



截至 2018 年 9 月 5 日
as at 5 September 2018

田徑比賽 Athletics 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, the Organiser reserves the right to disqualify him/her from participating in the competition.**

2. 比賽地點 : 將軍澳運動場
Venue of Competition Tseung Kwan O Sports Ground

3. 比賽日期 : 2018 年 9 月 16 日（星期日）
Date of Competition 16 September 2018（Sunday）

4. 大會報到處將於比賽當日上午 8 時正開始運作，各參賽者必須於比賽前親自攜同附有相片的有效身份證明文件（正本）到大會「報到處」報到及領取號碼布。如參賽者無法出示證件或被發現身份不符，一律不准出賽。因遲到而未及簽署「參賽者聲明」而延誤及未能按參賽項目及按時到召集處報到者作自動棄權論。（大會建議各參賽者於比賽當日盡早到「報到處」報到，以便賽事順利進行。）
On the day of the competition, the Registration Counter will be operated at 8:00a.m. Participants shall report to the “Registration Counter” and collect the number cloth **in the presence of valid photo-bearing identity documents (original)**. 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. **Latecomers or those delayed to register to the marshal according to scheduled roll call time of the event due to late submission of “Declaration by Participants” will be regarded as withdrawal from the competition.** (Participants are suggested to report to the Registration Counter on the event day as early as possible so as to ensure the smooth running of the event.)

5. 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.

6. 徑賽項目的召集時間約在比賽時間前 30 分鐘進行；田賽項目的召集時間則約在比賽時間前 20 分鐘進行。徑賽項目召集處設於 100 米起點對上看台位置；田賽項目的參賽者，請到所屬的田賽場地報到。當日第一項比賽將於上午 9 時 30 分開始，而該比賽召集時間約在上午 9 時進行。（詳情請留意當日大會公布）

Marshalling for Track Events will begin some 30 minutes before the event while the marshalling for Field Events will begin some 20 minutes before the event. The marshal of Track Events is located at the spectator area near the starting point of 100M. Participants who take part in Field Events should report to respective field area. On the day of the competition, the first event will be started at 9:30 a.m. and the marshalling of that event will be started at around 9:00 a.m. (Please pay attention to the announcements of the Organiser on the event day.)

7. 大會將設兩次召集（第一次召集及最後召集），參賽者必須準時攜同號碼布前往召集處報到。大會於徑項召集處設有大會計時鐘，召集時間以該計時鐘為準，逾時者或不到召集處報到者，即當作缺席棄權論。

Two roll-call announcements (1st roll-call & final roll-call) will be made by the Organiser. Participants of all events must bring along their number cloth and report to the marshal on time. The Organiser's clock provided at the Marshalling Area for Track Events shall be the official clock for the roll call. Participants who fail to report to the marshal on time or who do not report to the marshal will be regarded as absentees and having withdrawn from the competition.

8. 參賽者必須佩戴大會於比賽當日派發的號碼布，否則不准參加比賽。參賽者必須利用扣針把號碼布的四個角緊扣於胸前容易看見的位置（跳高項目於比賽時除外），參賽者編號向外，切勿被遮擋，以便工作人員辨認，否則大會將保留取消其參賽資格之權利。大會不設即場補領安排，已邀交的報名費概不退還。大會可要求參賽者在短褲側面佩帶額外黏貼式的號碼。

Participants should wear the number cloth provided by the Organiser on the event day, otherwise they will not be permitted to participate in the competition. Participants should put their number clothes on their chest clearly visible at all time during the race to enable race officials to identify their numbers easily (except during high jump events). Otherwise, the Organiser reserves the right to disqualify the participants concerned. No replacement will be provided by the Organiser for any lost of number cloth. There shall be no refund of the entry fees already paid. The Organizer may request participants to affix additional adhesive number stickers on the side of their shorts.

9. 徑項召集處只限需要檢錄的參賽者才能進入，其他人士一概不得進入。已進入召集處範圍的參賽者不得擅自離開，直至大會工作人員帶領到比賽場地。

No Persons other than the participants who need to report to the marshal shall enter the Marshalling Area for Track Events. Participants shall not leave the Marshalling Area until they are led by the official of the Organiser to the competition area.

