends and 120 seconds during end of a set.

7. GRACE PERIOD

- 7.1 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.

8. POSTPONEMENT

- 8.1 The Convenor/ Referee 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.
- 8.2 The Convenor/ Referee may stop or suspend a match temporarily due to conditions of the grounds/ weather or other reasons deemed valid. Once a match is suspended and until the Convenor/ Referee postpones the match, the players, the Umpire and all court officials must remain ready to resume play. The Convenor/ Referee must make all decisions

- regarding the postponement of a match to a later day.
- 8.3 Upon suspension/ postponement of a match, the Umpire shall record the time, point, game and set score, the name of the server, the sides on which each player was situated and shall collect all balls in use for the match.
 - 8.4 In the case of match / tie postponements due to bad weather, make-up matches must be held on the next day, 8am, at the hosting school. Should there be further delays, make-up matches must be held on the next available date and time.

9. WITHDRAWALS AND WALKOVERS

- 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 a walkover.
- 9.3 For each withdrawal² 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.
- 9.4 In play-off for top 4 placing, any walk-over will disqualify the team from being placed.

10. ABANDONED MATCH

- 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 an abandoned game, refer to Para 21 on disqualification.

11. PROTEST

- 11.1 Any clarification on points of laws/rules must be lodged immediately by the teacher-in-charge only to the referee/umpire. Any decision taken by the referee/umpire 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. A protest fee of one hundred and fifty dollars plus GST* will be charged. If the protest is upheld, the protest fee will not be required. If it is overruled, the protest fee of \$150 plus GST* will be deducted from the protesting school's account, via IFAAS.

- 11.3 The Championship Organising Committee will meet to deliberate on the protest within seven (7) working days. The decision will then be made known in writing to the school concerned.
- 11.4 In the event that the National and/or Zonal Championship Organising Committees are involved in a protest, the affected school concerned will inform the SSSC Secretary and shall not be involved in any further deliberations on the matter.

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 Notice of appeal shall be lodged with the Secretary of the Zone/Main Council within two (2) working days upon receiving the Championship Organising Committee's Decision. The appeal must be in writing and duly signed by the principal.
- 12.3 Upon receiving the notice of appeal from the school, the appeal fee of three hundred dollars (\$300) plus GST* will be deducted from the school's account via IFAAS.
- 12.4 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final **(See Annex C)**.

13. SUSPENSION

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

14. AWARD OF LEAGUE POINTS

- 14.1 The following scoring system shall apply:
 - Win 2 points
 - Loss 1 point
 - Walk-over 0 point

15. TIE IN LEAGUE POINTS

Based on Davis Cup Rule 2007:

- 15.1 If only two teams score an equal number of points, the head-to-head

result between these teams shall decide the winner.

15.2 If three or more teams score an equal number of points, the number of matches won shall decide the winner.

15.3 If matches won are equal, the percentage of games won of games played against all teams in the pool shall decide the winner.

Example:

School	Played	Won	Lost	Matches won	Games won	Games lost	% Games won	Total Points
Sch B	6	5	1					11
*Sch C	6	4	2					10
Sch A	6	4	2					10
**Sch D	6	3	3	15	130	115		9
***Sch E	6	3	3	13	125	114	52.3%	9
Sch F	6	3	3	13	120	115	51%	9
Sch G	6	0	6					6

- Rule 15.1 applies (assuming Sch C beats Sch A)
- ** Rule 15.2 applies
- *** Rule 15.3 applies

Note: If any match is not completed for reasons of injury, withdrawal, walkover, etc, the full score shall be recorded. E.g., Player A leads Player B by 4-1, when Player B is injured and unable to continue. Player A's victory shall be recorded as 9-1. For a withdrawal or walkover, a 9-0 score will be awarded.

16. PRIZES

16.1 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

17. TEACHER-IN-CHARGE OF TEAM

17.1 Each participating team must be accompanied by a teacher-in-charge who is an Education Officer or a Contract-Adjunct Teacher. He/She shall remain with the team through the duration of play. **(See Annex D)**

17.2 When a school fields two or more teams at different venues, it is required to send a teacher-in-charge to each venue.

17.3 The teacher-in-charge must be conversant with the rules and regulations pertaining to the championship and is required to help in

every way possible in the management of the day's matches.

17.4 For semi-finals and finals, when matches are officiated by official umpires, teachers-in-charge 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 Competition Organising Committee for appropriate action.

