

# BY-LAWS & RULES

These By-Laws and Rules are applicable to all secondary and primary school sports events organised by the Hong Kong Schools Sports Federation.

In these By-Laws, unless otherwise stated:-

The Federation means the Hong Kong Schools Sports Federation, hereafter referred to as "The Federation".

The Board means the Board of the Hong Kong Schools Sports Federation, hereafter referred to as "The Board".

The Council means the Secondary School Sports Council or the Primary School Sports Council of the Hong Kong Schools Sports Federation, hereafter referred to as "The Council".

The Regional Committee means the HK Island and Kowloon Secondary Schools Regional Committee of the Hong Kong Schools Sports Federation, hereafter referred to as "The Regional Committee".

Area Committees mean various Secondary Schools and Primary Schools Area Committees of the Hong Kong Schools Sports Federation, hereafter referred to as "Area Committees".

The External Committee means the External School Sports Committee of the Hong Kong Schools Sports Federation, hereafter referred to as "The External Committee".

Member Schools mean the registered member Secondary and Primary Schools of the Hong Kong Schools Sports Federation, hereafter referred to as "Member Schools".

*"Working days" - Saturday not included*

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## 1. REGISTRATION OF STUDENTS

### *Rules*

- 1.1 Registered students of member schools shall be eligible to take part in any competition organized/approved by the Area/Regional Committee except otherwise stated.
- 1.2 All registered members must comply with the registration procedure and requirements laid down by the Federation.
- 1.3 The accuracy of the date of birth together with other particulars of each student applying for registration shall be the responsibility of the Head of school to the best of his knowledge when he signs the registration forms. If teachers are authorized to sign the registration forms, schools are still held responsible for any irregularities committed by their teachers. Provided that a student satisfies the stated registration requirements, he/she shall be issued with an official registration card bearing his/her name and registration number for that Federation year.
- 1.4 A student registered by a member school can compete only for the said member school in the current school year provided that he/she remains a student of that school. During the course of a school year a student can transfer to a member school and compete for the school provided that he/she has not competed for the previous school. Schools admitting students in the middle of a school term must ensure that when registering such students with the Area/Regional Committee, they have not registered and competed for another school.
- 1.5 Schools when registering students shall be responsible for checking that such students are not barred from participation in inter-school sports activities organized by the Federation for that school season. Schools may request for information of barred students from the Federation secretariat.
- 1.6 A student registered in one grade must remain in that grade for that Federation year and shall not be allowed to compete in another grade unless authorized by the Area/Regional Committee (The authorization must be based on the fact that the student has not competed in the original grade in the school season.)
- 1.7 Primary School students are not allowed to register for any secondary schools competition, and vice versa.

### *Penalties on Registration Irregularities*

- 1.8 A member school whose student(s) and/or teacher(s) (for any other staff or authorized member(s) appointed by the school) violates the Rules and Regulations of the Federation is held responsible for such violation and shall be suspended from part or all activities, and shall be expelled from the Federation pending the decision of the Area/Regional Committee and the Board, and such cases shall be reported to the Education Bureau and the school board of the school concerned.
- 1.9 When a school violates the Registration By-Laws by negligence, results of the sport(s) of the grade(s) concerned shall be cancelled; schools be issued a warning letter.
- 1.10 When a school violates the Registration By-Laws by severe negligence, that is, for repeated carelessness or negligence or negligence involving more than one teacher and/or student, results of the sport(s) of the grade(s) concerned shall be cancelled, the teacher(s) being barred from being teacher in charge in all inter-school activities organized by the Federation for 1-2 years, and the school be issued a warning letter.
- 1.11 When a school violates the registration regulations on purpose, that is cheating, involving one teacher, results of the sport(s) concerned be cancelled, the teacher in charge of registration be barred from being teacher in charge for 2 years, the school be issued a warning and the Education Bureau be informed of the incident; students if found involved in the violation shall also be barred from participation in inter-school activities organized by the Federation for 1-2 years and such incidents be reported to the respective local

sports governing bodies. Depending on the severity of the violation the offending school shall be suspended from participation in that sports for 2 years including the year of offence.