10. 召集時間 Roll Call Time:

項目 Events	開始召集時間 Roll Call Starts	截止召集時間 Roll Call ends at
徑項（包括隊際接力） Track Events (including team relay)	比賽前 30 分鐘 30 minutes before the event	比賽前 10 分鐘 10 minutes before the event
田項 Field Events	比賽前 20 分鐘 20 minutes before the event	比賽前 5 分鐘 5 minutes before the event

11. 若遇田賽及徑賽項目同時舉行時，參賽者應先向當值的該田賽項目主要裁判請假，再往徑賽召集處報到。當該項徑賽項目比賽完畢，須立即返回田賽比賽場地，向當值的該田賽項目主要裁判報到及銷假。參賽者不得要求補回失去的試跳或試擲機會。如田賽賽事在參賽者返回比賽場地報到前結束，該參賽者的比賽機會自動取消。
Whenever a participant is required to play in a track event and field event at the same time, the participant should first seek permission for leave from the field judge on duty and then report to the track marshal. After that track event, the participant should immediately report to the duty field judge and terminate his/her leave. No participants shall claim back any trial jump or throw. If a field event finishes before the participant returns, the participant's opportunity to play will be deemed as lapsed.
12. 大會有權更改比賽時間，以當場宣布為準。
The Organizer shall have the right to change the time of all the events. Participants should listen to announcements through the competition.
13. 徑賽項目 400 米、800 米、1500 米及所有隊際接力項目均不設初賽，所有名次以分組完成時間計算。100 米和 200 米初賽最佳時間的 8 名參賽者進入決賽。如初賽參賽者的時間相同，則以抽籤方式決定何人進入決賽。
For track events, no preliminary round will be held for 400m, 800m, 1500m and all team relay events, the final ranking will be determined by the finishing times. For 100m and 200m events, the 8 participants with the best results achieved will be qualified for the finals. In case of same time being achieved in the preliminaries, selection of the participants for the finals will be determined by lots drawing.
14. 如某項賽事的參賽者只有 8 人（8 隊）或以下出席作賽，則直接舉行決賽。
If there are only 8 participants (8 teams) or less in an event, only the final will be held.
15. 比賽當日，如有比賽項目只得一名參賽者／一隊參賽隊伍報到，該賽事仍會照常舉行。
If there is only one participant / team reporting for an event, the competition for that event will still be held.
16. 各參賽者請穿著合適的運動服裝參加比賽。
All participants should wear proper sportswear.
17. 隊際接力項目的隊員必須穿上同色同款的運動上衣作賽。
Members in team relay events shall wear **sportswear of the same style and in the same color.**
18. 參賽者只准穿著不超過 7 毫米長的鈍角釘鞋或膠底運動鞋參加比賽。
Participants are only permitted to wear blunt spikes shoes (with the spikes not more than 7mm in length) or rubber-soled sports shoes during the competition.
19. 所有投擲器材須由大會提供，參賽者不可使用私人器材參與比賽。至於起步器方面，大會可提供予有需要的參賽者，惟參賽者須自行安排人手於起跑後／使用後盡快移走起步器。
All throwing instruments should be provided by the Organiser. Participants should not use their own instruments in the competition. Starting blocks may be provided by the Organiser to participants in need. However, the participant must make his/her own arrangements to remove the starting block after the start/use immediately.
20. 按國際田聯競賽規則第 143 及 144 條，檢錄員將檢查各參賽者的運動鞋(包括釘鞋)與號碼布。
According to Rules 143 and 144 of the Competition Rules adopted by the IAAF, the marshalling officer(s) will check the sports shoes (including shoes with spikes) and the number cloths worn by participants.

21. 按國際田聯規則第 162.7 條，凡起跑犯規之參賽者將會即時被取消比賽資格。
According to Rule 162.7 of the Competition Rules adopted by IAAF, participants who have made a false start shall be disqualified from the competition immediately.

22. 除跳高外，各參賽者可在田賽初賽項目中試擲或試跳 3 次，有效成績最佳的前 8 名可進入決賽，決賽可試擲或試跳 3 次，初賽和決賽成績亦計算在內。
Apart from high jump, all participants can have three trial throws or trial jumps in both preliminary rounds and finals. Eight participants with the best result in preliminary rounds will be qualified for the finals. The results achieved in the preliminary rounds and the final will be counted.