17.5 Teachers in-charge/Coaches are not permitted in the tennis courts with their players. In the event of a player sustaining injury in the court, the teacher-in-charge will be allowed to attend to the player.

18. REFEREES / UMPIRES / OFFICIALS

18.1 Schools have to ensure that their referees/umpires/officials are present to fulfill their duties as scheduled by the Convenor (**See Annexes E, F, G**).

19. EXTERNAL INSTRUCTORS

19.1 External instructors are expected to conduct themselves with decorum during competitions. (**See Annex H**)

19.2 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.

19.3 Schools must ensure that their external instructors adhere to the SSSC Rules and Regulations and the Code of Conduct.

19.4 An external instructor who has breached any of the Rules and Regulations and the Code of Conduct will be referred to the Championship Organising Committee by the respective convenors for appropriate action to be taken.

20. SUPPORTERS

20.1 Schools sending supporters to any competition shall ensure that their students are in proper school uniform and there is sufficient number of teachers on duty to maintain discipline.

20.2 Supporters are not allowed to participate in any form of sideline coaching and/or interfering during the game.

20.3 Participating schools must ensure that their supporters and spectators attending the game(s) conduct themselves to the best of their abilities (**See Annex I**). 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.

21. DISQUALIFICATION

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

- a. fielding overage player
- b. fielding unregistered player
- c. fielding an ineligible player
- d. fielding player without a valid student pass
- e. fielding a non-bona-fide student
- f. team/player not accompanied by a teacher in charge
- g. team/player which caused a game/match to be abandoned

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

22. ATTIRE

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

23. MATTERS NOT PROVIDED FOR

23.1 All matters not provided for in these Rules and Regulations shall be dealt with by the Tennis Championship Organising Committee.

24. AMENDMENTS

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

Annex A**6.1 CHAMPIONSHIP FORMAT**

The championships at the preliminary rounds shall be organised on an inter-school league. Where entries are grouped, **each group shall have a minimum of four teams.**

Groupings for 3 to 11 participating teams

Number of Teams	Group A	Group B	Remarks
3 to 7	3 to 7		The championship will be played in a one-group round robin format. The top 2 placed teams will play off for 1st & 2nd position and the 3rd and 4th placed teams will play off for 3rd & 4th 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	Convenor 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	Convenor 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	Convenor 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	Convenor 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	Convenor 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	Convenor 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	Convenor 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

For two-group championship 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 championship 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.

