

Indian Club Licensing Regulations



All India Football Federation

Indian Club Licensing Regulations

Based on the AFC Club Licensing Manual and Regulations version 01/2010

Indian Club Licensing Regulations

Table of Contents

1. Introduction

- 1.1. Introduction
- 1.2. Objectives
- 1.3. Enforcement
- 1.4. Legal Basis

2. Procedure

- 2.1. Criteria
- 2.2. Criteria Graduation
- 2.3. Licensing Sanctions
- 2.4. Spot – checks by AFC, I league/AIFF

3. Licensor

- 3.1. Licensor Definition
 - 3.1.1 Decision making Bodies
 - 3.1.2 Club Licensing Committee (first instance body)
 - 3.1.3 Club Licensing Appeals Body
 - 3.1.4 Membership of the Decision making body
- 3.2. AIFF/ I- league Club Licensing Department
- 3.3. Confidentiality

4. License Applicant and License

- 4.1. Definition of License Applicants
 - 4.1.1.Principle
- 4.2. License
- 4.3. Admission to the AFC Club Competitions (National Club Competitions)
 - 4.3.1.Principle
- 4.4. Extraordinary Admission to AFC Club Competitions (National Club Competitions)
 - 4.4.1.Principle
 - 4.4.2.Procedure

Indian Club Licensing Regulations

5. Core Process

- 5.1. Introduction
- 5.2. Objectives
- 5.3. Core Steps
- 5.4. Time Table for Licensing Processes

6. Sporting Criteria

- 6.1. Introduction
- 6.2. Objectives
- 6.3. Criteria
 - 6.3.1. “A” Criteria
 - 6.3.2. “B” Criteria
 - 6.3.3. “C” Criteria

7. Infrastructure Criteria

- 7.1. Introduction
- 7.2. Objectives
- 7.3. Criteria
 - 7.3.1. “A” Criteria
 - 7.3.2. “B” Criteria
 - 7.3.3. “C” Criteria

8. Personnel & Administration

- 8.1. Introduction
- 8.2. Objectives
- 8.3. Criteria
 - 8.3.1. “A” Criteria
 - 8.3.2. “B” Criteria
 - 8.3.3. “C” Criteria

9. Legal Criteria

- 9.1. Introduction
- 9.2. Objectives
- 9.3. Criteria
 - 9.3.1. “A” Criteria

Indian Club Licensing Regulations

9.3.2. “B” Criteria

9.3.3. “C” Criteria

10. Financial Criteria

10.1. Introduction

10.2. Objectives

10.3. Criteria

10.3.1. “A” Criteria

10.3.2. “B” Criteria

10.3.3. “C” Criteria

11. Final Provisions

Indian Club Licensing Regulations

DEFINITIONS

Accounting Policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
AFC Club Licensing Manual (Manual)	Working document which describes the AFC Club Licensing Regulations. The guidelines of the AFC Club Licensing Regulations provide the licensor and license applicants further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Regulations also provides details on mandatory and minimum requirements.
AFC Club Licensing Regulations (Regulations)	The regulations consisting of five categories of criteria and a core process. The requirements of the AFC club licensing regulations must be transferred into a “National Club Licensing Regulations”.
AFC Club Competitions	AFC Champions League, AFC Cup and/or AFC President’s Cup
AFC Season	See Season to be Licensed
AFC Stadium Regulations	Working document which describes the requirements to be fulfilled by the clubs with regard to the Stadium to be used for AFC club competition matches.
Agreed Upon Procedures	In an engagement to perform agreed-upon procedures, an auditor is engaged to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those parties that have agreed to the procedures to be performed since others, unaware of the reasons for the procedures, may misinterpret the results.
Amortization	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalized direct costs of acquiring a player’s registration, the useful life is the contract life.
Annual Financial Statements	A complete set of financial statements prepared as at the statutory closing date, normally including a

Indian Club Licensing Regulations

	balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has significant influence and that is neither a subsidiary nor an interest in a joint venture.
Assessment Process	See Core Process
Audit	<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of material misstatement. This is expressed positively in the audit report as reasonable assurance.</p>
Budget	The schedules containing an entity's future financial information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
Cash and Cash Equivalents	Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Consolidated Financial Statements	Financial statements of a group presented as those of a single economic company.
Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
Core Process	Minimum requirements that the licensor has to put in place for verification of compliance with the

Indian Club Licensing Regulations

	criteria described in the regulations as basis for the issuance of a license to an applicant.
Criteria	Requirements to be fulfilled by the license applicant divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), with each category being split into three grades: A, B, C (mandatory and best practice recommendation)
Deadline for submission of the licensed clubs to AFC and National Club Competitions/ I League	The date by which each licensor must submit to AFC the list of clubs that were granted with a license by the national decision-making bodies. This date is defined by AFC each year and announced to the licensors.
Deadline for submission of the application to the licensor	The date by which each licensor requires license applicants to have submitted all relevant information for its application for a license.
Depreciable amount	The cost of an asset, or other amount substituted for cost, less its residual value. Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.
Direct costs if acquiring a player's registration	Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include:- Transfer fee payable for securing the registration; Transfer fee levy (if applicable); and Other direct costs of obtaining the player's registration (e.g. payments to agents for services to the club, legal fees, compensation payments for training and development of young players in accordance with FIFA and/or domestic transfer regulations and other direct costs in connection with the transfer).
Employee Benefits	All forms of consideration given by an entity in exchange for service rendered by employees.
Event or condition of major economic importance	An event or condition is of major economic importance if it is considered material to the