- 1.12 When a school is found involved in a calculated violation that involves more than one teacher and/or student, results of the sport(s) concerned be cancelled. Teacher(s) involved be barred from being teacher(s) in charge of school teams for 2 years and the Education Bureau be informed of the incident, schools be suspended for 2 years including the year of offence, students if found involved shall also be barred from participation in inter-school activities organized by the Federation for at least 2 years, and such incidents be reported to the respective local sports governing bodies.
- 1.13 For repeated violations in registration regulations on purpose, the school be expelled from membership for 2-3 years including the year of offence and they need to re-apply for membership upon serving expulsion term, teachers and students if involved shall be barred from all inter-school activities organized by the Federation for the same period.
- 1.14 When a teacher is suspended from being teacher in charge of school teams, the penalty shall apply even if he/she has transferred to other member school during the suspended period.
- 1.15 When a student is suspended from participation in inter-school activities organized by the Federation, the penalty shall apply even if he/she has transferred to other member schools during the suspended period.
- 1.16 When a school is expelled from the Federation the school shall be required to re-apply again for membership and the Federation may or may not accept the application.

## **2. PARTICIPATION**

- 2.1 For all sports every team must be accompanied by a staff member or an authorized member appointed by Head of School. He/she must remain with the team throughout the entire match/competition. Failure to comply with this regulation will result in the disqualification of the team from that match/competition. The team shall be deemed to have given a walk-over. In the case when a staff member is instructed by the referee or umpire to leave the competition area during match, the captain may serve as a staff member of the team for the remaining match. The result of the match shall stand. However, the school is responsible for any other consequence that may arise from the incidence.
- 2.2 The registration number of each player shall be quoted on the team list handed to the official-in-charge before each game. The team list must be signed by the staff member in-charge of the team.
- 2.3 Players/Competitors' registration cards must be presented to the appointed officials in the course of a game/competition. Each Competition/Management Committee will determine the procedure concerning the checking of registration cards subject to the approval of the Area /Regional Committee.
- 2.4 Any staff members in-charge or an authorized member appointed by Head of School may check any or all registration cards of an opposing team. Only one check is permissible and this may take place either before, during the interval or at the close of play/finish of an event. An appointed official must be present before any such check may be carried out.
- 2.5 Any team without the minimum number of players required for that particular game at the scheduled starting time shall be liable to the forfeiture of the points for the game and disciplinary action may be taken at the discretion of the Competition/Management Committee (cf.2.8)
- 2.6 Teams must be ready to start the competition at the scheduled starting time. Warming up should be done before the scheduled starting time.

2.7 The Competition/Management Committee, with the approval of the Area/Regional Committee, shall define the minimum number of players required for each sport and all participating schools shall be notified.

2.8 Walk-Over

2.8.1 If one team fails to turn up without prior notification (cf.2.8.3) the opposing team shall be awarded a walk-over provided that the opposing team had the minimum number of players present for the game. Explanation letter signed by the school head should be forwarded to the Federation Office within 3 working days.

2.8.2 A team fails to turn up without prior notification and to forward an explanation letter 3 working days after the game will be fined a sum of HK\$100.00 which is payable to the account of respective Area/Regional Committee.

2.8.3 Should both teams fail to turn up or be without the minimum number of players required for the game/match the game/match shall be considered play but no point shall be awarded.

2.8.4.1 Applicable in Secondary Schools

If any school gives 1 walk-over (group of or less than 4 teams) and 2 walk-overs (group of or more than 5 teams) in any grade of any sport, then that school will be debarred from further participation in that grade in that particular sport and the results of the games already played will be cancelled.

2.8.4.2 Applicable in Primary Schools

If any school gives 2 walk-overs in the same tier of competition, that school will be debarred from further participation in that grade in that particular sport and the results of the games already played will be cancelled. School concerned has the right to appeal on the decision of walk-over.

2.8.5 Notification of an intended walk-over must be received by the respective Competition/ Management Committee in writing at least 3 working days before the scheduled starting time of the game/competition.

