



五人足球比賽 Futsal Competition



參賽者須知

Guidelines to Participants

1. 各參賽隊伍領隊／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。

All 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) .

2. 比賽地點：
Venue of Competition: 觀塘遊樂場、沙咀道遊樂場
Kwun Tong Recreation Ground, Sha Tsui Road Playground
3. 比賽日期：
Date of Competition: 2025 年 3 月 16 日至 6 月 22 日
16 March to 22 June 2025
4. 賽制 Format：
初賽採分組單循環制，以 3 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。
A single round robin system on group basis will be adopted in the preliminary round. Each group will consist of 3 teams. Single knock-out system will be applied 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)
甲組 Group A	48	分 16 組，每組 3 隊 16 groups of 3 teams each	每組首次名出線 Top Two of each group	採單淘汰制角逐冠、亞及季軍 Teams compete for the champion, first and second runners-up by single knock-out system
乙組 Group B	6	分 2 組，每組 3 隊 2 groups of 3 teams each		

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, with 2 equal halves of 20 minutes, and the interval shall not exceed 10 minutes. The clock **will not be stopped** during the matches in the preliminary round.

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 9 reserve players on the list of participants. 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 participating teams may enter the substitution zone.

7. 雙方領隊、教練或隊長須填妥出場表並於球賽開始前 15 分鐘交至報到處，各參賽者亦須親自攜同附有相片的有效身份證明文件（正本）到報到處以作核對，如參賽者無法出示證件或被發現身份不符，一律不准出賽，以及不得換人補上，未能完成註冊的隊伍，則會視作棄權論。各參賽隊伍必須依照大會編定的時間出場比賽，於裁判召集出場後 5 分鐘內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，大會將判對賽隊伍以 2:0 的比數勝出（時間以主辦機構計時鐘為準）。

The team leaders, coaches or captains of both teams shall duly complete and submit the lists of participants to the registration counter 15 minutes before the commencement of the match. All participants shall bring along the originals of their valid photo-bearing identity documents in person to the registration counter for verification. Any participant who fails to produce his/her valid identity document or whose identity is found unmatched will not be allowed to participate in the match and no replacement of athletes will be allowed. Any team that fails to complete the registration will be regarded as having withdrawn from the match. All participating teams shall turn up at the scheduled time for the match. Any team that fails to turn up within 5 minutes after the roll call made by the referee or despatches less than 3 players 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/team is found to be imposters or having violates the regulations or commits misconduct which may affect the competition, the Organiser has the right to disqualify participant/team from the competition and the results he/she/the team has achieved will be cancelled.

9. 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.
10. 在分組初賽中，如同一小組 2 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次序決定：
- (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

若排名仍然相同，則以抽籤方式決定名次。

In the preliminary round, if 2 or more teams in 1 group score the same points as indicated on the table, the positions of the teams will be determined according to the following order:

- (i) the number of points obtained by the teams in the matches. The more the points, the higher the position.
- (ii) the goal difference of the teams resulting from the matches. The better the goal difference, the higher the position.
- (iii) the number of goals scored by the teams in the matches. The more the goals, the higher the position.
- (iv) the goal difference of the teams as indicated on the group table. The better the goal difference, the higher the position.
- (v) the number of goals scored by the teams as indicated on the group table. The more the goals, the higher the position.
- (vi) the least numbers of yellow and red cards earned in the preliminary round. Points will be given to the teams according to the numbers of yellow and red cards they have received:
 - (a) 1 point for every yellow card
 - (b) 3 points for every red card given as a result of 2 yellow cards
 - (c) 3 points for every direct red card
 - (d) 4 points for a direct red card obtained right after a yellow card
 - (e) The fewer the points, the higher the position

If the positions of the teams are still the same, they will be decided by balloting.

11. 每場單淘汰制賽事均需分出勝負，賽和則雙方互射 12 碼，並採「突然死亡」法決定勝負。
The winner has to be decided in matches where a single knockout system is adopted. If the match ends in a draw, each team will take the penalty kick and the winner will be decided using the “sudden death” rule.
12. 本賽事不設越位。
The “off-side” rule will not be adopted in the competition.
13. 參賽隊伍在分組單循環制的任何 1 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，惟以下情況除外：
- 進入 4 強賽至決賽的參賽隊伍，如有球員因傷病或公事未能參賽，導致該隊伍人數不足無法出賽，須提供由註冊醫生或該公司簽署的相關證明文件，方可保留參賽隊伍在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 2 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 participating teams withdraw from any one of the matches where a single round robin system on group basis is adopted, 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 matches where a single knockout system is adopted, the withdrawn teams will be disqualified from playing in the remaining matches, and all the positions obtained and points scored by the teams will be cancelled except in the following circumstance:

- If the participating 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 job duties, the positions obtained and the points scored by the participating teams in the last match can be retained only if they can produce relevant supporting documents issued by registered medical practitioners or the organisations. The team leaders/coaches/contact persons are required to provide the Organiser with the relevant supporting documents before the commencement of the match or within 2 working days after the match from which the participating teams are absent. Those who submit the supporting documents late will be regarded as having withdrawn from the match.

