



## 五人足球比賽 Futsal Competition

主辦：  
Organiser



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

銀贊助：  
Silver 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 6/2/2023 或之前簽署及遞交「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” on or before 6 February 2023, the Organiser reserves the right to disqualify him/her from participating in the competition.**

2. 比賽地點：長沙灣遊樂場  
Venue of Competition: Cheung Sha Wan Playground
3. 比賽日期：2023 年 3 月 11 日至 7 月 22 日（包括後備日）  
Date of Competition: 11 March to 22 July 2023 (including fallback days)
4. 賽制 Format：  
男子甲及丙組的初賽採分組單循環制，以 2 隊至 4 隊為一組，每組首次名出線。出線隊伍再採單淘汰制進行比賽。  
男子乙組以單循環制，以小組分數決定名次。  
For Men's Group A and C, a single round robin system on group basis will be adopted in the preliminary round. Each group will consist of 2 - 4 teams. Single knock-out system will be applied to matches among each group's top two.  
For Men's Group B, a single round robin will be adopted to determine the ranking

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	31	分 8 組，每組 3-4 隊 8 groups of 3-4 teams each	每組首次名出線 Top Two 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
男子丙組 Men's Group C	11	分 4 組，每組 2-3 隊 4 groups of 2-3 teams each		
男子乙組 Men's Group B	4	單循環制，以小組分數決定名次 Single round robin will be adopted to determine the ranking		

5. 每場比賽法定時間為全場 40 分鐘，上、下半場各 20 分鐘，中場休息不多於 10 分鐘。分組初賽採**不停**錶計時。

Each match will last 40 minutes, 20 minutes for the first half and 20 minutes for the second half, with not exceed 10 minutes' break in between. Matches in the preliminary rounds are **not played real-time.**

6. 每場比賽開始前，球隊可以在出場表格內填報 5 名已註冊的正選球員及最多 9 名後備球員。球隊可於比賽中任何時間作後備球員替換，後備球員必須在作賽球員離場後，方可進場入替。所有替換球員必須在指定換人區域（近中界線）內進行，違犯者將被黃牌警告，換人區只許參賽隊伍的領隊、教練及後備球員進入。

Before the commencement of each match, a team may put 5 selected players who have completed the registration and up to a maximum of 9 reserve players on the players' list. Substitutions may be made at any time during a match and a substitute shall only enter the pitch after the player being replaced has left. All substitutions must be made within the designated substitution zone (near the halfway line). Those who have violated this regulation will be cautioned with a yellow card. Only the team leaders, coaches and substitutes of the teams in the match may enter the substitution zone.

7. 球賽開始前 15 分鐘，雙方領隊、教練或隊長須填妥出場表，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/captains 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.**

8. 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 3 人者，作自動棄權論，大會將判對賽隊伍勝 2:0 的比數落敗。（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 roll call made by the referee or dispatches less than 3 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 according to the rules and regulations. (The Organiser's clock shall be the official clock.)

9. 如被發現冒名頂替，或有參賽者／參賽隊伍違反規則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。

Any participant is found to be imposters or participant/team having violated the regulations 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.

10. 初賽賽和時將不加時，每場勝方得 3 分，賽和各隊得 1 分，負方或棄權得 0 分。  
No extra time shall be played after a draw for matches in the preliminary rounds, with 3 points for a win, 1 point for a draw and none for a defeat/withdrawal.

11. 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
- (vi) 於分組賽事中計算最少黃牌及紅牌。每隊將按照黃牌及紅牌的數目而獲得分數：
  - (a) 每面黃牌將會獲得 1 分
  - (b) 每面由兩面黃牌而變成的紅牌，將會獲得 3 分
  - (c) 每面直接紅牌將會獲得 3 分
  - (d) 在黃牌之後領直接紅牌，將會獲得 4 分
  - (e) 得分較少的球隊將會排名較高

若按上述(i)至(vi)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.
- (vi) the least numbers of yellow and red cards in the preliminary rounds. Points will be given to the teams according to the numbers of yellow and red cards they have received:
  - 1 point for a yellow card
  - 3 points for a red card given as a result of 2 yellow cards
  - 3 points for a direct red card
  - 4 points for a yellow card followed by a direct red card
  - The fewer the points, the higher the ranking

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

12. 單淘汰制賽事每場均需分出勝負，賽和則雙方互射點球，並採「即時死亡」制決定勝負。  
In matches adopting the single knock-out system, a winning team must be identified for each match. If the match ends in a draw at the end of the normal playing time, the winner shall

determined by penalty kicks and the “Sudden Death” rule will be adopted.

13. 本賽事不設越位。

The “off-side” rule will not be adopted in the competition.

14. 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，除以下情況外，棄權隊伍則會被取消資格，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。

- 進入 4 強賽至決賽的隊伍，如有球員因傷病或公事未能參與本賽事，而這些球員的缺席卻引致該參與隊伍人數不足無法出席賽事，倘若這些球員能提供分別由註冊醫生或該公司簽署的相關證明文件，才可保留參賽隊伍最後賽事的名次和積分。該隊領隊／教練／聯絡人必須於該參賽隊伍開賽前或缺席賽事後兩個工作天內向大會提供有關證明文件。逾時提交者則當作棄權論。

If the teams withdraw from one match under the grouped single round robin system, they can still participate in other matches. The teams withdrawing from the match will be judged as the losers 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 except in the following circumstance.

