



SINGAPORE SCHOOLS SPORTS COUNCIL NATIONAL SCHOOLS GAMES CANOEING CHAMPIONSHIPS RULES AND REGULATIONS

Section A: Administrative Rules & Regulations

1. ORGANISATION STRUCTURE AND GOVERNING BODIES

1.1 The Singapore Schools Sports Council's (SSSC) National School Games (NSG) for Canoeing shall be conducted according to the:

- 1.1.1 General Rules and Regulations of the SSSC;
- 1.1.2 with reference to the International Canoe Federations' Competition Rules 2017 &
- 1.1.3 the Baseline Safety Standards for National School Games.

2. DIVISIONAL CLASSIFICATIONS

2.1 All students shall compete in their respective divisions according to their year of birth as follows **except for the conditions** as stipulated in this paragraph.

A Division*	2 Jan 1999 -- 31 Dec 1999 1 Jan 2000 -- 31 Dec 2000 1 Jan 2001 -- 31 Dec 2001 1 Jan 2002 -- 31 Dec 2002 1 Jan 2003
B Division*	2 Jan 2002 -- 31 Dec 2002 1 Jan 2003 -- 31 Dec 2003 1 Jan 2004 -- 31 Dec 2004 1 Jan 2005
C Division*	2 Jan 2005 -- 31 Dec 2005 1 Jan 2006 -- 31 Dec 2006 1 Jan 2007

2.2 Except for the following conditions:

- 2.2.1 All students in the Junior Colleges and Centralised Institute must compete in the 'A' Division.
- 2.2.2 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.
- 2.2.3 All students in Secondary Schools must compete in the 'B' or 'C' Division according to their year of birth.
- 2.2.4 All students in Secondary Schools not born in the stipulated year for 'B' or 'C' Division must compete in the 'A' Division.
- 2.2.5 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/games.



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3. ENTRIES

- a. All competitors must have achieved the 1 STAR PERSONAL SKILL AWARD.
- b. Each competitor shall be allowed to participate in maximum two events only.
- c. Each school shall be allowed TWO ENTRIES per division per event, with the exception for the K4 event where each school is allowed ONE entry.
- d. Names of competitors submitted must be as in their NRIC/Student Pass.
- e. Substitution can only be made from the names that appear on the reserve list.
- f. All entries must be submitted through the e-Registration portal at <https://nsg.moe.edu.sg/nis/#!/login> on or before the stipulated closing date. This includes details of athletes along with the necessary supporting documents.
 - i. Baseline Safety Standards Acknowledgement Form
 - ii. Supporting documents for Special/Transfer case students
 - iii. Other forms as determined by the National School Games Organising Committee (NSGOC)

4. REGISTRATION

- a. No changes will be allowed once the on-line registration form is submitted EXCEPT in the event that a registered competitor is transferred or has to leave school ONE WEEK before the start of competition.
- b. Schools must write, through the Principal, to inform the National Convenor of the replacement with accompanying documentary evidence at least ONE WEEK before the start of competition i.e. 01 April 2019. No other replacements will be allowed after 27 March 2019, 5pm.
- c. The registration is deemed to be cleared by Principals once the registration form is submitted on-line. Schools are advised to print the summary of the registration for checking before submission. International students can only be registered to play for their school **after** they have been issued with the student passes from the Immigration and Checkpoints Authority (ICA).
- d. International students who are in the schools on exchange programme are not allowed to represent the school.
- e. Students granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- f. Registration constitutes representation, that is, once a student is registered to compete 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 year.



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SECTION B – RULES & REGULATIONS

5. COMPETITION FORMAT

5.1 The events for the championships are as follows:

S/N	Events	BOYS			GIRLS		
		A	B	C	A	B	C
1.	JK1 - 500m	-	-	X	X	X	X
2.	JK2 - 500m	-	-	X	-	-	X
3.	K1 - 500m	X	X	X	X	X	X
4.	K2 - 500m	X	X	X	X	X	X
5.	K4 – 500m	X	X	X	X	X	X
6.	C1 - 500m	X	X	X	-	-	-
7.	C2 - 500m	X	X	X	-	-	-
8.	K1 - 1000m	X	X	X	X	X	X
9.	K2 - 1000m	X	X	X	X	X	X
10.	K4 – 1000m	X	X	-	X	X	-
11.	C1 - 1000m	X	X	-	-	-	-
12.	C2 - 1000m	X	X	-	-	-	-
	Number per team	32	32	28	22	22	22
	Number of reserves	16	16	14	11	11	11
	Number of events	10	10	9	7	7	7

5.2 Divisional Championships

The top 4 teams of the following 6 Divisions shall be awarded with Divisional championship titles.

A Division Boys
B Division Boys
C Division Boys

A Division Girls
B Division Girls
C Division Girls

6. DIVISIONAL CHAMPIONSHIP POINTS

6.1 Points will be scored according to the age-group divisions.

6.2 Points scored for all races for the award of the championship are as follows:

1st - 7pts
2nd - 5pts
3rd - 4pts
4th - 3pts
5th - 2pts
6th - 1pt

6.3 In the event of a tie in championship points between two or more teams, the team with the most number of first place finishes will be declared the winner, and so on.



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7 PRIZES

7.1 The number of prizes and plaques (for both individuals and team events) to be awarded at the National Championship shall be as follows:

- 3 individuals or teams: 2 prizes
- 4 individuals or teams: 3 prizes
- 5 individuals or teams and above: 4 prizes

8 REPORTING TO THE COMPETITOR STEWARDS

- 8.1 All competitors whose events are due must report to the competitor stewards. It shall be the duty of the Team Manager (TM) to ensure that their competitors report to the Competitor Stewards at least 20 minutes before the scheduled time of the event.
- 8.2 A competitor who is late in reporting or does not report to the competitor stewards can be barred from his/her event. With valid reason(s), TMs may report on behalf of their athletes provided the athletes are already at the competition venue.
- 8.3 As far as possible, all events will commence as scheduled. It may sometimes be necessary to run off an event ahead of or behind schedule. In such cases, announcements to this effect will be made over the main public-address system.
- 8.4 After clearance by the competitor stewards, competitors must get ready to report at the start line.