14. 於 2025 年 2 月 19 日（星期三）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，便須盡快於辦公時間內向大會提出書面申請，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 the list of participants is not allowed after 19 February 2025 (Wednesday). In case of resignation or injury of any participant, application for change of the list will only be considered on a case-by-case basis provided that the application is made to the Organiser in written form as soon as possible within the office hours and is attached with the medical certificate(s) of the injured person(s).

15. 被紅牌警告者除當場退出比賽外，下場罰自動停賽 1 場。

Any participant who is shown a red card will be sent off immediately and be suspended from the next match automatically.

16. 累積 2 次黃牌警告者，下場罰自動停賽一場。

Any participant who has accumulated 2 yellow cards will be suspended from the 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 all yellow card(s) earned in the preliminary round will not be carried forward to the stage of knockout competition. However, the suspension which has not been served in the preliminary round has to be carried forward to the stage of knockout competition.

18. 所有賽事均使用由大會提供的足球作賽。

The football provided by the Organiser shall be used in all matches.

19. 參賽者必須穿着球襪、護脛及平底運動鞋比賽，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 shall wear football socks, shinguards and flat-soled sports shoes during the competition. Participants shall not wear any spectacles or ornaments such as rings, necklaces and earrings, etc. to avoid causing danger to other participants.

20. 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橡膠、塑膠或同類物料所製造和有一定程度的保護作用。

The shinguards must be covered entirely by the football socks and shall be made of rubber, plastic or similar substance that can afford a reasonable degree of protection.

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. 各參賽隊伍必須預備 2 套顏色不同的號碼球衣。如 2 隊球隊號碼球衣顏色相同，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 participating team must prepare 2 sets of numbered jerseys in different colours. If the numbered jerseys worn by the 2 teams are of the same colour, the team that comes first in the competition schedule 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 2 小時，香港天文台發出 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或紅色／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 the Pre-No. 8 Special Announcement has been issued by the Hong Kong Observatory 2 hours before the reporting time for the first round of matches on the competition day, or the Tropical Cyclone Warning Signal No. 8 or above or Red/Black Rainstorm Warning Signal is still in force, the competition on that day will be cancelled. The Organiser will notify the participants of the corresponding arrangements in due course.
24. 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.
25. 大會有權因應特殊情況改期作賽或另作安排。如在比賽中出現突發情況，得由當場裁判或大會全權決定是否繼續舉行比賽，參賽者不得異議。
The Organiser reserves the right to change the date of a competition or make any alternative arrangements under special circumstances. Should anything unforeseeable happen during the competition, the referee on the spot or the Organiser has full discretion about whether the competition should continue and participants shall raise no objection.
26. 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。「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。
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. The definition of "employee" – An employee who has been working continuously for the participating organisation for at least 4 weeks and at least 18 hours per week before the deadline for submission of "Particulars of Participants" for the competition, and is employed by the same organisation throughout the competition period.
27. 為確保參賽者為參賽機構的僱員，大會有權要求參賽機構於 5 個工作天內出示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。參賽機構須於報名前得到參賽者同意提供僱傭合約及強制性公積金供款紀錄予大會核查其僱員身份。如未能提供有關文件，該機構的參賽資格會被取消，已繳交的報名費概不退還。

To ensure all the participants are employees of the participating organisations, the Organiser reserves the right to request the participating organisations to produce valid employment contracts and contribution records of Mandatory Provident Fund (MPF) within 5 working days to prove that the participants are existing employees of the organisation. Participating organisations are required to obtain the participants' consent to provide employment contracts and contribution records of MPF to the Organiser for verification of their employee status before enrolment. Organisations failing to produce such documents will be disqualified from the competition and there shall be no refund of the enrolment fees already paid.

28. 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 with all the rules and regulations prescribed by the competition venue and the announcements of the Organiser.
29. 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 decline future participation of any organisation in breach of the above rules in the Corporate Games.
30. 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.
31. 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.
32. 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.
33. 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 will be served by qualified referees. All participants should abide by their decisions.
34. 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.
35. 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.
36. 除本章程明文規定外，其餘均依照國際足球協會五人足球賽例辦理。
Unless explicitly stated in this prospectus, all rules and regulations will follow the futsal laws set by the Fédération Internationale de Football Association.
37. 本章程如有未盡善處，大會保留權利隨時修改而無需事先通知。
If there is any inadequacy in this prospectus, the Organiser reserves the right to amend at any time without giving any prior notice.