

十一人足球比賽
11-a-side Soccer Competition

主辦：
Organiser



康樂及文化事務署
Leisure and Cultural
Services Department

金贊助：
Gold Sponsor



參賽者須知

Guidelines to Participants

1. 各參賽者／參賽隊伍領隊／教練／機構聯絡人請注意：所有參賽者或其家長／監護人必須簽署「年滿十八歲的參賽者聲明」或「未滿十八歲的參賽者聲明」，並寄回、交回或傳真（傳真號碼：2634 0786）至新界沙田排頭街 1 至 3 號康樂及文化事務署總部 2 樓康樂及文化事務署大型活動組。如任何參賽者未能於該組別賽事開始前簽署及遞交「參賽者聲明」，大會有權取消其參賽資格。

All participants/team leaders/coaches/contact persons of participating organisations should be noticed: All participants or their parents/guardians must sign the “Declaration by Participants aged 18 or above” or “Declaration by Participants aged below 18” and return it by post, in person or by fax to the Major Events Section of the Leisure and Cultural Services Department (Address: 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories; Fax no.: 2634 0786) . **If any participant fails to submit the “Declaration by Participants” before the commencement of the competition of their group, the Organiser reserves the right to disqualify him/her from participating in the competition.**

2. 比賽地點：
Venue of Competition: 九龍灣公園、九龍仔公園、馬鞍山遊樂場、石硤尾公園（第三期）及青衣東北公園
Kowloon Bay Park, Kowloon Tsai Park, Ma On Shan Recreation Ground, Shek Kip Mei Park (Phase III) and Tsing Yi Northeast Park.
3. 比賽日期：
Date of Competition: 2018 年 3 月 3 日至 10 月 14 日（包括後備日）
3 March to 14 October 2018 (including fallback days)

4. 賽制 Format :

男子甲組的初賽採分組單循環制，以 4 隊為一組，每組首名出線。出線隊伍再採單淘汰制進行比賽。

男子乙組及丙組的初賽採分組單循環制，以 3 隊或 4 隊為一組，每組首兩名出線。出線隊伍再採單淘汰制進行比賽。

For **Men's Group A**, a single round robin system on group basis will be adopted in the preliminary round. Each group will consist of 4 teams. Single knock-out system will be applied to matches among each group's champion.

For **Men's Group B and Group C**, a single round robin system on group basis will be adopted in the preliminary round. Each group will consist of 3 or 4 teams. Single knock-out system will be adopted to matches among each group's top two.

組別 Group	參賽隊數 Number of participating teams	初賽 (分組單循環制) Preliminary round (Single round robin system on group basis)	出線 Qualify for the next round	餘下賽事 (單淘汰制) Remaining matches (Single knock-out system)
男子甲組 Men's Group A	32	分 8 組，每組 4 隊 8 groups of 4 teams each	每組首名出線 Champion of each group	採單淘汰制 角逐冠、亞、季及殿軍 Teams compete for the champion, first, second and third runners-up by Single knock-out system
男子乙組 Men's Group B	6	分 2 組，每組 3 隊 2 groups of 3 teams each	每組首兩名出線	
男子丙組 Men's Group C	8	分 2 組，每組 4 隊 2 groups of 4 teams each	Top two of each group	