9 POSTPONEMENT

- 9.1 The National School Games Organising Committee (NSGOC) shall, at their discretion, decide to postpone the races if the conditions are unfit for competition, or for any other valid reasons for where a postponement is in order. All athletes, TMs and coaches must abide by the decision of the NSGOC.

10 WITHDRAWAL

- 10.1 Any withdrawal from the races is considered contrary to the spirit of sportsmanship.
- 10.2 Schools participating in the competition should not withdraw.
- 10.3 For each withdrawal, a written explanation duly endorsed by the Principal shall be submitted to the convenor within two (2) working days. A copy is to be sent to the Game Advisor.
- 10.4 In the competition for top 6 placing, a withdrawal will disqualify the athlete or team from being placed.

11 FAILURE TO PARTICIPATE

- 11.1 An athlete shall be excluded from participation in all further events in the competition, in cases where:
 - (a) he/she has been registered to start in an event but then failed to participate without valid reason(s);
 - (b) he/she qualified in a preliminary round of an event for further participation in that event but then failed to participate further.



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- 11.2 The provision of a medical certificate (MC) issued by a doctor or a letter of excuse from the Principal for clash of sports fixture due to rescheduling of fixtures caused by inclement weather will be accepted as sufficient reason to accept that the competitor became unable to compete after registration closed or after competing in a previous round but will be able to compete in further events on a subsequent day of the competition.
- 11.3 The TM of a school is responsible for the submission of this MC or letter of excuse to the Organising Secretary before the start of the athlete's race. Failure to do so will render the athlete unable to compete in further events.

12 PROTEST

- 12.1 For any protest or objection against the conduct, eligibility or placing of another competitor or team in any event, a verbal protest shall be made to the members of the Organising Committee within 20 minutes after the official announcement of the result of that event by the TM concerned. No other person(s) shall lodge any protest.
- 12.2 Protest against the results can be made to the organising committee only by the TM. An application to the organising secretary must be made on the prescribed form within 1 hour after the release of the results. TM must have clearance from the school leader (P/VP) before submitting an application.
- 12.3 The Organising Committee will hear all protests in the order of receipt as soon as possible after the completion of the last race of the day.
- 12.4 Only the official video-finish recording of each race will be referred to (by the Organising Committee) as corroborating evidence when deciding the outcome of a formal protest. No video recordings from the participating schools are admissible as evidence.
- 12.5 In the event the video finish is null and void, the decision from the Organising Committee will be final.
- 12.6 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.

12.6.1 For Schools on IFAAS

- *Select Vendor Code: "LAW0300181" (Ministry of Education*)*
- *Email the screenshot of IFAAS payment voucher to lee_eng_loo@moe.gov.sg*
- *Subject: NSG Protest Fee – Canoeing (School name)*

12.6.2 For Schools NOT on IFAAS

- *School is to pay via cheque, payable to "ACCOUNTANT-GENERAL SINGAPORE"*
- *C/O National School Games Office, 21 Evans Road, Singapore 259366*
- *The wordings: SSSC National School Canoeing Championships, <School> should be written at the back of the cheque*
Email to lee_eng_loo@moe.gov.sg once the cheque has been sent
- *Subject: NSG Protest Fee - Canoeing (School name)*



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- 12.7 When there is any conflict of interest, the convening school(s) involved will not sit in the protest committee to review the protest case.
- 12.8 The Competition Jury of Protest shall comprise the following:
- a. National Convenor
 - b. Game Advisor
 - c. Organising Secretaries
 - d. Chief Technical Referee

13 APPEAL (Ref Annex A)

- 13.1 Upon the release/disclosure of the decision of the Protest committee, schools may appeal to the Council.
- 13.2 Notice of appeal shall be lodged with the Secretariat of the Main Council within two (2) working days upon receiving the decision from the protest committee. An appeal fee of three hundred dollars (\$300) will be deducted from the appealing school's account, via IFAAS if the appeal is overruled.
- 13.3 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final.

14 SUSPENSION

- 14.1 An athlete suspended by any one of the following bodies is barred from participating in the NSG for that sport for the period of suspension:
- a) The School
 - b) The SSSC
 - c) The Singapore Canoe Federation

15 TEAM MANAGER (TM)

- 15.1 Each participating team or individual athlete(s) must be accompanied by a TM who shall remain with the team throughout the duration of play (Ref **Annex B**).
- 15.2 TMs shall be teachers or School Adult Representatives (SARs) appointed by the participating schools. The appointment of SARs as TMs should be based on the conditions and considerations given in **Annex C**.
- 15.3 TMs are expected to conduct themselves with decorum during competitions.
- 15.4 TMs are not allowed to interfere with the final decision taken by the referee/judge/official on points of rules after clarification has been sought. If such interference results in disruption of any races, the Convenor shall report the TM(s) to the school leaders for appropriate action(s) to be taken.
- 15.5 The TMs should have the EZlink Cards or photocopies of the cards for all athletes for the verification purpose.

16 REFEREES / UMPIRES / OFFICIALS

- 16.1 All officials will be arranged for by the NSGOC.



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17 COACHES

- 17.1 Coaches are expected to conduct themselves with decorum (Ref **Annex D** and **E**) during the entire competition period.
- 17.2 Coaches are not allowed to approach the organising secretaries to query their decisions. Only TMS are allowed to approach organising secretaries to seek clarifications and/or to lodge a protest.
- 17.3 Schools must ensure that their coaches adhere to the SSSC Rules and Regulations.