Indian Club Licensing Regulations

	financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity if it had occurred during the preceding financial year of interim period.
Financial year	The financial reporting period ending on the statutory closing date, whether this is a year or not, and which is not an interim period.
Future financial information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going concern	A reporting entity is normally viewed as a going concern, that is, as continuing in operation for the foreseeable future. It is assumed that the entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A parent and all its subsidiaries. A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Historic Financial information	Information about the financial effects of past events on the entity concerned. Historic financial information is in respect of the financial performance and position prior to the licensing decision.
Independent Auditor	An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit www.ifac.org . The term 'auditor' may also be used when describing related services or assurance engagements other than audits.
Intangible Asset	An identifiable non-monetary asset without physical substance, such as the registration of a player.
Interim Financial Statements	A financial report containing either a complete set of financial statements or a set of condensed

Indian Club Licensing Regulations

	financial statements for an interim period.
Interim Period	A financial reporting period shorter than a full financial year.
International Financial Reporting Standards (“IFRS”)	Standards and Interpretations adopted by the International Accounting Standards Board (IASB). They comprise:- a) International Financial Reporting Standards; b) International Accounting Standards; and c) Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
International standards on Audit	The International Auditing and Assurance Standards Board (“IAASB”) issues International Standards on Auditing as the standards to be applied by auditors in reporting on historical financial information. According to the IAASB, one of its objectives is ‘establishing high quality auditing standards and guidance for financial statement audits that are generally accepted and recognized by investors, auditors, governments, banking regulators, securities regulators and other key stakeholders across the world’. For additional information about the IAASB and ISA, visit www.ifac.org
International Standards on Review Engagements (ISRE)	The IAASB issues standards applicable to a review of historic financial information. Current ISREs are available from www.ifac.org
International standards in Related Services (ISRS)	The IAASB issues engagement standard that include the application of agreed-upon procedures to information. Current ISRSs are available from www.ifac.org .
Joint Venture	A contractual arrangement whereby two or more parties (the venturers) undertake an economic activity that is subject to joint control. Where an entity included in the consolidation manages jointly with another entity not included in the consolidation an economic activity that other entity (Joint Venture) may be dealt with in the Group accounts.
License	Certificate confirming fulfillment of all mandatory minimum requirements by the licensee in order to

Indian Club Licensing Regulations

	start the admission procedure for AFC Champions League.
License Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a license.
Licensee	License applicant which has been granted with a license by the licensor.
Licensing Administration	Body or staff within the licensor that deals with club licensing matters.
Licensing Cycle	See Core process
Licensing Season	Season for which a license has been granted (cf. also Season to be licensed)
Licensing Process	Process in which a license is granted
Licensor	Body that operates the national licensing system and grants the license
Management (Personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other financial information. Other terms may be appropriate depending on the legal framework in the particular jurisdiction. For example, in some jurisdictions, the appropriate reference may be 'to those charged with governance' (for example, the directors).
Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively; influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
May	Indicates a party's discretion to do something (ie. optional, rather than mandatory)
Must or shall	Indicates an obligation to do something
National Accounting practice	The accounting and reporting practices and disclosures required of entities in a particular country.
National Club Licensing Regulations	Working document which describes the national

Indian Club Licensing Regulations

	club licensing system in a particular country. It includes all minimum requirements of the AFC club licensing system as well as any specific national particularities and objectives.
Parent	An entity that has one or more subsidiaries.
Recoverable Amount	The higher of an asset's fair value less cost to sell and its value in use. 'Fair value less costs to sell' is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal. 'Value in use' is the present value of future cash flows expected to be derived from the asset.
Registered Member	Any legal entity according to national law and/or national association statutes, which is member of the national association and/or its affiliated league.
Related Party	<p>A party is related to an entity if:-</p> <ul style="list-style-type: none"> a) Directly, or indirectly through one or more intermediaries, the party:- <ul style="list-style-type: none"> i) controls, is controlled by, or is under common control with the entity (this includes parents, subsidiaries and fellow subsidiaries); ii) has an interest in the entity that gives it significant influence over the entity; or iii) has joint control over the entity; b) the party is an associate of the entity; c) the party is a joint venture in which the entity is a venturer; d) the party is a member of the key management personnel of the entity or its parent; e) the party is a close member of the family of any individual referred to in (a) or (d); f) the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or g) the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity.
Reporting entity/entities	The registered member and/or company or group which, according to the rules of these regulations, must provide the licensor with respectively statutory or consolidated financial statements.

Indian Club Licensing Regulations

Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's, but it does not provide the evidence that would be required for an audit.</p>
Season to be Licensed	Means the AFC season for which the license applicant has applied for the license; ie. 1 January – 31 December
Significant change	Means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant influence	The power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.
Stadium	Means the venue for a competition match including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centers and accreditation centers).
Statutory closing date	The annual accounting reference date of the reporting entity.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	If the minimum requirements of criterion F.01 for

Indian Club Licensing Regulations

	content and accounting are not met in the audited annual financial statements, additional information must be prepared and submitted by the license applicant. The content and presentation of the supplementary information, if required at all, will vary between license applicants depending on the amount of information already disclosed.
--	--

1. Introduction

1.1. Introduction

Indian Club Licensing Regulations is the basic working document which incorporates the AFC minimum requirements. Licensing requires that those clubs participating in or seeking to participate in the national club competitions and all AFC competitions must achieve certain standards. These *Regulations* describe the licensing system and the steps involved in the Licensing Core Process and the required quality standards or criteria necessary for clubs to participate in AFC and national club competitions. All the clubs participating in the national competitions that are not involved in AFC competition have to apply for a license to participate.