5. 全場比賽時間為 50 分鐘，上、下半場各 25 分鐘，中場休息 10 分鐘。
Each match will last 50 minutes, 25 minutes for the first half and 25 minutes for the second half, with 10 minutes' break in between.
6. 球賽開始前 15 分鐘，雙方領隊或教練須填妥出場表，各參賽者親自攜同附有相片的有效身份證明文件(正本)交予該場比賽幹事核對，如參賽者無法出示證件或被發現身份不符，一律不准出賽。如發現機構呈交的參賽者資料與參賽者身份證上的資料不符，大會有權取消其參賽資格。
The team leaders/coaches of both teams shall duly complete and submit the lists of participants together with the participants' valid photo-bearing identity documents (original) to the officials of the Organiser for verification 15 minutes before the commencement of the match. Any participant who fails to produce his/ her valid identity document or whose identity is not found to be matched will not be allowed to participate in the competition. **The Organiser reserves the right to disqualify a participant if there is any discrepancy between personal information shown on his/her identity document and those submitted by his/her organisation.**
7. 各參賽隊伍必須依照大會編定的時間出場比賽，每場賽事於裁判召集出場 5 分鐘後仍未能出場作賽或當比賽進行時參賽者不足 7 人者，作自動棄權論，大會將判對賽隊伍勝 2:0。(時間以大會計時鐘為準)。
Each participating team shall turn up at the scheduled time for the match. Any team that fails to turn up 5 minutes after the official commencement time or dispatches less than 7 participants during the match will be regarded as having withdrawn from the match and the opponent will be judged as the winner by the Organiser at a score of 2:0. (The Organiser's clock shall be the official clock.)
8. 如被發現冒名頂替，或有參賽者／參賽隊伍違反賽規或有不良行為而影響賽事，大會有權取消其個人／有關隊伍的參賽資格，所得成績亦會作廢。
If any participant is found to be imposters or participant/team having violated the rules or has any misconduct which might affect the competition, the Organiser has the right to disqualify him/her/the team from the competition and the results he/she/the team has achieved will be cancelled.
9. 在單循環賽事中，每場勝方得 3 分，負方或棄權得 0 分，賽和各隊得 1 分。
In matches adopting the single round robin system, the winner gains 3 points, the loser or the withdrawer gains no point. If the match ends in a draw, each team will gain 1 point.
10. 在分組初賽同一小組中，任何兩隊或以上的隊伍在積分榜中獲得相同分數，有關隊伍的排名將按照下列定次序排名：
(i) 有關隊伍的對賽積分，分數較多者將會排名較前
(ii) 有關隊伍的對賽得失球差，得失球差較佳者將會排名較前
(iii) 有關隊伍的對賽得球，得球較多者將會排名較前
(iv) 有關隊伍於分組積分榜中的得失球差，得失球差較佳者將會排名較前
(v) 有關隊伍於分組積分榜中的得球，得球較多者將會排名較前
若按上述(i)至(v)排名方法仍然相同，則以抽籤方式決定名次。

In the preliminary round, if two or more teams score the same points as indicated on the group table, the ranking of the teams will be determined according to the following order:

- (i) the number of points obtained in the group matches between the teams concerned. The more the points, the higher the ranking.
- (ii) the goal difference resulting from the group matches between the teams concerned. The better the goal difference, the higher the ranking.
- (iii) the number of goals scored in the group matches between the teams concerned. The more the goals, the higher the ranking.
- (iv) the goal difference of the teams concerned as indicated on the group table. The better the goal difference, the higher the ranking.
- (v) the number of goals scored by the teams concerned as indicated on the group table. The more the goals, the higher the ranking.

If the ranking of the teams scoring the same points cannot be determined on the basis of criteria (i) to (v) mentioned above, ranking will be decided by drawing lots.

11. 單淘汰賽事每場均需分出勝負，賽和即各隊派 5 名球員互射十二碼。如仍未能分出勝負，則以「突然死亡」法互射十二碼定勝負。準決賽、季軍戰及決賽若賽和即加時 10 分鐘，再和則各隊派 5 名球員互射十二碼。如仍未能分出勝負，則以「突然死亡」法互射十二碼定勝負。

In matches adopting the single knock-out system, a winning team must be identified for each match. If the match ends in a draw, each team shall assign 5 players to serve the penalty kicks alternately. If the winner is still not identified, the “Sudden Death” rule will be adopted to determine the winner. If the matches of semi-finals, third place and final ends in a draw, there will be an extra period of 10 minutes. Should the tie score persist, each team shall assign 5 players to serve the penalty kicks alternately. If the winner is still not identified, the “Sudden Death” rule will be adopted to determine the winner.

12. 每隊全場最多可換球員 5 人（包括守門員），被換出的球員不得再參與該場比賽。
Not more than 5 players (including the goalkeeper) may be substituted during a match. Players who have been replaced will not be allowed to re-enter the match.

13. 參賽隊伍在分組單循環制的任何一場賽事棄權後，仍可繼續參與其他賽事，棄權隊伍會被判 0:2 落敗；而在採單淘汰制的賽事中，棄權者則會被取消資格，不能繼續參與餘下的賽事，其所得名次及積分會被全數取消。

If a team withdraws from one match under the grouped single round robin system, it can still participate in other matches. The team withdrawing from the match will be judged as the loser at a score of 0:2. For the matches adopting the single knock-out system, withdrawers will be disqualified from playing in the remaining matches. All the positions obtained and points scored by the team will be cancelled.

