

OFFICE OF THE HEAD OF THE CIVIL SERVICE

2024 CIVIL SERVICE WEEK CELEBRATION INTERMINISTERIAL GAMES

GENERAL RULES AND REGULATIONS

JANUARY 2024

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1.0. General Rules

1.1. Registration

All participating Institutions shall be required to register for their specific games of interest.

1.2. Liaison Officer

All Participating Institutions shall be required to provide the Name and Contact of a Liaison Officer for the games.

1.3. The Competitive Games for the 2024 Inter-Ministerial Games shall include:

- a. Football (Men and Women)
- b. Long Tennis (Men and Women)
- c. Table Tennis (Men and Women)
- d. Chief Directors' and Directors Football Penalty Challenge

1.4. Submission of List of Players for the Various Games

All participating institutions shall be required to submit the list of players for the various games to the OHCS , One and half months before the start of the competition (Latest by Thursday 29th February, 2024).

This shall be communicated to all Institutions in advance.

1.5. Player Eligibility

A person shall be eligible to play in the Inter-Ministerial Games if he/she is.

1. Civil Service Staff at post at the participating Institution or on Secondment with another institution.

The Institution shall be expected to provide the following to authenticate the players:

- Pay Slips of each player
- Copy of any National Identification Card of each player and
- a passport size picture of each player

2. Officers serving in Ministries and Departments but not Civil Service Staff

The Institution shall provide:

- Endorsed letter from the Chief Director and Head of Department confirming him or her as a staff in addition to:
 - Pay Slip of the staff (The pay slip should indicate the place of work of the individual)
 - Copy of any National Identification Card and
 - A passport picture of the player

3. National Service Personnels Serving at the participating Institution.

The Institution shall provide:

- Appointment Letters from NSS of the Personnel
- Copy of any National Identification Card
- And a passport picture of each player

1.6. Verification of Players

- i. The Sport Sub-Committee shall conduct a thorough verification using the documents provided by the institutions to ensure all are eligible to participate in the games.
- ii. Institutions shall be notified of the disqualification of any name submitted.

1.7. Photo Album of Players of Various Institutions

- i. The Sports Sub-Committee shall compile a photo album of all eligible players **two weeks** to the start of the competitions.
- ii. Any individual not on the photo album shall not be eligible to participate in the games and shall be prevented from playing.

1.8. Verification of Players before Matches (All Competitions)

All players of the various Teams shall make themselves available for verification and inspection **30 minutes** before the kick-off of every match (All Competitions).

1.9. Foreign Players

- i. No Institution shall be permitted to field a foreign player in any of the competitions.

Note: *A foreign player is one who does not meet the eligibility criteria spelt out above in clause 1.5 of this Rules and Regulations.*

- ii. Any Institution that is found guilty of using a foreign player shall be declared the loser of the match in question and the opponent declared as winner.

1.10. Reporting Time for Opening/Closing Ceremonies and Matches

- i. All participating Institutions shall report to the venue for matches **30 minutes before the Opening and Closing Ceremonies**
- ii. Players for any match shall report **1 and half hours** before the time of the match.
- iii. If a team fails to report 30 minutes after the scheduled time for the match, that team shall be disqualified and the opposing team declared winner with all points awarded to that team.

1.11. Officiating

Officiating of matches shall be spearheaded by referees and officials recommended by the National Sports Authority.

1.12. Match Commissioners

Members of the Sports Sub-Committee shall be rotated to serve as Match Commissioners for all the games.

1.13. Point Scoring for Over-all-Best Institution

- i. All games won shall attract points which shall be accumulated to determine the overall best Institution.
- ii. Any game won shall carry 3 points.

- iii. Participation in games shall attract one (1) point each.

1.14. Point Scoring for Chief Directors' and Directors' Challenge

- i. Each penalty scored shall attract points which shall be accumulated to determine the overall best Chief Director and Director.
- ii. Each penalty scored shall carry one (1) point.
- iii. Chief Directors and Directors who participate and win in other games will also accrue points which shall be added to the points accrued during the Penalty Kicks to determine the overall best Chief Director and Director.