2.9 Officials

Member schools will be required to provide officials to serve in competitions organized by the Federation and Area/Regional Committee. The arrangement of officials for competitions organized by Area/Regional Committee is as follows:

Area/ Regional Committee	Event	Athletics	Swimming	Cross Country (Secondary Schools)
	Officials			
HK Island & Kln Secondary Schools	Officials provided by participating schools			
NT Secondary Schools	Officials provided by member schools of the Area Committee#		Officials provided by participating schools	
HK Island & Kln Primary Schools	Officials provided by participating schools		—	
NT Primary Schools	Invite officials from other Area Committees	Officials provided by participating schools		—

# Schools unable to provide teachers to officiate in the competitions will be debarred from participating in all competitions as organized by Area Committee.

## 2.10 Players

All member schools shall make their registered student members available for selection for Inter-port or representative competition subject to parental approval.

## 2.11 Outside Competition

2.11.1 Participation by member schools in competition not sponsored by the Federation shall be permitted provided that such participation does not conflict with the objects of the Federation.

2.11.2 Failure to comply with the ruling of the Federation may debar the school from participating in any sport organized by the Area/Regional Committee.

2.11.3 Member schools shall require the permission of the External Committee of the Federation through the Area/Regional Committee to represent Hong Kong in any School International Sports Competitions.

## 2.12 Conduct

All member schools are responsible for the conduct of their teams and supporters.

## 2.13 Protest

Protests shall be lodged with the Convenor of the sport concerned in writing through the Federation office within 3 working days of the match/game/incident took place.

# 3. PENALTIES

3.1 The Competition/Management Committee shall have the power to deal with matters concerning students discipline of its own sport in accordance with the Rules & Regulations of the Area/Regional Committee. (All cases concerning discipline shall be dealt with by the Competition/Management Committee within 10 days of the time of the alleged offence).

3.2 All cases of serious disciplinary matters shall be referred to the Discipline Committee of the Area/Regional Committee. Disciplinary matters involving teachers will automatically be dealt with by the Executive Committee of the Area/Regional Committee.

3.3 Disciplinary matters relating to Schools Jing Ying Competitions shall be referred to the Secondary Schools Sports Council or the Primary Schools Sports Council.

3.4 Penalties shall be implemented by appropriate Committee and reported to relating Committees for implementation of penalties as when required. Such penalties shall be reported to respective National Sports Association.

3.5 In sports where the regulations include automatic suspension for certain offences, an appeal, accompanied by a cheque of 200 Hong Kong Dollars made payable to the Federation, can be made within 3 working days of the game/match to the Discipline Committee of the Area/Regional Committee. This fee will be refunded if the appeal is sustained.

# 4. APPEAL

4.1 The right to appeal is strictly confined to member schools.

4.2 For all competition matters the decision of the referee and/or the Committee responsible for the management of the event on the day of competition shall be final.

4.3 All appeals must be in writing and signed or countersigned by the head of the school concerned.

4.4 Every appeal must set out of the ground(s) on which it is based.

4.5 Appeal must be accompanied by a fee to be determined from time to time by the Board. Such fee is refundable if the appeal is sustained.

- 4.6 Executive Committee of Area/Regional Committee or Appeal Committee authorized by Area/Regional Committee will deal with appeal of member schools. The decision of the Executive Committee or the Appeal Committee is binding to member schools. Appeal, accompanied with appeal fee shall be made within 3 working days of the game/match to the Chairman of Executive/Appeal Committee of respective Area/Regional Committee and copied to respective Executive Secretary. The Secretariat will inform the school of the proper appeal arrangement.
- 4.7 There shall be a 4 level appeal mechanism;
- 4.7.1 To the Area/Regional Committee. The Area/Regional Committee shall deal with matters of appeals raised by member schools. The appeal fee is HK\$200.
- 4.7.2 To the Council if schools are not satisfied with the decision of the Area/Regional Committee. An appeal may be made to the Council within 3 working days from the date the decision is made and passed on to the school concerned. The Appeal fee is HK\$400.
- 4.7.3 To the Board. If still not satisfied with the decision of the Council, a final appeal shall be made to the Board of the Federation within 3 working days from the date the decision is made and passed on to the school concerned. The Appeal fee is HK\$800.
- 4.7.4 To the AGM of the Federation in the case of expulsion of school and such appeal should be launched within 3 working days from the date the decision on expulsion is made and passed on to the school concerned. The appeal fee is HK\$1600.
- 4.7.5 Should decisions of the Area/Regional Committee, the Council or the Board concern competition programmes of the school involved and that such programmes have been scheduled within the period prior to the deadline for appeal, all these programmes are subject to the above decisions, i.e. cancellation, deletion or rearrangement etc., unless the school concerned has applied for and granted with temporary permission to compete in such programmes. Such application must be based on sufficient grounds.
- 4.7 In the case of programmes organised by the External Committee, an appeal shall be made to the External Committee. If schools are not satisfied with the decisions of the External Committee, a second appeal to the Council as the case may be. If schools are still not satisfied, then a final appeal to the Board.