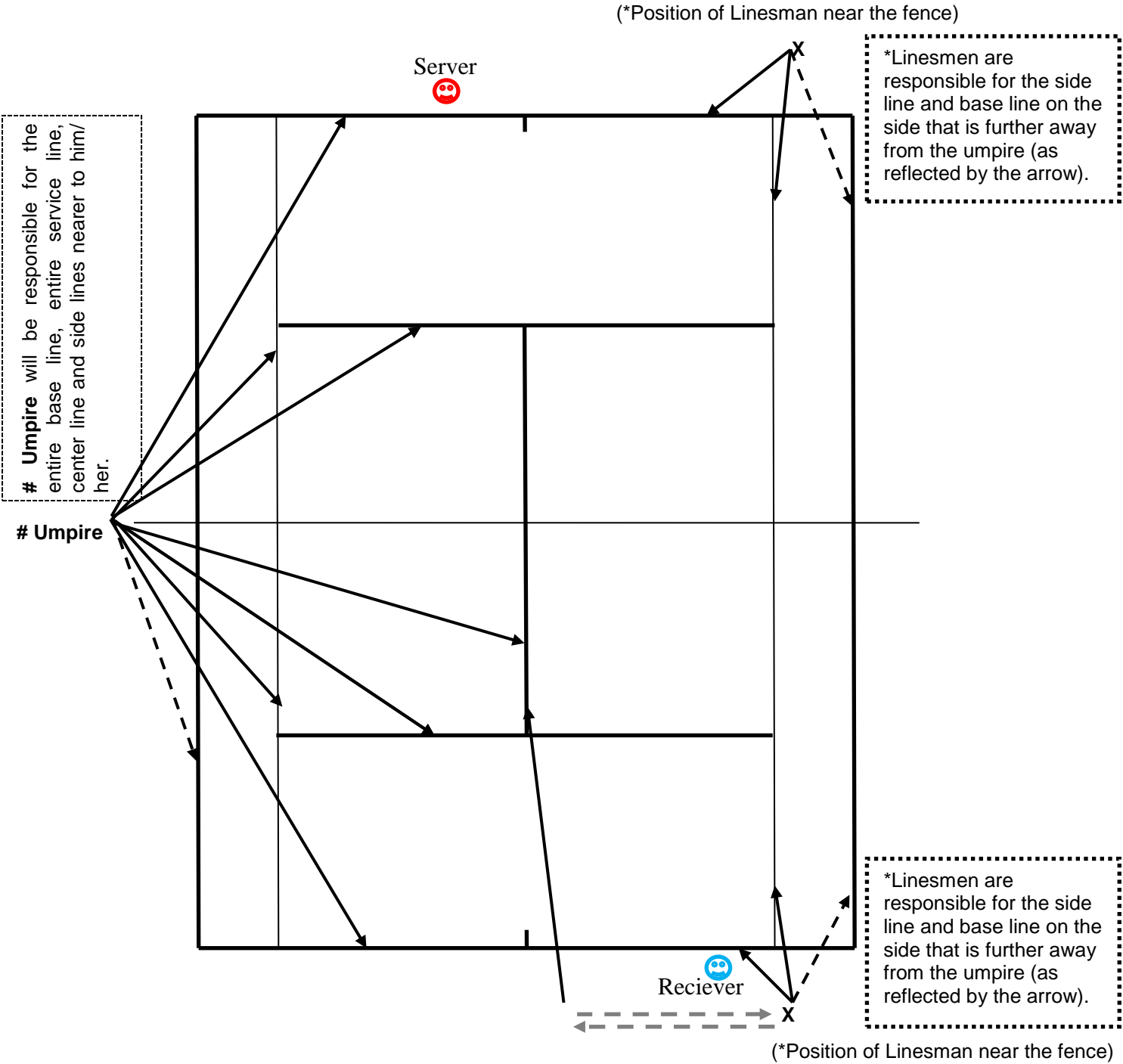
For four-group championship format

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.

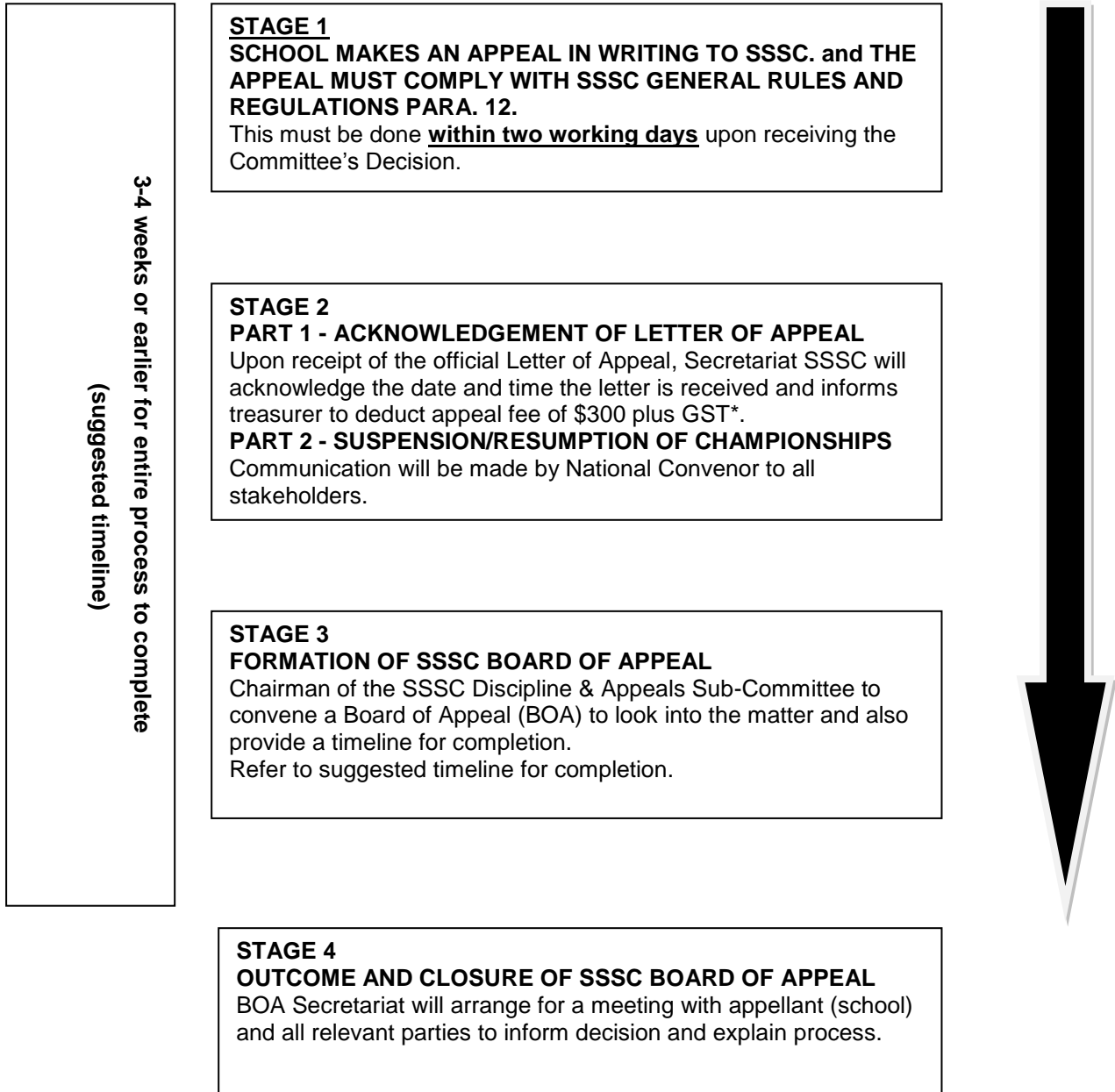
Note: In the event where one of the seeded team is unable to participate in the tournament, the next lower seeded team will move up to replace that seeded position.