The requirements of Licensing are presented in the form of criteria under five headings:

- Sporting
- Infrastructure
- Personnel and Administrative
- Legal
- Financial

The *Regulations* was written and prepared by the All India Football Federation and a group of experts in their fields with the cooperation of the various All India Football Federation Committees. All are consistent with required AFC minimum standards and each has been categorized.

1.2. Objectives

The *Indian Club licensing system* has the following objectives:

- Safeguarding the credibility and integrity of continental and national club competitions;
- Allowing the development of benchmarking for clubs in financial, sporting, legal, personnel, administrative, and infrastructure related criteria throughout Asia;
- Further promotion and continuous improvements of the standards of all aspects of football in Asia and continuing priority given to the training and care of young players in each club;
- Increasing the level of management and organization within clubs;
- Improvement of the economic and financial capabilities of clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors;

Indian Club Licensing Regulations

- Adaptation of clubs' sporting infrastructure to provide spectators and media with well-appointed, well-equipped and safe stadiums;
- Safeguarding the continuity of international competition for one season;
- Monitoring the financial fair play in the competitions.

1.3. Enforcement

The *regulations* come into force on its approval by the AFC and apply from the 2013 season. Clubs that do not apply and receive a license may not participate in AFC and National Club Competitions.

1.4. Legal Basis

The Licensor has the jurisdiction to govern the Licensing system by virtue of the AIFF rules.

2. PROCEDURE

2.1. Criteria

The criteria which the license applicant must comply with in order to obtain the license are divided into 5 categories:

- Sporting criteria;
- Infrastructure criteria;
- Personnel and Administrative criteria;
- Legal criteria;
- Financial criteria.

2.2. Criteria Graduation

The criteria described in these *regulations* are minimum requirements. Clubs may increase the minimum requirements and report attainments of higher quality standards for any of the criteria if they wish so.

The criteria in the *regulations* have been graded into three separate categories. These criteria will come into effect for the 2013 season. The different grades have been defined as follows:

- “A”- criteria - “MANDATORY”: If the license applicant does not fulfill any A-criteria, then it cannot be granted with a League License and the license to enter the AFC Club Competitions.
- “B”- criteria - “MANDATORY”: If the license applicant does not fulfill any B-criteria, then it is sanctioned as described in this Regulations (*see section 2.3*), but may still receive a League License and the license to enter the AFC Club Competitions.
- “C”- criteria - “BEST PRACTICE”: C-criteria are best practice recommendations. Non-fulfillment of any C-criteria does not lead to any sanctions or to the refusal of the license. Certain C-criteria may become “MANDATORY” criteria at a later stage.

2.3. Licensing Sanctions

The following sanctions may be set by the Club Licensing Committee (First Instance Body) and/or Club Licensing Appeals Body or the Club Licensing Department for breaches of club licensing regulations (such as submission of falsified documents, non respect of deadlines,

Indian Club Licensing Regulations

sanctions against deadlines, failure to cooperate with Club licensing Committee or the Club Licensing department in any way), or non-fulfillment of “B” criteria (*see section 2.2*).

- a) Caution
- b) Extended deadline to fulfill criteria
- c) Obligation to fulfill criteria by certain deadline
- d) Fine
- e) Reporting of issues to appropriate bodies within AIFF
- f) Obligation to submit guarantees
- g) Withhold grants/ prize money
- h) Seek more financial details
- i) License review
- j) License withdrawal

NOTE: This list is not exhaustive, AIFF disciplinary code will be taken into consideration.

2.4 Spot-Checks by AFC

AFC and/or its nominated bodies/agencies reserve, at any time, the right to conduct spot-checks with the licensors and, in the presence of the latter, with the applicant club in order to ensure that its license was correctly awarded at the time of the final and binding decision of the licensor. The non-observance of the minimum mandatory requirements as defined in the *Indian Club Licensing Regulations* accredited by AFC may result in sanctions defined by the appropriate AFC body according to the nature and the gravity of the violations.

AFC and/or its nominated bodies/agencies reserve the right, at any time, to conduct spot-checks with the licensors to verify that the minimum requirements defined in the core process (see section 5) are respected. The non-observance of the minimum mandatory requirements may result in sanctions defined by the appropriate AFC body according to the nature and the gravity of the violations.

For the purpose of spot-checks by AFC, in the event of any discrepancy in interpretation the English version is the authoritative text.

3. Licensor

3.1. Licensor Definition

The All India Football Federation is the Licensor in the Republic of India. The Licensor governs the Licensing System, appoints the corresponding Licensing Bodies and controls the Licensing Core Process.

3.1.1. Decision- Making Bodies

The Licensor shall establish two decision-making bodies, namely:

- Club Licensing Committee (First Instance Body); and
- Club Licensing Appeals Body.

These Decision Making Bodies must be independent from each other. Both shall receive administrative support from the AIFF.

These Decision Making Bodies will decide whether Licenses should be issued to a Club or not, and have the power to issue a variety of sanctions as described in *Section 2.3*.