14. 各組別於以下日期後不得再更改參賽者名單：
乙組：2018 年 1 月 19 日或以前交回「參賽者資料」（2018 年 2 月 2 日或以前須交回「參賽者聲明」）
丙組：2018 年 2 月 12 日或以前交回「參賽者資料」（2018 年 2 月 26 日或以前須交回「參賽者聲明」）
甲組：2018 年 4 月 17 日或以前交回「參賽者資料」（2018 年 5 月 2 日或以前須交回「參賽者聲明」）

如有參賽者辭職或受傷，而有關機構欲更改參賽者名單，便須提出書面申請，並提交受傷參賽者的醫生證明書及替補參賽者的有效工作證明，大會才會因應個別情況作出考慮。

Any change of participant list is not allowed after:

**Group B: Submission of Particulars of Participants on or before 19 January 2018
(Submission of Declaration by Participants on or before 2 February 2018)**

**Group C: Submission of Particulars of Participants on or before 12 February 2018
(Submission of Declaration by Participants on or before 26 February 2018)**

**Group A: Submission of Particulars of Participants on or before 17 April 2018
(Submission of Declaration by Participants on or before 2 May 2018)**

In case of resignation or injury of any participant, application for change of participant list will only be considered on a case by case basis provided that the application is made in a written form and attached with the medical certificate(s) of the injured person(s) and relevant documents to prove the substitute participant is its employee.

15. 被紅牌警告者除當場退出比賽外，下場罰自動停賽一場。
Any participant who is shown a red card will be sent off immediately and be suspended from next match automatically.
16. 被累積兩次黃牌警告者，下場罰自動停賽一場。
Any participant who has accumulated two yellow cards will be suspended from next match automatically.
17. 所有分組初賽中的黃牌紀錄，將不會計算在淘汰賽之內。但參賽者於分組初賽中未能完成之停賽處分，則必須在淘汰賽階段的賽事中執行有關之停賽。
The records of yellow card earned in the preliminary round will not be carried forward to the stage of knock-out competition. However, the suspension had not served in the stage of single round robin matches should be carried forward to the stage of knock-out competition.
18. 所有賽事均使用由大會提供的 5 號足球作賽。
Size 5 footballs provided by the Organiser shall be used in all matches.
19. 參賽者必須穿着合規格的號碼球衣，球靴（塑膠或橡膠釘足球鞋）、球襪及護脛比賽。
Participants must wear approved jersey with number, soccer boots (plastic or rubber studs football boots), stockings and shinguards in match.
20. 參賽者不得穿戴任何有框眼鏡和任何飾物例如戒指、頸鏈及耳環等，以免對其他參賽者構成危險。
Participants shall not wear any spectacles or any ornament such as rings, necklace and earrings, etc. which is dangerous to other participants.
21. 參賽者所穿着的球襪必須完全將護脛覆蓋，而所採用的護脛必須為塑膠或同類物料所製造和有一定程度的保護作用。
Shinguards must be covered entirely by the stockings and shall be made of rubber, plastic or similar substance and shall afford a reasonable degree of protection
22. 守門員球衣顏色應與其他參賽者和裁判的球衣顏色有顯著分別。
The colour of the goalkeeper's jersey should be prominently different from that of the jerseys worn by other participants and the referee.
23. 各參賽對伍必須預備兩套合規格而不同顏色的號碼球衣，如遇號碼球衣顏色相同或近似時，在賽程表上排名較先之隊伍（即主隊）需要更換或以第二色球衣出賽；或穿着大會供應的號碼背心。
Each team must prepare two sets of numbered jerseys in different colours. If the colours of the numbered jerseys of two teams are the same or similar, **the first team** on the schedule of play (**i.e. the home team**) shall change their jerseys or wear the second set of jerseys in another colour for the match, or wear the numbered vests provided by the Organiser.

24. 如在比賽當日，香港天文台於首場賽事／該場賽事所指定的報到時間前兩小時，仍發出三號或以上熱帶氣旋警告信號、紅色或黑色暴雨警告信號，該場賽事即告取消。大會稍後會通知各參賽者相應安排。

Should the Hong Kong Observatory issue the tropical cyclone warning signal No.3 or above, red rainstorm warning signal or black rainstorm warning signal is in force 2 hours before the reporting time of the matches, all matches on that day will be cancelled. The Organiser will notify the participants of the corresponding arrangements separately in due course.