Annex B

6.7 SUPPLEMENTARY NOTES: UMPIRES & LINESMEN
Position of Umpire and Linesmen (Singles Games)



12.4 SSSC PROCEDURE FOR APPEALS WORKFLOW



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

Annex D

17.1 ROLE OF THE TEACHER-IN-CHARGE

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

- a) to attend meetings called by the game convenor
- b) to submit team list
- c) to be responsible for the accuracy of the players' particulars in the entry forms and ensure that the players are not placed in the wrong division.
- d) to liaise between the Organising Committee (convenor) and the Principal (school)
- e) to check fixtures and schedules
- f) to make transport arrangement for the teams
- g) to accompany the teams for all competitions
- h) to remain with the team throughout the duration of play
- i) to be responsible for the conduct and behaviour of the external instructors, players and supporters
- j) to represent the school in matters pertaining to appeals/protests (as required by the sport/game)
- k) to accompany students at disciplinary board meeting
- l) to ensure that the team is medically covered, e.g. first aid kit
- m) be familiar with the duties as the Referee of the day (if the teacher-in-charge represents the hosting school in the preliminary rounds)
- n) be familiar with the Rules of tennis and student official duties.

Annex E

18.1 ROLE OF THE REFEREE TEACHER
(modified from the ITF Duties and Procedures for Official)

The Referee shall:

- a) Be a teacher representative from the hosting school.
- b) Act as final on-site authority for the interpretation of the applicable Rules of Tennis and the Duties and Procedures for student Officials as to all matters arising that require immediate resolution at the tournament site.
- c) Prior to the event, ensure that all student officials are familiar with the Rules and Procedures as student Officials.
- d) Ensure that student Officials take up positions prior to the match and their duties and responsibilities are performed properly.
- e) Remove a student Umpire and/or remove, rotate or replace any student Linesmen whenever he/she decides it is necessary to improve the officiating of a match; in agreement with the “visiting” school’s teacher representative
- f) Ensure that a drinking water point is accessible for players and student officials.
- g) To receive the line-up of players by the teacher-in-charge of the visiting team at least 15 minutes before the commencement of the day’s tie.
- h) To provide the Match Balls (Wilson US Open) and ensure that new tennis balls be used for each match.
- i) To run the matches in the following order with the respective student officials:

Order	Matches	1 student Umpire	2 student Linesmen
1	1 st Singles	“Visiting” School	“Hosting” school
2	2 nd Singles	“Hosting” School	“Visiting” School
3	1 st Doubles	“Visiting” School	“Hosting” School
4	2 nd Doubles	“Hosting” School	“Visiting” School
5	3 rd Singles	“Visiting” School	“Hosting” School

- j) Hosting schools are not obligated to book courts for opponents to warm up. However, if the game is played in the school, in the spirit of friendship hosts are encouraged to provide some court time for the opponent.