18 SUPPORTERS

- 18.1 Schools sending supporters shall ensure that their students are in proper school attire and that there is sufficient number of teachers on duty to maintain discipline.
- 18.2 All supporters are required to remain within the stipulated area for supporters throughout the competition. They are not allowed to be in the competition areas or in the water.
- 18.3 Participating schools must ensure that their supporters conduct themselves appropriately (Ref **Annex F**). In the event that unsportsmanlike behaviour is observed, the Convenor may, at his/her discretion, issue an eviction of the supporter(s) from the competition venue.

19 BREACH OF CODE OF CONDUCT

- 19.1 A Disciplinary Panel comprising members of the NSGOC will be formed to investigate the breach, presided by a Principal, who is the Chairman of the Discipline and Recognition Sub-Committee. The Panel may co-opt members outside the NSGOC, including personnel from the national sports association, to provide technical advice.
- 19.2 Appeal against the decision of the Disciplinary Panel may be submitted by the school (for athletes, coaches, officials and TMs), to the Council, whose decision shall be final (Please refer to para. 13 with regard to the Appeal process).

20 DISQUALIFICATION

- 20.1 A school team will be disqualified if it commits any of the following:
 - a) fielding overage student(s)
 - b) fielding unregistered student(s)
 - c) fielding student(s) without valid student pass(es)
 - d) fielding non-bona fide student(s)
 - e) students not accompanied by TM

21 ATTIRE

- 21.1 There is no specific attire required for Canoeing.



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SECTION C – EVENT RULES & REGULATIONS

22 BOAT CONTROL

- 22.1 The length of a kayak shall be measured between the extremes of the bow and stern. Any rudder forming a continuation of the length of a kayak is not to be included in the measurement.
- 22.2 Steering rudders or any guiding apparatus directing the course of the kayak are not allowed.
- 22.3 All kayaks must have seats.
- 22.4 The NSGOC reserves the right to select at random any boats for checking.
- 22.5 All competitors are to provide their own equipment based on the specifications given.

22.6 Limitations

	JK1	JK2	K1	K2	C1	C2	K4
Max. Length (cm)	430	550	520	650	520	650	1100
Min. Weight (kg)	11	14	12	18	16	20	30

22.7 Construction

- a. No foreign substance may be added to boats, which give competitors an unfair advantage.
- b. All devices which provide real time feedback are forbidden in a boat when racing.

23 ALTERATIONS OF ENTRIES AND WITHDRAWALS

- 23.1 Substitution of competitors for any heats must be made by the TMs with the approval of the NSGOC before the start of the event. The substituted competitors must be from the reserve list submitted upon registration.
- 23.2 The competitor who was substituted must produce a medical certificate to prove that he/she is unwell. Other special cases will be dealt with on a case-by-case basis, by the NSGOC. The committee's decision as to what constitutes a special case is final, and is not subjected to appeal.
- 23.3 If a competitor has withdrawn from an event due to valid reason(s), the competitor is not eligible to participate in any event after, until verified ready by his/her TM, supported by an endorsement letter from the school leader.
- 23.4 If the competitor does not start, and has no valid reason approved by the NSGOC, he/she will be disqualified from the event. A competitor who arrives too late at the start, shall be considered to have voluntarily withdrawn and shall be disqualified under this rule.
- 23.5 In the event of sickness of crew member who has been deemed unfit to race and has qualified for semi-finals or finals in team boat events, a competitor from the official reserve list may replace the crew member. All cases must be supported by a valid Medical Certificate(s) and this rule will only apply for **team** boats. The competitor from the reserve pool will row in all subsequent races.

24 COMPETITION COURSE

- 24.1 For races up to 1000 metres, the course shall be straight and in one direction (subject to the race venue).



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25 RACING BOATS AND PERSONAL NUMBERS

- 25.1 All racing boats shall carry a vertical plate indicating the lane.
- 25.2 The plates shall be placed on the centreline on the afterdeck.

26 DISQUALIFICATIONS

- 26.1 Competitors must wear Personal Floatation Devices, at all times, whilst afloat. Failure to comply with this rule will lead to the disqualification of the competitor(s).
- 26.2 Any competitor who attempts to win a race by other than honourable means, or who breaks the racing regulations, or who disregards the honourable nature of the racing regulations shall be disqualified from the race concerned.
- 26.3 Should a competitor have completed a race in a C (Canadian) canoe or kayak, which is shown upon inspection not to conform to the race classifications, he/she shall be disqualified from the race in question.
- 26.4 It is prohibited to receive external assistance during a race. Where external assistance is received, the competitor shall be disqualified.
- 26.5 No competitor may be accompanied along and adjacent to the race course by other boats while the race is in progress.
- 26.6 No competitor may receive assistance by using objects thrown into the course. Any infraction will result in the disqualification of the competitor(s) concerned.
- 26.7 Any capsizing which occurs at the start and during the course of the race will cause the competitors to be disqualified from the race. A capsizing is deemed to have occurred when a C canoe or kayak turns turtle or when the competitor leaves the cockpit of his/her C canoe or kayak.
- 26.8 No warm-up or practices are allowed along the racing lane during the course of the Championships. Such acts may entail the disqualification of the competitor(s) concerned.
- 26.9 The lanes are marked with buoys or floats. Competitors must pass in between the buoys corresponding to their lanes. Competitors who enter the wrong buoys can be disqualified.
- 26.10 The Organising Committee may take disciplinary action against any competitor(s) or TMs/coaches of participating schools whose behaviour is/are detrimental to the good order and conduct of the competition.

27 MEANS OF PROPULSION

- 27.1 Kayaks shall be propelled solely by means of double-bladed paddles.
- 27.2 C canoes shall be propelled solely by means of single-bladed paddles.
- 27.3 The paddles may not be fixed on the boats in any way.
- 27.4 If a paddle is broken during a race, a competitor may not be provided with a new one by a supporter.
- 27.5 There will be no recall or re-start if a competitor's paddle breaks after the start line.