## **5. AMENDMENTS AND ADDITIONS TO BY-LAWS, RULES & REGULATIONS**

The Area/Regional Committee is empowered at any time to amend and/or add to the By-Laws, Rules and Regulations governing all sports or the special rules governing a particular sport at any time with the approval of the Board and the Council. All member schools will be notified of such changes.

# 附例及各有關細則

本附例於2005-2006年度執行，適用於香港學界體育聯會港九及新界地域／各區中學分會主辦之各項中學體育活動，現修訂後，適用於港九新界中小學地域及各區之比賽附例。在本附例中除特別聲明外：

「聯會」即香港學界體育聯會。

「董事會」即香港學界體育聯會之董事會。

「分會」即聯會之港九及新界中小學地域或區分會。

「會員學校」即聯會註冊的港九及新界中小學地域或區分會之會員學校。

「工作天」之定義不包括星期六

## 1. 會員註冊

### 規 則

- 1.1 除特別聲明者外，經聯會註冊之各分會會員學校學生均可參與分會所舉辦或批准之各項運動比賽。
- 1.2 會員學校須遵守聯會所訂之註冊程序及規則。
- 1.3 各校學生於申請註冊時所填報之個人資料包括出生日期等，須由校長簽署證明。若學校委派老師負責註冊事宜，則老師所犯之錯誤亦須由學校承擔。在符合聯會之註冊規定後，即由聯會發給正式學生註冊證，證上列有學生之姓名及註冊編號。
- 1.4 任何會員學校已註冊之學生只能代表該校在該年度參加聯會及分會主辦的比賽。然而，如在同一年度內，轉校生未曾代表舊校參加比賽者，則該生在該年度內可向聯會註冊，代表新校參加比賽。如會員學校於學期中收取新生，並為該學生辦理註冊時，則學校須確保該等學生在該年度內未曾註冊及代表他校參加比賽。
- 1.5 學校為學生註冊，實有責任稽核有關學生是否在該年度被禁止出賽，有關資料學校可向聯會秘書處查詢及索取。
- 1.6 除聯會特別註明外，持有某組註冊證之學生在該學年內只能參加該組比賽。
- 1.7 凡小學學校學生均不准註冊參加任何中學之運動比賽，同樣中學學生亦不准參加任何小學之運動比賽。

### 違規罰則

- 1.8 會員學校之學生或老師（或由學校委派之職員）如有違反聯會章程大綱及附例等，則學校須為該等錯誤負責，董事會及有關分會有權決定將該校開除會籍或禁止參加聯會部份或所有活動，聯會並可將有關決定呈報該校校董會及教育局。
- 1.9 若學校因疏忽而違規，有關該組該項比賽成績將被取消，該校將被警告。