3.1.2. Club Licensing Committee (First Instance Body)

In relation to the powers, duties and operations of the Club Licensing Committee, the following rules will apply:

Operations and Duties:

- The Club Licensing Committee will operate as the first instance body and decide whether the League and/or AFC license should be granted or not to an applicant under this *Regulations*.
- Members of the Club Licensing Committee must act impartially in the discharge of their duties. The separation of the Club Licensing Committee and the Club Licensing Appeals body must be guaranteed.
- Membership of the Club Licensing Committee is governed under section 3.1.4 of these *Regulations*.
- Members must treat each separate application equally.

Powers:

- The Club Licensing Committee will only review documentation which has been submitted to the Club Licensing Manager on or before the submission date or which has been submitted after this date by agreement with the Club Licensing Manager as set out in *section 5.3 step 3*

Indian Club Licensing Regulations

- The Club licensing Committee will decide whether a license should be issued to an applicant or not. This decision must be based on the licensing report submitted by the Club Licensing Manager and the group of Experts to the Club Licensing Committee and must be in accordance with the provisions of this *Regulations*.
- In the case of a License refusal by the Club Licensing Committee, the decision must be put in writing and include the reasoning.
- In the event of a League License – First Division Applicant being refused a license, the License Applicant will be allowed to compete in the second division.
- The Club Licensing Committee has the power to seek clarification, and to request further documentation and information in relation to any submission. The committee can request the Club Licensing Manager to provide any further evidence or explanations on behalf of the license applicant. Any such requests are at the discretion of the Club Licensing Committee. License applicants are reminded that the committee will only seek such clarifications in relation to applications on or before the submission date. This power should not be taken to extend the submission date in any way.
- The Club Licensing Committee has the power to decide what sanctions (if any) should be imposed on clubs that fail to fulfill Grade “B” criteria.
- Each member of the committee will have one vote. The chairperson of the committee will also have his/her own vote.
- In the event of the Club Licensing Committee unable to reach a majority vote on any matter the chairperson of the committee has the casting vote in addition to his/her first vote.
- The Club Licensing Committee has the power to withdraw any license or apply any sanction during a season if the licensee:
 1. No longer satisfies any single criteria for issuing the license;
 2. Violates any of its obligations, duties, confirmations or undertakings under this *Regulations*, contract or confidentiality agreement;
 3. Is involved in a bankruptcy, receivership, or liquidation process or is struck off the Companies Register

The withdrawal of a license or imposition of a sanction is not mandatory and the Club Licensing Committee will have discretion to exercise this power or not.

- The license is not transferable from one club to another under any circumstances.
- The Club Licensing Committee will not have the authority to define the make- up of the divisions of the National Club Competitions

3.1.3. Club Licensing Appeals Body

In relation to the powers, duties and operations of the Club Licensing Appeals body, the following rules will apply:

Operations and Duties:

Indian Club Licensing Regulations

- The Club Licensing Appeals Body will only review decisions made by the Club Licensing Committee and will not rehear the case or review new evidence that has not been submitted before the submission deadline.
- The Club Licensing Appeals Body decides on all appeals taken by the license applicant against decisions of the Club Licensing Committee. The decision must be in writing and include the reasoning.
- Each member of the Appeals Body will have one vote. The chairperson of the committee will also have his/her own vote.
- In the event of the Club Licensing Appeals body being unable to reach a majority vote on any matter the chairperson of the Appeals Body has the casting vote in addition to his first vote.
- Members of the Club Licensing Appeals Body must act impartially in the discharge of their duties. The separation of the Club Licensing Committee and the Club Licensing Appeals body must be guaranteed.
- Membership of the Club Licensing Appeals Body is governed under (*section 3.1.4*) of this *Regulations*.
- Members must treat each separate application section equally.

Powers:

- The Club Licensing Appeals Body has the power to make a final binding decision on whether a license should be issued or not and what sanctions, if any, should be imposed on the license applicant.
- **In the event of the Appeals Body being unable to reach a majority vote on any matters within its remit, the Chairperson for the time being will have the power to make a final binding determination. The full powers and sanctions available to the Appeals Body under these rules will be fully within the power of the Chairperson in these circumstances.**
- The Club Licensing Appeals Body has the power to request for clarification on any issue from the Club Licensing Manager. Any such requests are at the discretion of the Club Licensing Appeals Body.
- The Club Licensing Appeals Body has the power to review all decisions of the Club Licensing Committee (FIB) and to affirm, reject, vary or replace decisions and/or sanctions issued by the Club Licensing Committee (FIB).
- The Club Licensing Appeals Body is the body of last instance and its decision is final. The Court of Arbitration for Sport (CAS) in Lausanne is the ordinary court of arbitration for AFC and decides on issues between clubs and AFC. (refer to the AFC Statutes)
- The Club Licensing Appeals Body will not have the authority to define the makeup of the divisions of the national club competitions

3.1.4. Membership of the Decision-Making Bodies

Indian Club Licensing Regulations

In relation to the membership to the Club Licensing Committee (FIB) and the Club Licensing Appeals Body, the following rules will apply:

- The Club Licensing Committee shall have a panel of 5 members and a quorum of 3 members.
- The Club Licensing Appeals Body shall have a panel of 5 members and a quorum of 3 members
- Each quorum must have among its members at least one professionally qualified lawyer and an auditor holding a qualification recognized by the appropriate national professional body among their members.
- The Executive Committee of the AIFF will appoint the Chairpersons and other members of each body.
- Members of the Club Licensing Committee and Club Licensing Appeals Body will serve for an initial term of 2 years. Each member will be eligible to be re- appointed.
- If a vacancy occurs on the club licensing committee or the club licensing appeals body, AIFF shall appoint a replacement for the remaining term of office with the approval of the AIFF president. A delay in filling such a vacancy will not prevent either body from continuing with its duties.
- Members of the Club Licensing Committee (FIB) may not belong simultaneously to a statutory judicial body of the licensor and must act impartially in the discharge of their duties.
- The licensor may nominate the General Secretary of the AIFF and/or the Chief Executive Officer of the I-League as members of the Club Licensing Committee; with the exception of the Club Licensing Manager who cannot be a member but attend the meetings to provide support and has no vote on the final decisions to be made. This committee member/ members will have full voting rights.
- Administrative staff of AIFF or I- League cannot be members of the Club Licensing Appeals Body.
- Members of the Club Licensing Appeals Body must not simultaneously be members of any other statutory body or committee of AIFF, and the licensor.
- Members of the decision making bodies must follow strict confidentiality rules. AIFF will decide on these rules and the members have to accept them in writing.
- A member must in all cases automatically abstain if there is any doubt as to his independence towards the license applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he or any member of his family (spouse, children, parents, siblings) is associated with the License applicant in any of the following ways:
 - Member
 - Shareholder
 - Business partner
 - Director
 - Employee
 - Sponsor
 - Consultant, etc. of the license applicant.

This list is not exhaustive.

Indian Club Licensing Regulations

- Members of the decision-making bodies must act impartially in the discharge of their duties. The separation of powers between the Club Licensing Committee (FIB) and Club Licensing Appeals Body must be guaranteed.

3.2. Club Licensing Department

In relation to the powers, duties, and operations of the Club Licensing Department, the following rules will apply:

Operations and Duties:

- The AIFF will establish an appropriately resourced and equipped Club Licensing Department.
- The Club Licensing Department will be led and coordinated by the Club Licensing Manager. The department will work with a group of experts (external advisors) in their fields for specific types of criteria. The department will also employ administrative support staff as necessary.
- All Club Licensing Department employees must be independent from license applicants. The independence of any staff member may not be guaranteed if this person, or any member of their family, is associated with the license applicant in any of the following ways:
 - I. Member;
 - II. Shareholder;
 - III. Business partner;
 - IV. Consultant;
 - V. Director;
 - VI. Employee, etc.

If an employee is deemed not to be independent of a license applicant, this person must not be involved in any assessing, auditing, recommending or reporting of that license applicant.

- At least one member of the Club Licensing Department (an employee or an external advisor) must be professionally qualified as an accountant.

Powers and Tasks:

The tasks of the Club Licensing Department will include:-

- I. Preparing, implementing and further developing the club licensing system;
- II. Providing administrative support to the Club Licensing Committee (FIB) and Club Licensing Appeals Body;
- III. Assisting, advising and monitoring the licensees during the license period;
- IV. Serving as the contact point for and sharing expertise with the licensing departments of other AFC member associations and with AFC itself.

Indian Club Licensing Regulations

V. Conducting assessments and audits to verify whether license applicants have fulfilled quality standards according to the criteria described in this *regulation*.

- The Club Licensing department will report to the Club Licensing Committee any cases where a license fails to maintain the conditions for the issuance of a license. The Club Licensing Department may delegate responsibilities for aspects of monitoring licensees to the group of experts.
- The Club Licensing Department will have the power to seek clarification, further documentation and information from the Clubs and can ask the Club to provide any further evidence or explanations on behalf of the license applicant. Any requests are at the discretion of the Licensing Manager
- The Licensing Manager will have the power to carry out spot checks on clubs by attending the club or grounds without prior notice and shall be entitled to examine all documentation relating to licensing and to carry out checks on any aspect of Club Licensing Requirements.
- The Club Licensing Department will determine the timetable for the club licensing core process on an annual basis, taking into consideration the start date for the national club competition and the deadlines set by AFC for admission to AFC Club Competitions.
- The Licensing Manager will have the power to make the recommendations to the Club Licensing Committee on any matter pertaining to the issuance of a License, sanctions and withdrawal of license or other related licensing matters.
- The Licensing Manager will have the right to attend meeting of the Club Licensing committee and the Club Licensing Appeals Body. The role is critical so as to facilitate and provide administrative support to these bodies and will have no voting rights.

3.3. Confidentiality

The licensor guarantees the license applicant/licensee full confidentiality as regards to all non-public information disclosed during the Licensing Core Process. In this regard:

- The AIFF must conclude an annual confidentiality agreement with each license applicant.
- Members of the Club Licensing Committee, the Club Licensing Appeals Body, Club Licensing Department and any other individual engaged by the licensor in the licensing process must sign a confidentiality clause before starting his or her task.

Data regarding the infrastructure will be shared with the AIFF and the league to facilitate match delegates in completing their reports and for Health and Safety reasons. Any decision of the Club Licensing Committee or Club Licensing Appeals Body may be communicated to the media.

4. License Applicant and License

4.1. Definition of License Applicants

4.1.1. Principle

The license applicant is defined as being the legal entity fully responsible for the football team participating in national and international club competitions and which is either:-

- a) Any legal entity according to national law and/or AIFF statutes, which is a member of AIFF and/or the League (hereafter , registered member), or
- b) Any commercial entity according to national law and/or AIFF statutes, which has a contractual relationship to a registered member (hereafter, company).