28 HEATS AND FINALS (Annex H)

- 28.1 At least 3 C canoes or kayaks must be entered before a race can be held. If the number of entries in races up to and including 1000 metres is more than 6, heats will be conducted.
- 28.2 The division of the competitors into heats shall be determined by the drawing of lots.
- 28.3 6 boats may participate in the final, if more than this number have been entered in the race, it shall be as follows:



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3 - 6 entries	:	Direct final.
7 entries	:	2 heats. 1 st boat from each heat to qualify for finals, remaining 5 boats to race in semi, with 4 to final.
8 - 12 entries	:	2 heats and first 3 from each heat to final.
13 - 18 entries	:	3 heats and 1 st from each heat to final. 2 ^d and 3 rd from each heat to semi-finals and rest out. From the semi-final, first 3 to the final.
19 - 24 entries	:	4 heats and 1 st to 3 rd from each heat to semi-finals and rest out. From the semi-finals, 1 st to 3 rd to final and rest out.
25 – 30 entries	:	5 heats and 1 st to 3 rd from each heat and 4 th , 5 th & 6 th best timings from Heats to semi-finals and rest out. 1 st & 2 nd from Semi-Finals to Final.
Withdrawal OR 'no-show' during the Championships	:	Any withdrawal or 'no show' <u>during the Championships</u> , by any team, for any heat, will not affect the other boats in that heat. Should the withdrawal or 'no show' result in only one boat remaining in a particular heat, that remaining boat will be declared a Finalist by default.

- 28.4 When making the draw, the difference between the numbers of competitors in the heats of a race shall not exceed one. If the number of competitors in the heats varies, the earlier heats shall have the larger numbers.
- 28.5 Any reserve athlete who has not taken part in the heats or semi-finals (except for events with no heats) shall NOT be allowed to compete in the final of the JK1, K1 and C1 events.

29 START

- 29.1 The allocation of lanes will be done via randomly based on the Meet Manager's software.
- 29.2 The events shall commence without consideration to any absentees.
- 29.3 The position of the boats at the start shall be such that the bows of the competing boats are on the starting line and stationary.
- 29.4 The starting command will be "Ready - Set - Go" ("Go" can be a shot or strong sound signal). At the "Ready" command the competitors begin their preparation to paddle. At the "Set" command the competitors place their paddles in the catch position. Competitors must not paddle forward or this action will be deemed to be a false start. The boat must not move forward at this point in the starting procedure. The starter when satisfied with the competitors positioning and attention will say "Go" (or shot or powerful sound). The competitors must react to the start command/signal "Go" and are not permitted to anticipate it. The competitors may paddle only upon hearing the starting signal/command "Go".
- 29.5 If the Starter is not satisfied with the line-up, he/she will request for boats to be repositioned. All competitors must reposition their boats accordingly at the start line. Any competitor who disregards the instructions of the starter to take up the correct position at the start, may be disqualified from the race.
- 29.6 In the event of a false start, the Starter will immediately give a powerful sound signal. On hearing this signal all competitors must stop paddling and follow the Starter's instructions for a new start. Before the new start, the Starter will identify the offending competitor(s) making the false start and give them a warning. In the event of a second false start by the same competitor, the boat will be disqualified from the race and must leave the race course immediately.



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30 INTERRUPTIONS

- 30.1 The Lane Judges have the right to interrupt a correctly started race if unforeseen hindrances arise. Such an interruption may be effected by the Lane Judges with a long sound signal. Competitors must immediately stop paddling and await further instructions.
- 30.2 If a race is declared null and void, no change of the composition of a crew is permitted at the new start.

31 TAKING PACE

- 31.1 Taking pace or receiving assistance from boat(s) not in the race or by any other means (e.g. loudhailers, whistles etc., used to provide cadence to competing canoeists, on-shore or off-shore) is not permitted. TMs must ensure that supporters (students, parents, coaches or alumni) refrain from such practices or run the risk of having their athletes disqualified.
- 31.2 When a race is in progress, crews are strictly forbidden to proceed over the whole or part of the course even outside the marking buoys with the exception of boats proceeding to the start line.
- 31.3 Competitors must keep within their lanes from the start to the finish of the course.

32 COLLISION OR DAMAGES

- 32.1 When any C canoe or kayak fails to keep within its proper course or enters the lane of another C canoe or kayak and/or causes obstruction/interference to the course of the other C canoe or kayak, even if no collisions occur, the offending C canoe or kayak can be disqualified.
- 32.2 It will be the onus of every competitor to prevent collisions. Any competitor colliding into another C canoe or kayak or causing another C canoe or kayak to collide will be disqualified. A collision is defined as any part of one's C canoe or kayak or paddle touching the other.
- 32.3 Any competitor who damages the C canoe or kayak or paddle of another will be disqualified and can be required to pay for the damages.

33 FINISH

- 33.1 Every competitor must finish within his/her own lane.
- 33.2 The boat has finished the race when its bow crosses the finish line with all crew members in it.
- 33.3 If two or more boats reach the finishing line at the same time, they are awarded the same classification in the final. In case of a dead heat finish for any position, which determines the advance to the next level of the competition, the following rules will apply:
 - i) Whenever there are not enough lanes available, there will be a re-race between the boats involved, one (1) hour after their last race.
 - ii) In case of a dead heat finish in a re-race, **drawing of lots** will determine the outcome.

34 UNFAIR MEANS

- 34.1 The boat(s) can be disqualified if any of its competitor(s) is/are found guilty of deliberately manipulating the outcome of a race through unfair means. The Organising Committee may consider barring the competitor(s) from subsequent races.



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35 TEAM MANAGERS

- 35.1 Each participating team must be accompanied by a team manager who, shall remain with the team throughout the competition.
- 35.2 Failure to comply with this rule will lead to the disqualification of the team from taking part.

36 COACHES/PARENTS/SUPPORTERS

- 36.1 TMs, coaches, parents and supporters should not interfere with the running of the competition or question the decisions of the officials on duty.
- 36.2 Schools of the TMs, coaches, parents and supporters will be held responsible for their misconduct at the Championships.