25. 如環境保護署於比賽當日公布的空氣質素健康指數為 7 級或以上，有關比賽安排如下：
When the “Air Quality Health Index (AQHI) of 7 or above” has been issued by the Environmental Protection Department on the Competition day, the arrangement of the competition as at below:

(a) 「高」健康風險級別 (空氣質素健康指數：7)

比賽如期舉行。環境保護署呼籲心臟病或呼吸系統疾病患者（如冠狀心臟病和其他心血管疾病、哮喘及慢性阻礙氣管疾病，包括慢性支氣管炎和肺氣腫）、兒童和長者應**減少**戶外體力消耗，以及**減少**在戶外逗留的時間，特別在交通繁忙地方。心臟病或呼吸系統疾病患者在參與體育活動前應諮詢醫生意見，在體能活動期間應多作歇息。由於空氣污染對不同人士的影響不一，如參加者有疑問或感到不適，應徵詢醫生的意見。

“High” health risk category (AQHI of 7)

Competition will be held as scheduled. Environmental Protection Department advises those with existing heart or respiratory illnesses (such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema), children and the elderly are advised to **reduce** outdoor physical exertion, and to **reduce** the time of their stay outdoors, especially in areas with heavy traffic. Participants with existing heart or respiratory illnesses should also seek advice from a medical doctor before participating in sports activities and take more breaks during physical activities. As the health effects on individuals may vary, participants should seek advice from a medical doctor if they are in doubt or feel uncomfortable.

(b) 「甚高」健康風險級別 (空氣質素健康指數：8 至 10)

比賽如期舉行。環境保護署呼籲心臟病或呼吸系統疾病患者（如冠狀心臟病和其他心血管疾病、哮喘及慢性阻礙氣管疾病，包括慢性支氣管炎和肺氣腫）、兒童和長者應**盡量減少**戶外體力消耗，以及**盡量減少**在戶外逗留的時間，特別在交通繁忙地方。一般市民應**減少**戶外體力消耗，以及**減少**在戶外逗留的時間，特別在交通繁忙地方。由於空氣污染對不同人士的影響不一，如參加者有疑問或感到不適，應徵詢醫生的意見。

“Very High” health risk category (AQHI of 8-10)

Competition will be held as scheduled. Environmental Protection Department advises those with existing heart or respiratory illnesses (such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema), children and the elderly to **reduce to the minimum** outdoor physical exertion, and to **reduce to the minimum** the time of their stay outdoors, especially in areas with heavy traffic. The general public is advised to **reduce** outdoor physical exertion, and to **reduce** the time of their stay outdoors, especially in areas with heavy traffic. As the health effects on individuals may vary, participants should seek advice from a medical doctor if they are in doubt or feel uncomfortable.

(c) 「嚴重」健康風險級別 (空氣質素健康指數：10+)

比賽如期舉行。環境保護署呼籲心臟病或呼吸系統疾病患者（如冠狀心臟病和其他心血管疾病、哮喘及慢性阻礙氣管疾病，包括慢性支氣管炎和肺氣腫）、兒童和長者應**避免**戶外體力消耗，以及**避免**在戶外逗留，特別在交通繁忙地方。一般市民應**盡量減少**戶外體力消耗，以及**盡量減少**在戶外逗留的時間，特別在交通繁忙地方。由於空氣污染對不同人士的影響不一，如參加者有疑問或感到不適，應徵詢醫生的意見。

“Serious” health risk category (AQHI Exceeding 10)

Competition will be held as scheduled. Environmental Protection Department advises those with existing heart or respiratory illnesses (such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema), children and the elderly to **avoid** outdoor physical exertion, and to **avoid** staying outdoors, especially in areas with heavy traffic. The general public is advised to **reduce to the minimum** outdoor physical exertion, and to **reduce to the minimum** the time of their stay outdoors, especially in areas with heavy traffic. As the health effects on individuals may vary, participants should seek advice from a medical doctor if they are in doubt or feel uncomfortable.

26. 當天文台發出酷熱天氣警告時，參賽者請留意於運動期間，應經常飲水以補充水分。若大量出汗，則需要補充少量鹽分。如感不適，應立刻停止運動，並盡快向醫生求診，切勿掉以輕心。

When the “Very Hot Weather Warning” has been issued by the Observatory, participants are advised to drink water or fluid at frequent intervals when exercising. If sweating is excessive, replenishment with small amount of salt is recommended. Stop immediately when feeling unwell during exercise and consult a doctor without delay.

