

2019-2020 年度足動全城女子七人賽(小學組)

註冊程序指引

1. 參賽學校將透過電郵收到由香港足球總會發出之**報名表格**及兩個電腦檔案「Microsoft Excel 模式」，包括**賽事監督員註冊表**及**球員註冊表**。上述檔案亦可於本會網頁上下載。參賽學校須於截止報名日期或之前〔**2019年12月23日**〕填妥檔案內之所有資料，連同**報名表格**及**保證金 HK\$500 支票**一併交予香港足球總會，以完成報名程序。未有遞交所有表格及按金之報名，賽會將不予考慮。
2. 參賽學校在填妥兩個檔案之所有資料後，請透過**電郵**發回檔案至「ym.yu@hkfa.com」，電郵主旨為「學校名稱 + 2019-2020 年度足動全城女子七人賽(小學組)賽事監督員註冊表及球員註冊表」。
3. 於截止報名日期後，參賽學校將收到由本會發出之參賽確認信，參賽學校須於指定時間內〔**2020年2月4日或之前**〕透過**電郵**發送以下檔案至「ym.yu@hkfa.com」以完成註冊程序，包括：
 - A. 賽事監督員及球員之證件相片一張
 - i. 相片檔案格式需為 **JEPG**
 - ii. 相片檔案名稱需為「賽事監督員/球員+相中人名稱」。〔例：賽事監督員陳大文〕
 - B. 賽事監督員之身份證明文件副本
 - C. 球員之身份證明文件副本及學生證或學生手冊副本本會只接受下列其中一項之身份證明文件：
香港身份證〔未有相片之身份證，須連同有相片之學校手冊一併出示〕或
護照 或
回鄉證
* 每一封電郵的總發送容量不要多於10mb
4. 本會將會使用 貴校所提供之資料製作註冊證，學校領隊/球隊負責人必須於指定時間內前往本會領取**賽事監督員註冊證**及**球員註冊證**，並在比賽時攜帶到球場，供裁判員核實球員身份之用。而在出場時使用之**出場名單〔表格 B〕**將連同註冊證派發給參賽學校，〔表格 B〕不能作出任何更改，球隊需要自行影印並於每場比賽前填妥及遞交予裁判員。

**2019-2020 Wofoo School 7-a-side Girls Football Cup
(Primary School Division)
Registration Procedure Guideline**

1. Participating school will receive **application form** with 2 Microsoft Excel documents including **Game Supervisor Registration Form** and **Players Registration Form** through email by HKFA. The above documents can also be downloaded from HKFA Webpage. Participating school must complete all information in the documents and then submit it with **Application Form** and **Deposit HK\$500 Cheque** to HKFA on or before **23 December 2019**. HKFA will not consider any application to which either deposit or any form are not submitted.
2. Participating school shall send the above registration form to HKFA by **email** (ym.yu@hkfa.com). Subject matter of the email shall be [School Name + 2019-2020 Wofoo School 7-a-side Girls Football Cup (Primary School Division) Game Supervisor Registration Form and Players Registration Form].
3. After the deadline of application, participating school will receive confirmation letter from HKFA, and then school must submit the following documents for registration on or before **4 February 2020** by email (ym.yu@hkfa.com), including:
 - A. **A photo** of each game supervisor and player,
 - i. image type: JPEG
 - ii. file name: [Game supervisor/Player + name (Example: Game Supervisor Chan Tai Man)]
 - B. **Identity card softcopy** of game supervisor
 - C. **Identity card** and **student card** or **student handbook** softcopy of players

Acceptable Identity documents:

 - ✓ Hong Kong Identity Card (shall submit student handbook with photo if no photo on ID card) or
 - ✓ Passport or
 - ✓ Home Return Permit

* Each email should not be more than 10mb.
4. School representative must collect **Registration Certificate of Game Supervisors and Players** with **Team List (Form B)** together from HKFA. Game Supervisor must display Registration Certificate of Game Supervisors and Players with submitting Team List (Form B) to referees for verifying the identity of players before each match. Team should make copy of Form B, but cannot amend any content of Form B.