4.1.1.1. Only a registered member or a company can apply for/ receive a license. Natural persons may not apply for/ receive a license.

4.1.1.2. The license applicant is fully responsible for participation in national and international football competitions as well as the fulfillment of the club licensing criteria.

The license applicant is, in particular, responsible for ensuring the following:-

- a) That all players are registered with the AIFF, if professional players, that they have a written labor contract with either the registered member or the company (see Article 2 and 5 of the FIFA Regulations for Status and Transfer of Players);
- b) That all compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member or the company;
- c) That the license applicant is fully responsible for the football team composed of registered players participating in national and international competitions;
- d) That the licensor is provided with all necessary information and/or documents relevant to proving that the licensing obligations relate to the sporting, infrastructure, personnel and administrative, legal and financial criteria set out under sections 6,7,8,9 and 10 respectively;
- e) That the licensor is provided with information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information are required to be provided (see section 4.1.1.4, 4.1.1.5 and 4.1.1.6 below). In turn, the licensor must assess whether, in respect of each license applicant, the selected reporting entity /entities is appropriate for club licensing purposes.

4.1.1.3. If the license applicant is a company, it must provide a written contract of assignment with a registered member that must be approved by the AIFF and must include the following minimum content:

Indian Club Licensing Regulations

- a) The company shall apply with applicable statutes, regulations and decisions of FIFA, AFC, AIFF and national club competitions as amended from time to time. This system of rules shall constitute an integral part of the contract of assignments. This company shall also comply with decisions made by the said football bodies.
 - b) The company must not further assign the rights to participate to competition on national or international level.
 - c) The right of this company to participate in the competition operations shall cease to apply if the assigning club's membership of the association ceases.
 - d) If the company is put into bankruptcy or put into liquidation the right to apply for a license in the international and/or national competition shall revert to the registered member. For the sake of clarity should the license already be granted to the company, then it cannot be transferred from the company to the registered member; only the right to apply for a license in the following season shall revert to the registered member.
 - e) The AIFF shall reserve the right to approve the name under which the company participates in the national competitions.
 - f) The company shall, on request of the competent national or international arbitration tribunal, provide views and information, as well as documents on matters regarding the company's participation in the national and/or international competition.
 - g) Confirmation (e.g. share register) of the fact that the registered member has the majority of the voting rights of the company. The company may not be owned directly or indirectly by anyone who also has the decisive influence over another registered member or company entitled to participate at the same level in the association leagues system.
 - h) The contract of assignment and any amendment to it shall be approved by the appropriate body of the AIFF to be valid.
-
- 4.1.1.4. If the license applicant is a company then it must provide the licensor with the financial information of the company and the registered member (e.g. Consolidated financial statements as if they were a single company).
 - 4.1.1.5. If the license applicant has control on any subsidiary, then consolidated financial statements shall be prepared and submitted to the licensor as if the entities included in the consolidation ("the group") were a single company.
 - 4.1.1.6. If the license applicant is controlled by a parent, which may be controlled by another parent or which may have control over any other subsidiary or may exercise significant influence over any other associate, any transaction with the parent of the license applicant or any parent or subsidiary or associate of such parent must be disclosed in the notes to the financial statements to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.

4.2. License

4.2.1. Principle

Indian Club Licensing Regulations

- 4.2.1.1. The licenses must be issued according to the provisions of the Indian Club Licensing regulations. The following type of licenses will be awarded.
 - a) AFC License – Grants admission to play in the AFC club competitions(Refer Indian Club Licensing regulations for AFC Club competitions)
 - b) League License – First Division
- 4.2.1.2. The licensor must issue an invitation to the football clubs concerned to apply for a license punctually and in writing. The club applying for a license (i.e. license applicant) must submit a written application to the licensor. In this application, the club must, in particular, declare that it will fulfill the obligations of the licensing system.
- 4.2.1.3. Only clubs which fulfill the criteria set out in this *Regulations* at the deadlines defined by AFC which have qualified on the basis of their sporting results may be granted with a license by the AIFF to enter the AFC club competitions for the coming season.
- 4.2.1.4. A license expires without prior notice:
 - a) At the end of the season for which it was issued for; or
 - b) On the dissolution of the division in question.
- 4.2.1.5. A license may be withdrawn during a season by the Club Licensing Committee or the Club Licensing Appeals Body if:
 - a) For any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a licensee becomes insolvent but enters administration during the season, for so long as the purpose of the administration is to rescue the club and its business, the license should not be withdrawn);
 - b) Any of the conditions for the issuing of the license are no longer satisfied; or
 - c) The licensee violates any of its obligations under the Indian Club Licensing Regulations.
- 4.2.1.6. As soon as a license withdrawal is envisaged the AIFF must inform AFC.
- 4.2.1.7. If a club has its license withdrawn, a decision concerning the elimination of the club from the current AFC competition in question must be made by the AFC Judicial Bodies.
- 4.2.1.8. A license cannot be transferred.
- 4.2.1.9. AFC reserves the right to sanction a club or eliminate a club from the future AFC club competitions based on the applicable AFC club competition regulation and AFC disciplinary code.