- If the teams fail to turn up in full team in semi-finals and finals due to absence of player(s) on the grounds of injury/illness or engaging in job duties, the positions the team obtained and the points they scored in the last match can be retained if they can produce relevant supporting documents issued by registered medical practitioners or the organization. The Team Leader/Coach/Contact Person is required to provide the relevant supporting documents before the match start or 2 working days after the match from which the participating team was absent. Participating team who was late in submitting the supporting documents would be regarded as withdrawal from the match.

15. 於 2023 年 2 月 7 日（星期二）後，所有參賽隊伍均不得更改參賽者名單。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，大會才會因應個別情況作出考慮。

Any change of participant list is not allowed after 7 February 2023 (Tuesday). In case of resignation or injury of any participant, application for change of the 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).

16. 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.

17. 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.

18. 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 which has not served in the stage of single round robin matches should be carried forward to the stage of knock-out competition.

19. 所有賽事均使用由大會提供的國際足協認可的足球作賽。

Futsal ball approved by FIFA will be provided by the Organiser shall be used in all matches.

20. 參賽者必須穿著合適的平底運動鞋、球襪及護脛作賽，否則會被取消參賽資格。參賽者亦不得穿戴任何有框眼鏡和任何飾物，例如戒指、頸鏈或耳環等，以免對其他參賽者構成危險。

Participants should wear flat-soled sports shoes, socks and shinguards during the competition. Failing to do so will result in disqualification. **Participants shall not wear any spectacles or any ornament** such as rings, necklace and earrings, etc. which is dangerous to other participants.

21. 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.

22. 各參賽對伍必須預備兩套合規格而顏色不同的號碼球衣，如兩隊球隊號碼球衣顏色相同或相近，則按賽程編定排名較先者需更換其號碼球衣，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 two teams wear numbered jerseys of the same or similar colour, the home team in the competition should change their numbered jerseys or wear the numbered vests provided by the Organiser.

23. 如在比賽當日，第一輪賽事報到時間前兩小時天文台已發出 8 號熱帶氣旋警告信號預警；或 8 號或以上熱帶氣旋警告信號、紅色或黑色暴雨警告信號仍然生效，該日賽事即告取消。大會稍後會通知各參賽者相應安排。

If a Pre-No. 8 Special Announcement has been issued, or Tropical Cyclone Warning Signal No. 8 or above or Red or Black Rainstorm Warning Signal is still in force 2 hours before the reporting time for the first round of the matches on the match day, all matches on that day will be cancelled. The Organiser will notify the participants of the corresponding arrangements separately in due course.

24. 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，如參賽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，如參賽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，如參賽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.

25. 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.

26. 若因特殊情形，大會有權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 competition or make any alternative arrangements under special circumstances. Should anything unforeseeable happen during the competition, the referee on the spot or the Organiser will decide whether the competition should continue or not and participants shall not raise objection.

27. 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。

Participants shall be 15 years of age who has been working continuously for the participating organisation and shall represent only 1 organisation throughout the Games.

28. 「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.
29. 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，該機構於相關比賽的參賽資格會被取消，已繳交報名費概不退還。  
**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 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 from the concerned competition and there shall be no refund of the entry fee already paid.**
30. 如大會發現任何參賽者在比賽期間並非參賽機構的僱員，該機構於相關比賽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 2023」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 from the concerned competition with its results obtained cancelled. An organisation breaches this rule more than once will be disqualified from the Corporate Games 2023 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.
31. 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 comply all the rules and regulations prescribed by the competition venue and the announcements of the Organiser.
32. 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.
33. 大會有權把比賽成績向外公布。  
The Organiser has the right to release the result of the competition to the public.
34. 大會將會在賽事期間進行拍攝／錄影／播放，並有權在互聯網、康樂及文化事務署轄下場地、主辦機構的專題網頁、刊物和其他宣傳渠道展示／刊載活動照片或片段，以作活動宣傳或紀錄。  
The Organiser will carry out photo shoots/video-filming/arrange broadcasting during the competitions, and has the right to display/publish the event photos or videos on the Internet, at venues of the Leisure and Cultural Services Department, on the dedicated website, in publications of the Organiser and through other publicity channels, for promotion of activities or record purposes.

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 competition 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. 參賽隊伍在本賽事中可獲銀贊助「大昌華嘉香港有限公司」提供的久光退熱貼-兒童 6 片裝。  
Participating teams are entitled to get Deco Deco Cool Child provided by the Silver Sponsor "DKSH Hong Kong Limited" 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五人足球賽例進行。  
Unless explicitly stated in this prospectus, all rules and regulations will follow those currently used in the Futsal Laws of the Games set by the Federation International de Football Association (FIFA).
42. 大會有權因應特殊情況或《預防及控制疾病(規定及指示)(業務及處所)規例》(第 599F 章) 的最新規定更改比賽日期或另作安排，並會通知各參賽者。如比賽中途發生突發事故，大會可全權決定是否繼續進行比賽，參賽者不得異議。  
The Organiser has the right to change the date of competition or make any alternative arrangements under special circumstances or in the light of the latest requirements under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F) and will notify the participants accordingly. Should any incident happen during the competition, the Organiser will have the sole right to decide whether or not the competition should continue. All participants shall raise no objection.
43. 參賽者必須嚴格遵守《預防及控制疾病(規定及指示)(業務及處所)規例》(第 599F 章) 的最新規定。  
Participants shall strictly abide by the latest requirements under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F).
44. 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.