23. 凡田賽項目參賽者，均需在裁判員喚名後起計 1 分鐘內完成動作，無故延誤試跳或試擲，則作 1 次失敗論。
For all field events, participants should complete the action within one minute from the time the judge announces their names. A participant who unreasonably delays in making a trial renders himself/herself liable to have that trial recorded as a failure.

24. 跳高橫杆的起跳高度 Take-off height of the high jump crossbar: :

	男子先進組 Men's Masters	男子公開組 Men's Open	女子公開組 Women's Open
起跳高度 Take-off height	1.30 M	1.45 M	1.10 M

25. 跳遠板與沙池的距離為 1 米。
Distance between the take-off board and the sand pit is 1m.

26. 所有隊際接力項目參賽者，交棒時均不可穿上手套或將某種物料塗在手部。而在交棒過程中，如有參賽者於接棒區外交接棒，均作違規論，該隊的參賽資格將會被取消。
For all team relay events, participants are not permitted to wear gloves or apply substances on their hands when doing the take-over. During the course of take-over, if a participant takes or hands over the baton outside the take-over zone, he/she will be regarded as violating the regulations and his/her team will be disqualified from the event.

27. 除正在進行比賽的參賽者及正在執法的裁判／工作人員，或經大會安排的人士外，其他任何人士不得進入比賽場地。觀眾須於看台觀賞比賽。
Except the players participating in the competition, the referees or judges/staff of the Organiser enforcing the rules, and persons allowed to be present under the arrangement of the Organiser, no one shall enter the competition area. Spectators shall watch the competition at the spectator stand.

28. 隊際接力項目完成後將進行頒獎儀式，請留意大會的宣布。其他個人項目的獎牌，可於獎牌領取處領取，參賽者在領取獎牌時，必須出示號碼布及有效身份證明文件，並需簽署記錄。
Prize presentation will be held upon completion of team relay events. Participants are requested to take note of the announcement made by the Organizer. The medal for individual events can be collected at Medal Collection Area. Participants shall produce their number cloths and valid identification documents when collecting their medals and sign for record purpose.

29. 大會建議參賽者於比賽前進行適量的熱身運動。
Participants are advised to have warm up exercise before the competition started.

30. 如在比賽當日，香港天文台於上午七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，該日賽事即告取消。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 at 7am on event day, all events on that day

will be cancelled. The Organiser will notify the participants of the corresponding arrangements separately in due course.

31. 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.

32. 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.
33. 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，繼續舉行與否得由裁判長或大會全權決定，參賽者不得異議。
The Organiser reserves the right to postpone or make any alternative arrangements under special circumstances. Should anything unforeseeable happen during the competition, the Chief Referee or the Organiser will decide whether the competition should continue or not and the participants shall not raise objection.
34. 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 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.
35. 「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.
36. 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.
37. 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.
38. 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.

39. 運動場內不准吸煙，而比賽場地範圍內則不准飲食。
No smoking is allowed on the venue and no eating or drinking is allowed on the track or in the area of competition for field events.
40. 不可擅自掛上任何橫額或旗幟。
No banners or flags shall be hung without permission.
41. 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.
42. 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.
43. 有關本賽事的分組名單、比賽成績和其他賽事資料等，均會在大會網頁公布。
The list of the division, results of the competition and other information relating to the competition will be announced through the Organiser's website.
44. 大會不接受參賽者／參賽隊伍提議的改期申請。
No application for changing the date of any event from a participant/team is accepted.
45. 大會已邀請資深裁判提供裁判服務。
Experienced referees were invited to render referee services.
46. 大會不設上訴，所有賽果以當場裁判長最後判決為準。
No appeal will be accepted. The Chief Referee's decision on the competition results shall be final.
47. 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 Organizer for loss.
48. 除章程及本須知明文規定外，其餘均依照國際田聯（2018-2019）年度比賽規則及香港業餘田徑總會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 adopted by the IAAF in 2018-19 and those presently adopted by the Hong Kong Amateur Athletic Association.
49. 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.