4.3. Admission to AFC Club Competition

- 4.3.1. Principle
 - 4.3.1.1. The license applicant must further fulfill all the requirements according to the relevant AFC club competition regulations to be admitted to AFC club competition.
 - 4.3.1.2. The admission process falls under the sole jurisdiction of AFC and its competent bodies (Competition Committee, etc.).
 - 4.3.1.3. The competent bodies of AFC make the final decision regarding admission of a club to participate in any AFC club competition.
 - 4.3.1.4. Such decision is subject to all the statutes-based jurisdiction of AFC including the Court of Arbitration for Sport in Lausanne as ordinary court of arbitration (Art 61 ff AFC Statutes).

Indian Club Licensing Regulations

- 4.3.1.5. If a club fails to obtain a license to play in the I- league they will not be allowed to play in AFC Club competitions (this does not exclude clubs eligible for extraordinary admission to AFC club competitions)

4.4. Extraordinary admission to AFC Club Competitions

4.4.1 Principle

- 4.4.1.1 If a club qualifies for an AFC competition based on its sporting results, but has not undergone a national licensing process, or has undergone a licensing process which is lower/not equivalent to the one applicable for top division clubs because it belongs to a division other than the top division, the national association of the club concerned (AIFF and/or I League) may – on behalf of such a club – request the extraordinary application of the club licensing system.
- 4.4.1.2 In practice, such a club could for example be the winner or runner-up of the Federation Cup playing in a division not subject to licensing yet. Based on such an extraordinary application, AFC may grant special permission to enter the corresponding AFC club competition, which only applies to that specific applicant and for the season in question.

4.4.2 Procedure

- 4.4.2.1. The AFC General Secretary defines the minimum criteria for the extraordinary procedure and communicates these criteria to the national association by February 28 of the year preceding the season to be licensed at the latest.
- 4.4.2.2. The concerned national association must notify AFC of the possibility of such extraordinary application in writing, by September 30 at the latest, stating the name(s) of the club(s) concerned.
- 4.4.2.3. The AFC administration may then decide the minimum criteria for the club(s) concerned by taking into account the requirements of the applicable Indian Club Licensing regulations, as well as the status of the club(s) in question. The AFC administration defines as well the necessary deadlines and forwards these to the concerned national association.
- 4.4.2.4. The national association in question is responsible for submitting the criteria, as soon as these are communicated by the AFC administration, to the club(s) concerned for the assessment for the extraordinary procedure at national level. It also has to take immediate action with the club(s) for the preparation of that procedure.
- 4.4.2.5. The club(s) concerned must provide the necessary documentary proof to the national association (AIFF). The licensor will assess the club(s) against the fixed minimum standard and forward the following documentation in English to AFC within the given deadlines:
- a) A written request to apply for special permission to enter the corresponding AFC club competition;
 - b) A recommendation by the licensor based on its executed assessment (include; the date and names of the persons having assessed the club(s));
 - c) All the documentary evidence provided by the club(s) and the licensor;
 - d) Any further document requested by AFC during the extraordinary procedure.

Indian Club Licensing Regulations

- 4.4.2.6. The AFC administration bases its decision on the received documentation and grants special permission to enter AFC club competitions if all the set criteria are fulfilled and if the club(s) ultimately qualifies on the basis of its sporting results. The decision will be communicated to the national association, which has to forward it to its concerned club(s).
- 4.4.2.7. If a concerned club is sportingly eliminated during this extraordinary procedure, the national association has to notify the AFC administration immediately, and has to decide if this procedure shall immediately be terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
- 4.4.2.8. Appeals can be lodged against decisions made by the AFC administration, or, if applicable, the AFC Executive Committee in writing before the Court of Arbitration of Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.
- 4.4.2.9. AFC reserves the right to execute spot-checks.

4.5.1. AFC License

- 4.5.1.1. The License applicant must further fulfill all the requirements according to the relevant AFC club competition regulations to be submitted to be admitted to the AFC club competition
- 4.5.1.2. The admission process falls under the sole jurisdiction of the AFC and its competent bodies (Competitions committee etc)
- 4.5.1.3. The competent bodies of AFC make the final decision regarding the admission of a club to participate in any AFC club competition

5. CORE PROCESS

5.1. Introduction

The core process describes the procedure to be followed by the licensor in order to control the issuance of a license to the license applicant. The emphasis of the core process is for license applicants to perform self-assessment and for the licensor and AFC to verify that quality standards have been fulfilled according to the criteria described in these *regulations*. The core process has been broken up into three parts for clarity;

- **Application Steps** – Covers the procedure for the license application stage and lead up to the decision making process.
- **Decision Steps** – Details the decision making process including any possible appeals.
- **Compliance steps** – Highlights how compliance will be monitored throughout the period of the license.

5.2. Objectives

The objectives of the core process are as follows:

- Help the Licensor to establish an appropriate and efficient licensing process according to the needs of AFC, I League and AIFF;
- To agree on the main requirements that the licensor has to comply with for the issuance of a license necessary for entering AFC club competitions;
- To ensure equal and transparent treatment and that the granting of a license is made by an independent body;
- To ensure that the decision-making bodies receive adequate support for the Club Licensing Department;
- To ensure that license applicants and decision-making bodies are supplied with all the necessary information and documentation in a timely and accurate manner.

5.3. Core Steps

The core steps are the minimum requirements defined by the core process. The chronological order of the core steps are described below and summarized in the chart following this section.