1.15. Grievance Procedure

- i. There shall be a **“Conflict Resolution Committee”** constituted by the Chairperson of the 2024 CSW Planning Committee, which shall handle all complaints and grievances that shall arise in any of the matches.
- ii. An aggrieved Institution may lodge a formal complaint in writing (Within 3hours after the match) to the Conflict Resolution Committee”.
- iii. The complainant shall provide substantial evidence (Documents, pictures, videos) to support all complaints.
- iv. Any decision taken by the Conflict Resolution Committee shall bind both parties in the case in question.

1.16. Sanctions

- i. Player ineligibility: Players who do not meet the eligibility criteria of the tournament, such as player registration rules, shall be declared ineligible to participate.
- ii. Any team whose player is shown a red card for violent play or conduct shall have the player suspended for the next match.
- iii. Any player that accumulates five (5) yellow cards during the tournament is not eligible to play in the next match.
- iv. Any team that misconducts itself on or outside the field shall be suspended from the next tournament.
- v. Any player who misconducts him or herself shall be suspended for 2 matches.

Note : **Meaning of Misconduct** – Unacceptable or improper behaviour, especially on the field of play or contravening any of the laid down rules of any of the games.

A misconduct of a player/team shall comprise the following:

- When a player/team willfully commits a verbal or physical offence on an official or an opponent
- When a player intentionally commits a foul
- When a player/team deliberately delays or disturbs match proceedings
- When a player/team intentionally removes his or her clothing on the field of play
- When a player/team intentionally runs to the field of play or technical bench when not due for a match
- When a player/team refuses to comply with the rules of engagement for any of the games.

2.0. FOOTBALL Rules (Men and Women)

2.1.1. Structure of the Tournament

- i. A maximum of 32 Teams shall be eligible to register for the football Tournament.
- ii. If at the end of Registration, there are more than 32 teams, some departments would be merged with their mother Ministries as one team.
- iii. The tournament shall be a straight knock-out tournament which shall consist of 5 stages.
 - Round of 32 stage
 - Round of 16 Stage
 - Quarter Finals Stage
 - Semi Finals Stage
 - Finals
- iv. If by the time of balloting the Organizers are not able to raise up to 32 teams, then the organizers shall re-define the structure on the day of balloting.

2.1.2. Number of Players to be registered for the football tournament.

All participating institutions shall be required to select and register a maximum of **25 players** for the football competition, providing all required details to the Sports Sub-Committee two weeks before the start of the competition.

2.1.3. Number of Players on the Pitch and Substitutions

- i. All games shall be made up of eleven players on each side unless a red card has been shown to a player or players.
- ii. All Teams shall be allowed a total number of six (6) substitutions in a match.

2.1.4. Duration of Matches and Half Time

• Duration of Matches

- i. Men's matches shall last for two equal halves of 25 minutes, which may only be reduced if agreed between the referee and the two teams before the start of the match.
- ii. Women matches shall last for two equal halves of 15 minutes, which may only be reduced if agreed between the referee and the two teams before the start of the match.

• Half Time Interval

Players are entitled to an interval at half-time, not exceeding 10 Minutes and a short drink break not exceeding one minute once in each half.

• Extra-Time

There shall not be extra time to play in this tournament.

2.1.5. Determining the Outcome of a Match

- **Winning Team**

The team that scores the greater number of goals is the winner of a match.

- **Kicks From the Penalty Mark.**

- i. If a match ends in a draw, the outcome of the match shall be determined by kicks from the penalty mark.
- ii. At the Preliminary Stages of the Competition, each team shall be permitted to take three (3) kicks from the penalty mark. If after the three (3) kicks, it is still a draw, there shall be a sudden death.
- iii. At the Semi-final and the Final stages, each team shall be permitted to take five (5) kicks from the penalty mark. If after the five (5) kicks, it is still a draw, there shall be a sudden death.
- iv. If after the first three (3) kicks of each team, one team has more goals than the other, the team that has more goals is declared as the winner by the referee.
- v. A player who has been sent off during the match is not eligible to take part in the kicks from the penalty mark.