- k) To commence matches at 1500hrs
- l) Decide when play should be postponed because of weather conditions, inadequate light or other conditions.
- m) In the case of match / tie postponements due to bad weather, make-up matches must be held on the next day, 8am, at the allocated venue. Should there be further delays, make-up matches must be held on the next available date and time.
- n) Decide if a court is fit for play (eg. court surface dryness, correct net height, etc.).
- o) Decide if to allow an extended warm-up period (normally ten (10) minutes) if players have had no possibility to practice before the start of matches due to bad weather.
- p) Be present on-site at all times during the play of matches.
- q) Not be an Umpire in the event.

Annex F

18.1 ROLE OF THE STUDENT CHAIR UMPIRE
modified from the ITF Duties and Procedures for Officials)

A student Chair Umpire shall:

- a) Be familiar with the RULES OF TENNIS and the student Linesmen Duties. For more details please refer to the ITF Rules of Tennis.
- b) Be familiar and use the RESULTS SCORE SHEET to record the scoring during the match.
- c) Take a position in accordance to the SSSC Tennis Rules Annex B.
- d) Toss to determine choice of player to serve and side to receive at the beginning of the match. If play is suspended before the match begins, the players may choose again.
- e) Have a hand held stopwatch which shall be used to time the warm-up (3 minutes), the twenty (20) seconds between points, the ninety (90) seconds during changeovers.
- f) Be responsible for having the appropriate number of balls on court for the match, including used replacement balls.
- g) Determine all Questions of Fact arising during the match (including calling the lines if Linesmen is "unsighted").
- h) Recommend to the Referee whether to remove, rotate or replace any Linesmen whenever he/she decides it will improve the officiating of the match.
- i) Make the first determination on all Questions of Law arising during the match, subject to the right of a player to appeal to the Referee.
- j) ANNOUNCE the score after each point.
- k) Repeat the calls of Linesmen only if the call is made in a weak voice or if there is a close call that must be confirmed to remove any doubt from the minds of the players.
- l) Overrule only in the case of a clear mistake by the Linesmen and only if the overrule is made promptly after the mistake is made. Clear foot faults*, shall be called by the Chair Umpire.

***FOOT FAULT (ITF Rules 18)**

During the service motion, the server shall not:

Change position by walking/ running, although slight movements of the feet are permitted; or touch the baseline or the court with either foot; or touch the area outside the imaginary extension of the sideline with either foot; or touch the imaginary extension of the centre mark with either foot. If the server breaks this rule it is a "Foot Fault".

- m) Be responsible for all changes of balls and for determining if a ball is fit for play. Ensure that the lost balls should be replaced as soon as it is practical.
- n) Should the referee decides that the court is unfit for play or if weather or other conditions require suspension of play, the Chair Umpire shall record the time, point, game and set score, the name of the server, the side on which the server was situated and shall collect all balls in use for the match.
- o) At the conclusion of a match, submit the results score sheet to the Referee.

Annex G

18.1 ROLE OF THE LINESMEN STUDENT
(modified from the ITF Duties and Procedures for Official)

A student Linesmen shall:

- a) Be familiar with the Rules of Tennis. Please refer to the ITF Rules of Tennis.
- b) Take a position in accordance to the SSSC Tennis Rules 2017 Annex B.
- c) Call all balls on his/ her assigned line only and not give opinions on calls on other lines.
- d) Give a prompt unsighted signal when not able to make a call (place hands one below each eye with back of hands towards umpire)
- e) Correct a wrong call immediately by making the voice call “correction”.
- f) Never call a ball “Out” until it actually lands out.
- g) Remain silent if the Umpire overrules a call. Refer all player enquiries to the Umpire.
- h) Not converse with spectators.
- i) Never applaud players.
- j) Not leave the court without the permission of the Umpire.

Voice Calls

There are two voice calls that a Linesmen will use; the latter two are employed uniquely by the Umpire:

☐☐ **“Out”**: indicates that the ball has touched the ground outside of the boundaries of the court or that it has touched a permanent fixture (i.e., the backstop or the Chair Umpire’s chair).

☐☐ **“Correction”**: immediately follows an initial “out” call and is used to indicate that the latter was erroneous. When a ball is initially called “safe” by means not making a voice call, the correction is made simply by calling “out” as soon as possible.

Annex H

19.1 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.
- 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.

20.3 EXPECTED BEHAVIOUR FOR SPECTATORS

Spectators' Creed

- Be a Respectful Supporter – Applaud excellence and fair play. Appreciate the efforts of all athletes, teachers, coaches, officials and organisers.
- Be a Motivator– Cheer to encourage and motivate. Care for athletes' well-being.
- Be a Responsible Spectator – Keep the venue safe and comfortable for all. Keep the venue clean.