- 1.10 若學校因嚴重疏忽而違規，如多次疏忽或牽涉多過一名老師／學生，有關該組該項比賽成績除被取消外，有關負責老師可能判罰禁止參與全部學界活動1至2年；該校將被警告。
- 1.11 若學校被發現故意違規註冊（若牽涉一名老師者），該項比賽成績除被取消外，該校被判罰停止參加該項目2年（包括犯規年度），要視乎事件的嚴重程度而定；有關老師將判罰禁止參與全部學界活動2年，事件將呈報教育局；另有關違規學生亦禁止參賽1至2年，有關事件將呈報有關體育總會。
- 1.12 若學校被發現有計劃地違規及牽涉多於一名老師及／或學生，學校將受到較嚴重之判罰，即該項活動成績除被取消外，學校被判罰禁止參賽2年。有關老師禁止參與全部學界活動2年，其姓名將呈報教育局；另有關違規學生亦將判罰禁止參加全部學界活動最少2年，有關事件亦將呈報有關體育總會。
- 1.13 若學校屢次故意違規註冊，學校將被判開除會籍2-3年（包括犯規年度），有關牽涉在內的老師和學生亦被判罰禁止參加全部學界活動，判罰年期與開除會籍相同。
- 1.14 被判罰的有關老師若於刑期內轉校；其刑期在新校仍然有效。
- 1.15 被判罰的有關學生若於刑期內轉校；其刑期在新校仍然有效。
- 1.16 被開除會籍之學校，須重新申請入會，接受與否由聯會決定。

## 2. 參賽須知：

- 2.1 參加各項運動之隊伍須由該校之職員或由校長事前向學體會申報獲授權人士率領出賽，該領隊須陪同該隊直至比賽完場為止，否則該隊將被取消參加該項比賽之參賽資格，同時被判作棄權論。若參賽學校之領隊在比賽當中因某種原因被裁判驅逐離場，該隊隊長可充當教練一職，比賽仍然有效，惟因該校領隊缺席引致其他後果，則由該校負責。
- 2.2 各隊員之註冊編號須列明於出賽表格內，該表格應於賽前送交負責比賽之工作人員，表格上並須有該隊之負責職員簽署證明。
- 2.3 參賽隊員之註冊證必須在比賽時送交比賽之負責人，比賽／管理委員會可決定有關檢查註冊證之手續。
- 2.4 每隊之職員均有權於上半場完結時、休息時或完場時檢查對方隊員之註冊證，而每次比賽只准檢查一次。
- 2.5 在預定的開賽時間，如參賽隊伍若不足法定人數出席時，可被判棄權論。若經比賽／管理委員會決定，可兼受紀律上之處分。
- 2.6 各比賽須於預定之開賽時間作賽，一切熱身運動則於比賽前自行準備。
- 2.7 比賽／管理委員會可訂定各項運動之最少法定人數，並須知會所有參賽學校。
- 2.8 棄 權
  - 2.8.1 若某校於賽前未知會聯會或分會而缺席，而對方隊伍有足夠之隊員出場時，則對方將判獲勝。棄權學校必須於三個工作天內書面詳述理由，並由校長簽署，送交聯會辦事處。

2.8.2 若某校於賽前未知會聯會／有關分會而缺席或未能於缺席後三個工作天向聯會／有關分會提出棄權理由，將被罰款港幣壹佰圓正，該罰款撥入聯會或有關分會進賬下。

2.8.3 如雙方球隊均不依法定時間到場或雙方均未足法定人數時，則該項賽事作已比賽論，但雙方均不能獲得分數，並判雙方棄權論。

#### 2.8.4 中學適用

2.8.4.1 若某校在下列情況棄權，該校將被禁止再參與該項比賽；已進行賽事之成績亦被取消，此條文適用於初賽小組循環及四強賽事，如屬淘汰制棄權隊伍取消資格後，其他名次不變。

(一) 在任何包含四隊或以下之賽事中棄權一次；

(二) 在任何包含五隊或以上之賽事中棄權二次。

有關學校對棄權之判決有權提出抗議或上訴。

#### 小學適用

2.8.4.2 在同一比賽階段兩次棄權則喪失比賽資格，所有成績將被取消。有關學校對棄權之判決有權提出抗議或上訴。

2.8.5 若某校有意棄權，則須於賽前三個工作天內以書面通知比賽／管理委員會。

### 2.9 工作人員

聯會及各分會主辦各項比賽，實需要各會員學校通力合作，派出老師執行裁判工作，賽事得以順利舉行。按過往各分會運作模式，現綜合各項目工作人員安排如下：

分會	項目	田徑	游泳	越野 (中學項目)
	裁判要求			
港九中學	參賽學校派出老師			
新界中學	該區會員學校派出老師 #			參賽學校派出老師
港九小學	參賽學校派出老師			—
新界小學	邀請他區老師擔任裁判	參賽學校派出老師		—