SECTION D: Amendments and Matters Not Provided For

37 AMENDMENTS

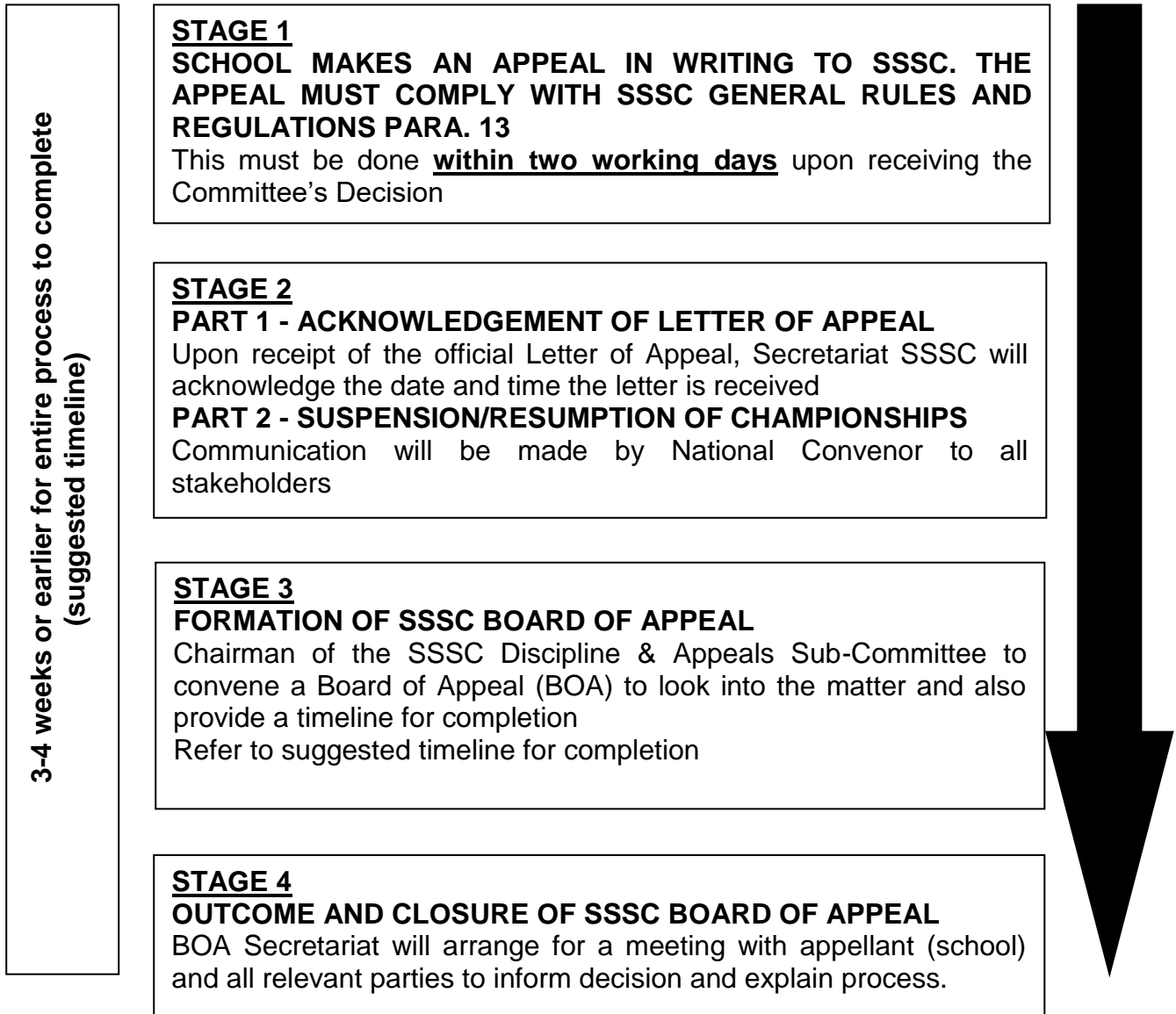
- 37.1 The Singapore Schools Sports Council and Organising Committee shall have the right to delete, add or amend the rules and regulations laid herein.
- 37.2 In the event of any question or doubt, which is not provided for in this set of Rules and Regulations, the decision of the Singapore Schools Sports Council and Organising Committee shall be final.



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Annex A

**SSSC PROCEDURE FOR APPEALS
WORKFLOW**



As in accordance with the SSSC General Rules and Regulations under para.13, the decision of the Board of Appeal or the Standing Committee shall be absolute.



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Annex B

Role of The Team Manager

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

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



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Annex C

Guidelines for Appointing School Adult Representative (Parent)¹ [SAR(P)]

Introduction

The SSSC allows schools to appoint parents as School Adult Representatives to support their student athletes' participation in SSSC competitions, in cases where the schools do not offer those CCAs. This initiative supports schools in balancing provision of competition opportunities for students and staff deployment. The ratio of SAR(P) to student athletes is 1:3 and parents/legal guardians of all students involved are required to be present at the competition venue.