27. 若因特殊情形，大會有權通知各參賽者改期作賽或另作編排，如在比賽中發生特殊情況，繼續舉行與否得由當場裁判或大會全權決定，參賽者不得異議。

The Organiser reserves the right to postpone any match or make any alternative arrangements under special circumstances. Should anything unforeseeable happen during a match, the referee on the spot or the Organiser will decide whether the match should continue or not and participants shall not raise objection.

28. 參賽者必須任職於有關機構為連續性合約受僱的「僱員」，及年滿 15 歲和只可代表 1 間機構參賽。

A participant shall represent only 1 organisation and shall be 15 year of age who has been working continuously under a continuous contract in Hong Kong for the participating organisation.

29. 「僱員」的定義為該僱員須在比賽截止遞交參賽者資料日期前，已在香港連續為參賽機構工作最少 4 星期，每星期工作最少 18 小時，而且在整段比賽期間一直受僱於該機構。

The definition of “Employee” – An employee who has been working continuously in Hong Kong for the participating organisation for at least 4 weeks and at least 18 hours per week before the deadlines for submission of participants’ particulars for the competition, and is employed by the same organisation throughout the competition period.

30. 為確保參賽者為參賽機構的僱員，大會在收到參賽者資料後，有權要求參賽機構於 5 個工作天內提交證明文件，例如有效的「僱傭合約」及強制性公積金供款紀錄，以證明參賽者為該機構的現職僱員。如未能提供有關文件，該機構的參賽資格會被取消。

To ensure all the participants are employees of the participating organisations, upon receipt of the participants’ particulars, the Organiser reserves the right to request the participating organisation to produce documents such as a valid “Employment Contract” and pay-record of Mandatory Provident Fund (MPF) within 5 working days to prove that the participants are existing employees of the organisation. The organisation failing to produce such documents will be disqualified.

31. 如大會發現任何參賽者在比賽期間並非參賽機構的僱員，該機構的參賽資格及所得成績會被取消。如任何機構觸犯此規則多於 1 次，其參與「工商機構運動會 2018」的資格及全部參賽項目所得成績一律取消。已繳交的報名費概不退還。大會有權要求該機構交還已領取的獎盃及獎牌。

If it is found that any participant is not an employee of the participating organisation during the competition, the organisation will be disqualified with its results obtained cancelled. An organisation breaches this rule more than once will be disqualified from the Corporate Games 2018 with all its results obtained from all the events cancelled. There shall be no refund of the entry fees already paid. The Organiser reserves the right to request the organisation to return the trophies and medals received.

32. 參賽者必須遵守比賽場地內的各項守則及大會的各項宣布。
Participants shall observe all the rules and regulations prescribed by the competition venue and the announcements of the Organiser.
33. 大會保留權利拒絕讓違反以上規則的機構參加日後的工商機構運動會。
The Organiser reserves the right to refuse participation of any organisation in breach of the above rules in the Corporate Games in future.
34. 大會有權把比賽成績及相片向外公布。
The Organiser has the right to release the result and photos of the competition to the public.
35. 有關本賽事的比賽成績和其他賽事資料等，均會在大會網頁公布。
The results of the competition and other information relating to the competition will be announced through the Organiser's website.
36. 大會不接受參賽隊伍提議的改期申請。
No application for changing the date of any match from a participating team is accepted.
37. 各場比賽的執法工作由合資格裁判擔任，各參賽者須服從裁判的判決。
Judges of all matches will be served by qualified referees. All participants should abide by their decisions.
38. 大會不設上訴，所有賽果以當場裁判最後判決為準。
No appeal will be accepted. The referees' decision on the competition results shall be final.
39. 參賽者攜來物品，請自行保管，如有遺失，大會概不負責。
Participants are required to take care of their belongings. No liability shall be borne by the Organiser for loss.
40. 參賽者在本賽事中可獲金贊助「保心安藥廠有限公司」提供的保心安油（5.6 毫升）1 支。
Participants are entitled to get a bottle of Po Sum On Medicated Oil (5.6ml) provided by the Gold Sponsor "PO SUM ON MEDICINE FTY. LTD HONG KONG" of this competition during the competition.
41. 除章程及本須知明文規定外，其餘均依照國際足協的現行比賽規則辦理。
Unless explicitly stated in the prospectus and this guidelines, all rules and regulations will follow those presently adopted by the Federation International Football Association (FIFA).
42. 大會保留日後修改本須知的權利。
The Organiser reserves the right to amend this guidelines in the future.