Note: *A sudden death penalty shoot-out is what determines the winner of a football game after both teams fail to win during the regular game time and during the regular penalty shootouts end. It ends the game as soon as one team is ahead of the other when both teams have taken equal number of kicks from the penalty mark.*

2.1.6. Officiating, the Authority of the Referee and Decisions of the Referee

- **Officiating**

- i. There shall be four referees for each match. One Center referee, two assistants on the lines and a fourth referee.
- ii. Members of the Sports Sub-Committee shall serve as Match Commissioners for each match.

- **The Authority of the Referee**

Each match shall be controlled by a referee who has full authority to enforce the laws of the game in connection with the match.

- **Decisions of the Referee**

Decisions will be made to the best of the referee's ability according to the laws of the Game and "Spirit of the game" and will be based on the opinion of the referee, who has the discretion to take appropriate action within the framework of the Laws of the Game.

2.1.7. Other Laws on the Field of Play

For Offsides, Free Kicks, Penalty Kick, Throw-in, Goal Kick, Corner Kick, Fouls and Misconduct, Ball in and out of play, Start and Restart of Play and more, strict FIFA rules shall apply.

3.0. LONG TENNIS (Men and Women)

3.1. Structure of the Tournament

Depending on the number of registered Institutions, the Organisers shall determine the structure of the tournament during the balloting.

Note : *Organisers refer to the Planning Committee of the 2024 Civil Service Week and Awards Ceremony*

3.2. Number of Players to register for the tournament.

- i. All participating institutions shall be required to select and register a maximum of **2 players** for each of the Long Tennis competitions providing all required details to the Sports Sub-Committee before the start of the competition.
- ii. Only one (1) player shall represent the institution at a time during both tournaments.

3.3. Tennis Serve and Rules

In all the tennis competitions, the International Tennis Federation (ITF) Rules shall apply.

- **Officiating**

All officiating shall be done by Umpires recommended by the National Sports Authority.

4.0. TABLE TENNIS (Men and Women)

4.1. Structure of the Tournament

Depending on the number of registered institutions, the Organizers shall determine the structure of the tournament during the balloting.

4.2. Number of Players to be registered for the tournament.

- i. All participating Institutions shall be required to select and register a maximum of **2 players** for each Table Tennis competition providing all required details to the Sports Sub-Committee before the start of the competition.
- ii. Only one (1) player shall represent the institution at a time.
- iii. Institutions are allowed to substitute a player at the end of a game.

4.3. Table Tennis Rules

For both Competitions the ITF rules shall apply.

4.4. Officiating

All officiating shall be done by referees recommended by the National Sports Authority

5.0. OTHER GAMES

5.1. Chief Director and Directors' Challenge

5.1.1. Chief Directors' Challenge

- i. There shall be a Tournament for the Chief Director's which shall be **Kicks from the penalty mark**. All Chief Directors shall be encouraged to participate in the competition.
- ii. After balloting, each Chief Director of all participating institutions shall be required to kick the ball from the penalty mark to score a goal.
- iii. The Chief Directors who score will progress to the next stage of the competition.
- iv. The Semi-Final and the Final of the Chief Directors' Challenge shall be played on the day of the finals of the Inter-Ministerial Games

- v. Chief Directors who participate in other games shall also score points which will form part of the points to determine the Overall best Chief Director.

5.1.2. Directors' Challenge

- i. There shall be a Tournament for Director's which shall be **Kicks from the penalty mark**.
- ii. Each Institution Shall be required to register only one (1) Director to participate in the competition.
- iii. After the balloting, each Director shall be required to kick the ball from the penalty mark to score a goal.
- iv. The Directors who score will progress to the next stage of the competition.
- v. The Semi-Final and the Final of the Directors' Challenge shall be played on the day of the Semi-Finals of the Inter-Ministerial Games.
- vi. Directors who participate in other games shall score points which will form part of the points to determine the Overall best Director.

5.1.3. Officiating

All officiating shall be through referees recommended by the National Sports Authority