Roles and Responsibilities of Schools

Schools:

- should only appoint the **parent/legal guardian** of the student athlete as SAR(P)
- must appoint a school staff as the **School Coordinator**, to serve as liaison between the SAR(P) and the NSGOC
- can only be represented by one SAR(P) for each competition
- should inform the convenor/organising secretary and send a replacement (i.e., Education Officer or School Staff) in the event that SAR(P) is on medical leave, or is not able to continue his/her duties halfway through the competition

Roles and Responsibilities of Appointed Parent

The appointed SAR(P):

- should believe in and support the Council's mission, motto and aspirations
- must chaperone his/her own child to and fro the competition venue and be responsible for his/her child's safety and well-being
- must ensure the well-being of the other students by working closely with their parent(s)/legal guardian(s)
- must cooperate with official authorities and abide by the rules and regulations of the competition
- must attend all briefings and/or meetings called by the NSGOC
- must be a good role model for student athletes
- must manage the coach and supporter(s), if any, to ensure that they adhere to the Code of Conduct as provided in SSSC Rules & Regulations
- must contact the school immediately to arrange for a replacement, in the event that he/she is not able to perform his/her duty, including when it is halfway through the competition
- must contact the NSGOC and school immediately in the event of an injury or emergency
- must not speak to the media unless with permission from the NSGOC and school leader

¹ SAR shall abide by the Terms & Conditions stated by in the Letter of Agreement



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Preparatory and Training Requirements:

1. SAR(P) should have in-depth understanding and knowledge of:
 - his/her roles and responsibilities
 - the SSSC General Game Rules and Regulations for all Sports and Games
 - the Specific Game Rules and Regulations
 - the school's general Standard Operating Procedures (SOPs) and workflow for safety incident management and communication
2. SAR(P) is encouraged to be first aid trained.
3. SAR(P) should be familiar with the respective sports safety requirement and practice. He/she can refer to Sport Singapore's safety resources at: <https://www.sportsingapore.gov.sg/sports-education/sports-safety/safety-resources-and-useful-links>



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Flow Chart for appointing School Adult Representative (Parent) [SAR(P)]

To take note of:

Step 1: Appoint SAR(P)

School Principal shall assess the suitability of the parent of participating student athlete before appointing him/her as the SAR(P).

- Only Legal Guardian/parent of the student athlete is allowed to be the SAR(P) for the school

Step 2: Brief SAR(P) & Signing of Letter of Agreement

School shall conduct a briefing for the newly appointed SAR(P) on the following documents:

- Terms and Conditions
- Roles and Responsibilities

Upon agreeing to all the terms stated, the SAR(P) will be required to sign the Letter of Agreement.

- SAR(P) should be briefed by school and attend the briefing session for SAR(P) conducted by the Game Advisor with the School Coordinator.

Step 3: Issue Appointment Letter

School issues the Appointment Letter to SAR(P).

- School to clearly indicate the start time and end time of the SAR(P)'s duty.
- School to brief SAR(P) of the safety and intervention measures using the RAMS Form.

Step 4: e-Registration

School registers the student athlete and SAR(P) via the e-Registration system.

- School to upload the Appointment Letter onto e-Reg. system together with the Baseline Safety Standards School Acknowledgement

Step 5: Sign-in at the Competition Venue

SAR(P) signs in the student athlete and ensures that the student athlete adheres to the respective game's rules and regulations at all times.

- SAR(P) to produce a photo identification for verification when on the day of competition



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Annex D

Code of Conduct for Coaches

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



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Annex E

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

Guiding Principle:

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



COACHES' OATH

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

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

Character in Sporting Excellence


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Annex F

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

Guiding Principle:

The spectator makes the effort to applaud excellence and fair play. The spectator show appreciation for the efforts of all athletes, teachers, coaches, officials and organisers. He should cheer to encourage and motivate as well as care for the athletes' well-being. The parent takes interest in his child's training and competitions. He is responsible and keeps the venue safe and comfortable for all.



SPECTATORS' CREED

Be a Respectful Supporter

- Applaud excellence and fair play
- Appreciate the efforts of all athletes, teachers, coaches, officials and organisers

Be a Caring Motivator

- Cheer to encourage and motivate
- Care for athletes' well-being

Be a Responsible Spectator

- Keep the venue safe and comfortable for all
- Keep the venue clean

Character in Sporting Excellence

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ANNEX G

LANE DIVISION SYSTEM

For 7 Competitors:

No. of entries	NO. OF BOATS			SEMI - FINAL		FINAL		
	Heat 1	Heat 2		Placing	Lane	Placing	Final A	Final B
							Lane	Lane
7	4	3		2 / H1 3 / H1 2 / H2 3 / H2 4 / H1	3 5 4 2 1	1 / H1 1 / H2 1 / SF 2 / SF 3 / SF 4 / SF	3 4 2 5 1 6	4 3 5 2 6 1
1 st from heats to final. Remaining 5 boats to semi-final.			1 st – 4 th from semi-final to final. Rest out.					

SYSTEM A: For 8 - 12 competitors

No. of entries	NO. OF BOATS		FINAL		
	Heat 1	Heat 2	Placing	Final A	Final B
				Lane	Lane
8	4	4	1 / H1	4	3
9	5	4	2 / H1	5	2
10	5	5	3 / H1	6	1
11	6	5	1 / H2	3	4
12	6	6	2 / H2 3 / H2	2 1	5 6
1 st , 2 nd & 3 rd from heats to final. Rest out.					

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DIVISION OF LANES

ANNEX H

SYSTEM B: For 13 - 18 competitors

No. of entries	NO. OF BOATS			SEMI - FINAL		FINAL		
	Heat 1	Heat 2	Heat 3	Placing	Lane	Placing	Final A	Final B
							Lane	Lane
13	5	4	4	2 / H1	3	1 / H1	3	4
14	5	5	4	3 / H1	5	1 / H2	4	3
15	5	5	5	2 / H2	4	1 / H3	2	5
16	6	5	5	3 / H2	1	1 / SF	5	2
17	6	6	5	2 / H3	2	2 / SF	1	6
18	6	6	6	3 / H3	6	3 / SF	6	1
1 st from heats to final. 2 nd and 3 rd to semi-final. Rest out.				1 st - 3 rd from semi-final to final. Rest out.				