#未能派出老師任裁判者，將被禁止參與區分會主辦之所有賽事。

### 2.10 隊員

經聯會選拔後，如徵得家長同意，各會員學校須准許其已註冊之學生出席參與埠際賽事。

## 2.11 對外之比賽

- 2.11.1 如不抵觸聯會之宗旨，會員學校可參與非聯會舉辦之運動比賽。
- 2.11.2 如違反規定，會員學校將被禁止參與聯會之任何運動比賽。
- 2.11.3 會員學校須經分會代向聯會對外委員會申請，經批准後始能代表香港參與任何埠際或國際性之學界比賽。

## 2.12 操 守

各會員學校應對其球員及支持者之行為負責。

## 2.13 抗 議

凡有抗議者，應於比賽舉行後三個工作天內以書面通知聯會向該項目召集人提出。

## 3. 處 分

- 3.1 分會之運動管理委員會（管委會）／比賽委員會（賽委會）有權處理有關學生紀律事件（凡有紀律事宜，管委會／賽委會須於十天內處理之）。
- 3.2 凡遇有嚴重之紀律事件，將由分會之紀律委員會處理，犯規事件涉及教師者，則由分會之執行委員會處理。
- 3.3 全港精英比賽有關紀律事宜，由中／小學體育理事會處理。
- 3.4 各委員會於裁決有關事件後，除執行所裁決之處分外，將通告其他各級委員會相應執行，並將判罰運動員名單呈交該項目體育總會。
- 3.5 如因犯規，被逐出場或被判停賽而欲上訴者，可於賽後或收到停賽通知信後三個工作天內，連同面額港幣貳佰元之支票乙張，向分會紀律委員會或中／小學體育理事會提出上訴，若上訴得直，該款項得予發還。

## 4. 上 訴

- 4.1 只有會員學校有上訴權。
- 4.2 裁判及管委會／賽委會在當日賽事之判決在當日而言為最終決定。（即有關技術性的事宜的判決；應以當日總裁判／裁判長決定為最後裁決不得上訴。）
- 4.3 所有上訴書必須由校長簽署或由校長加簽作實。
- 4.4 上訴書須列出上訴根據。
- 4.5 上訴書須連同上訴費一併遞交。上訴費數額由董事會按時作出調整。上訴得直時上訴費得以發還。
- 4.6 分會執委會或獲執委會授權之上訴委員會將負責處理參賽學校提出之上訴事宜。分會執委會或上訴委員會之裁決必須為學校遵守。上訴書必須列出上訴理由，與上訴費一併於比賽後三個工作天內交分會主席／上訴委員會主席，並知會有關執行秘書，秘書處將儘早通知上訴學校有關安排，上訴得直時該上訴費得以發還。
- 4.7 上訴機制共有四層：
  - 4.7.1 會員學校可向所屬分會上訴。上訴費為港幣貳佰圓正。

- 4.7.2 如會員學校不服分會之裁判決時，可於收到裁決書三個工作天內向中／小學體育理事會上訴。上訴費為港幣肆佰圓正。
- 4.7.3 如會員學校不服中／小學體育理事會之裁決時，可於收到裁決書三個工作天內向董事會上訴。上訴費為港幣捌佰圓正。
- 4.7.4 如會員學校不服董事會之裁決而該事件與開除會籍有關，則有關學校可於收到裁決書三個工作天內向聯會週年大會上訴，上訴費為港幣壹仟陸佰圓正。
- 4.7.5 除會員學校提出申訴並獲接納暫時參與比賽外，會員學校應遵循有關之裁決直至另行上訴得直為止。
- 4.8 如事件與對外比賽有關，會員學校應向對外體育委員會提出上訴。若校長不服裁決時，可向中／小學體育理事會上訴。若再不服時校方可向董事會作最後上訴。

## 5. 附例、細則之修訂及增訂

經董事會及中／小學體育理事會之批准，分會有權隨時修訂或增訂所有有關運動之附例、細則或某一運動項目之特別條例，此等修訂將知會所有會員學校。