SYSTEM C: For 19 - 24 competitors

No. of entries	NO. OF BOATS				SEMI-FINAL				FINAL		
	Heat 1	Heat 2	Heat 3	Heat 4	SF1		SF2		Placing	Final A	Final B
					Placing	Lane	Placing	Lane		Lane	Lane
19	5	5	5	4	1 / H1	3	1 / H2	3	1 / SF1	3	4
20	5	5	5	5	1 / H4	4	1 / H3	4	1 / SF2	4	3
21	6	5	5	5	2 / H2	5	2 / H1	5	2 / SF1	2	5
22	6	6	5	5	2 / H3	2	2 / H4	2	2 / SF2	5	2
23	6	6	6	5	3 / H2	1	3 / H1	1	3 / SF1	1	6
24	6	6	6	6	3 / H3	6	3 / H4	6	3 / SF2	6	1
1 st - 3 rd from heats to semi-finals. Rest out.					1 st - 3 rd from semi-finals to final. Rest out.						

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Annex H

SYSTEM D: For 25 - 30 competitors

No. of entries	NO. OF BOATS				
	Heat 1	Heat 2	Heat 3	Heat 4	Heat 5
25	5	5	5	5	5
26	6	5	5	5	5
27	6	6	5	5	5
28	6	6	6	5	5
29	6	6	6	6	5
30	6	6	6	6	6

1st ~ 3rd to Semi-Final + 4th, 5th & 6th Best Timing from Heats. Rest out.

Semi – Final Option (A)						Semi – Final Option (B)					
SF1	Lane	SF2	Lane	SF3	Lane	SF1	Lane	SF2	Lane	SF3	Lane
1/H1	4	1/H2	4	1/H5	4	1/H2	3	1/H3	3	1/H4	3
1/H3	3	1/H4	3	2/H3	3	1/H5	4	2/H1	4	1/H1	4
2/H2	5	2/H5	5	2/H4	5	2/H3	2	2/H4	2	2/H2	2
3/H4	2	3/H1	2	2/H1	2	3/H1	5	2/H5	5	3/H3	5
3/H5	1	3/H3	1	3/H2	1	3/H4	1	3/H2	1	3/H5	1
3 rd BT	6	4 th BT	6	5 th BT	6	5 th BT	6	3 rd BT	6	4 th BT	6

1st & 2nd from Semi-Finals to Final.

Placing	FINAL: (Option A)	(Option B)
1/SF1 / (3/SF1)	3	5
1/SF2 / (3/SF2)	4	3
1/SF3 / (3/SF3)	5	4
2/SF1 / (4/SF1)	2	6
2/SF2 / (4/SF2)	1	2
2/SF3 / (4/SF3)	6	1

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ANNEX H

DRAWING LOTS AID

DIRECT FINAL	SYSTEM A: 7 - 12 COMPETITORS (2 HEATS)					
	7	8	9	10	11	12
	2H: 4,3	2H: 4,4	2H: 5,4	2H: 5,5	2H: 6,5	2H: 6,6
	Best 3 from each heat to final.					
1 Final / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 Final / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 Final / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 Final / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 Final / L5	5 H2 / L1	5 H2 / L1	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 Final / L6	6 H2 / L2	6 H2 / L2	6 H2 / L1	6 H2 / L1	6 H1 / L6	6 H1 / L6
	7 H2 / L3	7 H2 / L3	7 H2 / L2	7 H2 / L2	7 H2 / L1	7 H2 / L1
		8 H2 / L4	8 H2 / L3	8 H2 / L3	8 H2 / L2	8 H2 / L2
			9 H2 / L4	9 H2 / L4	9 H2 / L3	9 H2 / L3
				10 H2 / L5	10 H2 / L4	10 H2 / L4
					11 H2 / L5	11 H2 / L5
						12 H2 / L6

NOTE: The number of entry is deemed to be the same whenever there is a withdrawal.

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ANNEX H

DRAWING LOTS AID

SYSTEM B: 13 - 18 COMPETITORS (3 HEATS)					
13	14	15	16	17	18
3H: 5,4,4	3H: 5,5,4	3H: 5,5,5	3H: 6,5,5	3H: 6,6,5	3H: 6,6,6
Best from each heat to final. 2nd & 3 from each heat to semi-final.					
Best 3 from Semi-Final to Final.					
1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 H2 / L1	6 H2 / L1	6 H2 / L1	6 H1 / L6	6 H1 / L6	6 H1 / L6
7 H2 / L2	7 H2 / L2	7 H2 / L2	7 H2 / L1	7 H2 / L1	7 H2 / L1
8 H2 / L3	8 H2 / L3	8 H2 / L3	8 H2 / L2	8 H2 / L2	8 H2 / L2
9 H2 / L4	9 H2 / L4	9 H2 / L4	9 H2 / L3	9 H2 / L3	9 H2 / L3
10 H3 / L1	10 H2 / L5	10 H2 / L5	10 H2 / L4	10 H2 / L4	10 H2 / L4
11 H3 / L2	11 H3 / L1	11 H3 / L1	11 H2 / L5	11 H2 / L5	11 H2 / L5
12 H3 / L3	12 H3 / L2	12 H3 / L2	12 H3 / L1	12 H2 / L6	12 H2 / L6
13 H3 / L4	13 H3 / L3	13 H3 / L3	13 H3 / L2	13 H3 / L1	13 H3 / L1
	14 H3 / L4	14 H3 / L4	14 H3 / L3	14 H3 / L2	14 H3 / L2
		15 H3 / L5	15 H3 / L4	15 H3 / L3	15 H3 / L3
			16 H3 / L5	16 H3 / L4	16 H3 / L4
				17 H3 / L5	17 H3 / L5
					18 H3 / L6

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ANNEX H

DRAWING LOTS AID

SYSTEM C: 19 - 24 COMPETITORS (4 HEATS)					
19	20	21	22	23	24
4H: 5,5,5,4	4H: 5,5,5,5	4H: 6,5,5,5	4H: 6,6,5,5	4H: 6,6,6,5	4H: 6,6,6,6
Best 3 from each heat to semi-finals.					
Best 3 from semi-finals to final.					
1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 H2 / L1	6 H2 / L1	6 H1 / L6	6 H1 / L6	6 H1 / L6	6 H1 / L6
7 H2 / L2	7 H2 / L2	7 H2 / L1	7 H2 / L1	7 H2 / L1	7 H2 / L1
8 H2 / L3	8 H2 / L3	8 H2 / L2	8 H2 / L2	8 H2 / L2	8 H2 / L2
9 H2 / L4	9 H2 / L4	9 H2 / L3	9 H2 / L3	9 H2 / L3	9 H2 / L3
10 H2 / L5	10 H2 / L5	10 H2 / L4	10 H2 / L4	10 H2 / L4	10 H2 / L4
11 H3 / L1	11 H3 / L1	11 H2 / L5	11 H2 / L5	11 H2 / L5	11 H2 / L5
12 H3 / L2	12 H3 / L2	12 H3 / L1	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H3 / L3	13 H3 / L3	13 H3 / L2	13 H3 / L1	13 H3 / L1	13 H3 / L1
14 H3 / L4	14 H3 / L4	14 H3 / L3	14 H3 / L2	14 H3 / L2	14 H3 / L2
15 H3 / L5	15 H3 / L5	15 H3 / L4	15 H3 / L3	15 H3 / L3	15 H3 / L3
16 H4 / L1	16 H4 / L1	16 H3 / L5	16 H3 / L4	16 H3 / L4	16 H3 / L4
17 H4 / L2	17 H4 / L2	17 H4 / L1	17 H3 / L5	17 H3 / L5	17 H3 / L5
18 H4 / L3	18 H4 / L3	18 H4 / L2	18 H4 / L1	18 H3 / L6	18 H3 / L6
19 H4 / L4	19 H4 / L4	19 H4 / L3	19 H4 / L2	19 H4 / L1	19 H4 / L1
	20 H4 / L5	20 H4 / L4	20 H4 / L3	20 H4 / L2	20 H4 / L2
		21 H4 / L5	21 H4 / L4	21 H4 / L3	21 H4 / L3
			22 H4 / L5	22 H4 / L4	22 H4 / L4
				23 H4 / L5	23 H4 / L5
					24 H4 / L6

NOTE: The number of entry is deemed to be the same whenever there is a withdrawal.

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ANNEX H

DRAWING LOTS AID

SYSTEM C: 25 - 30 COMPETITORS (5 HEATS)					
25	26	27	28	29	30
5H: 5,5,5,5,5	5H: 6,5,5,5,5	5H: 6,6,5,5,5	5H: 6,6,6,5,5	5H: 6,6,6,6,5	5H: 6,6,6,6,6
1 st ~ 3 rd to Semi-Final + 4 th , 5 th & 6 th Best Timing from Heats.					
1 st & 2 nd from Semi-Finals to Final.					
1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1	1 H1 / L1
2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2	2 H1 / L2
3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3	3 H1 / L3
4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4	4 H1 / L4
5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5	5 H1 / L5
6 H2 / L1	6 H1 / L6	6 H1 / L6	6 H1 / L6	6 H1 / L6	6 H1 / L6
7 H2 / L2	7 H2 / L1	7 H2 / L1	7 H2 / L1	7 H2 / L1	7 H2 / L1
8 H2 / L3	8 H2 / L2	8 H2 / L2	8 H2 / L2	8 H2 / L2	8 H2 / L2
9 H2 / L4	9 H2 / L3	9 H2 / L3	9 H2 / L3	9 H2 / L3	9 H2 / L3
10 H2 / L5	10 H2 / L4	10 H2 / L4	10 H2 / L4	10 H2 / L4	10 H2 / L4
11 H3 / L1	11 H2 / L5	11 H2 / L5	11 H2 / L5	11 H2 / L5	11 H2 / L5
12 H3 / L2	12 H3 / L1	12 H2 / L6	12 H2 / L6	12 H2 / L6	12 H2 / L6
13 H3 / L3	13 H3 / L2	13 H3 / L1	13 H3 / L1	13 H3 / L1	13 H3 / L1
14 H3 / L4	14 H3 / L3	14 H3 / L2	14 H3 / L2	14 H3 / L2	14 H3 / L2
15 H3 / L5	15 H3 / L4	15 H3 / L3	15 H3 / L3	15 H3 / L3	15 H3 / L3
16 H4 / L1	16 H3 / L5	16 H3 / L4	16 H3 / L4	16 H3 / L4	16 H3 / L4
17 H4 / L2	17 H4 / L1	17 H3 / L5	17 H3 / L5	17 H3 / L5	17 H3 / L5
18 H4 / L3	18 H4 / L2	18 H4 / L1	18 H3 / L6	18 H3 / L6	18 H3 / L6
19 H4 / L4	19 H4 / L3	19 H4 / L2	19 H4 / L1	19 H4 / L1	19 H4 / L1
20 H4 / L5	20 H4 / L4	20 H4 / L3	20 H4 / L2	20 H4 / L2	20 H4 / L2
21	21	21	21	21	21

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H5 / L1	H4 / L5	H4 / L4	H4 / L3	H4 / L3	H4 / L3
22 H5 / L2	22 H5 / L1	22 H4 / L5	22 H4 / L4	22 H4 / L4	22 H4 / L4
23 H5 / L3	23 H5 / L2	23 H5 / L1	23 H4 / L5	23 H4 / L5	23 H4 / L5
24 H5 / L4	24 H5 / L3	24 H5 / L2	24 H5 / L1	24 H4 / L6	24 H4 / L6
25 H5 / L5	25 H5 / L4	25 H5 / L3	25 H5 / L2	25 H5 / L1	25 H5 / L1
	26 H5 / L5	26 H5 / L4	26 H5 / L3	26 H5 / L2	26 H5 / L2
		27 H5 / L5	27 H5 / L4	27 H5 / L3	27 H5 / L3
			28 H5 / L5	28 H5 / L4	28 H5 / L4
				29 H5 / L5	29 H5 / L5
					30 H5 / L6

NOTE: The number of entry is deemed to be the same whenever there is a withdrawal.