Indian Club Licensing Regulations

Application Steps

1. The Club Licensing Manager produces a Club Licensing Application Pack. This will include application forms, checklist for the criteria and a toolkit required for the production of required evidence.
2. A written invitation and application pack are sent by registered post and emailed to license applicants. The license applicant will be requested to acknowledge receipt of these items.
3. The license applicant completes the application form and produces the required evidence for each criterion as necessary. The license applicant must return its application to the Club Licensing Department on or before the submission date (*see section 5.4*) the license application must be addressed to the Licensing Manager and submitted by registered post or personal service. The submission date will be strictly adhered to. Any supporting documentation must be included with the application pack. Where the regulations indicate that originals or certified copy documents are required then these must be submitted as indicated. All supporting documentation must be received on or before the submission date. If a license applicant is experiencing difficulty in obtaining documentation or information from any third party (e.g. Accountant, Auditor, and Solicitor), the license applicant can make a written request for an extension of the submission date on providing proof of such delay to the Licensing Manager. The proof required will consist of evidence by way of correspondence that the information was requested by the license applicant in sufficient time or an explanatory letter by the third part setting out the reasons for the delay. It is entirely a matter for the Licensing Manager to decide whether or not to agree to such an extension based on the proof provided.
4. The Licensing Manager checks the documents returned by the license applicant are complete and received by registered post or personal service before the AIFF submission date. The Licensing Manager will respond to the license applicant within ten business days of receiving the application pack with an initial report. This report will detail any documentation which is still outstanding. This is a preliminary report and is still subject to inspection by criteria experts.
5. Decision: Two alternatives step 6 or (A)
6. If the documents are complete and sent within the agreed deadline, the Licensing Manager sorts the information received, records it and forwards it to the appointed experts in their fields. Each expert will have responsibilities for specific types of criteria.

Indian Club Licensing Regulations

7. Having received the license applicants documents from the Licensing Manager, the experts review the documents, check the fulfillment of the criteria and then report back to the Licensing Manager with the agreed deadline and according to prepared forms. The checks have to be justified by supporting documents (the required evidence that the criterion has been filled) or performed during a site visit if necessary.
8. Decisions: Two alternatives: step 9 or step (A)
9. The Licensing Manager verifies that the reports of the experts are complete and returned within the agreed deadline. The Licensing Manager reviews the reports and the opinion of the experts.
10. The Licensing Manager assesses the license applicant. On the basis of the reports of the experts, so that he may identify areas of concern that require further investigation.
11. Decisions: Two alternatives: step 12 or step (B)
12. The Licensing Manager and experts prepare a report for the consideration of the Club Licensing Committee. This report will contain analysis of the application form and supporting documentation, analysis of the reports received from the experts, records of contact with the Club Licensing Officer and any additional reports as outlined in *step1* above. It will also include a recommendation by the Licensing Manager on whether to issue a license, issue a license with sanctions, refuse a license, or apply other sanctions as laid down in (section 2.3). The Licensing Manager will send a copy of the report and a meeting notice to each member of the Club Licensing Committee and to the Club Licensing Officer at least five business days before the meeting of the Club Licensing Committee.
13. The Licensing Manager obtains a management representation letter from license applicant stating whether or not any significant and/or material events or conditions of major economic importance have occurred .This is included to his report. According to the results of the review, the report will include the recommendation to grant or to refuse a license.

Decision Steps

14. The Club Licensing Committee receives the report of the Licensing Manager, reviews it and, if necessary, asks the Licensing Manager to contact the Club Licensing Officer for further clarifications; the burden of proof rests with the license applicant. The Club Licensing Committee meets to decide on the license applications. The Club Licensing Officer or other specified officers of the club may also be invited to represent the license applicant to provide any final evidence or explanations if requested by the Club Licensing Committee. The Club Licensing Committee then makes its decision on

Indian Club Licensing Regulations

whether to issue the license, issue the license with sanctions, refuse the license or applies any other sanctions as laid down in (section 2.3).

15. Decisions: Two alternatives: step 12 or step (B)
16. After a careful review of the license applicants documents and the reports of the licensing manager, the decision making body issues the license. The issuance of the license is subject to the condition that the license applicant fulfills all must criteria defined in the AFC Club licensing regulations. The issued license may or may not detail areas for further attention of the license applicant.
17. The Licensing Manager receives the report of the decision-making body. The Licensing Manager will communicate the decision to the licensee by email and registered post. On the basis of the decision made by the decision-making body, the Licensing Manager prepares the list of the successful license applicants and sends it to AIFF and the AFC Administration.

Compliance Steps

18. After it has been issued a license, up until the expiry of the license, the licensee must promptly notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the license has been granted.
19. If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six-month basis.
 - (A) From step 5:

If the documents are not complete or if they are not sent with the agreed deadline the licensing manager contacts the license applicant in order to agree on the next actions to be taken (ex: to request information , supporting documents , or a form that is missing)
 - (B) From step 8:

If the licensing experts identify areas that require further information, he contacts the license applicant to discuss any issue to obtain clarifications, and reaches a mutual agreement on the actions to be taken. If the licensing manager identifies areas that require further review (non compliance with certain criteria, errors, lack of information, etc) he contacts the license applicant to discuss any concerns. The licensing manager may require further explanation or supporting documents or may decide to perform a site visit for the purpose of further investigation. If a site visit is planned, the licensing manager and/or the expert meet with the license applicant and

Indian Club Licensing Regulations

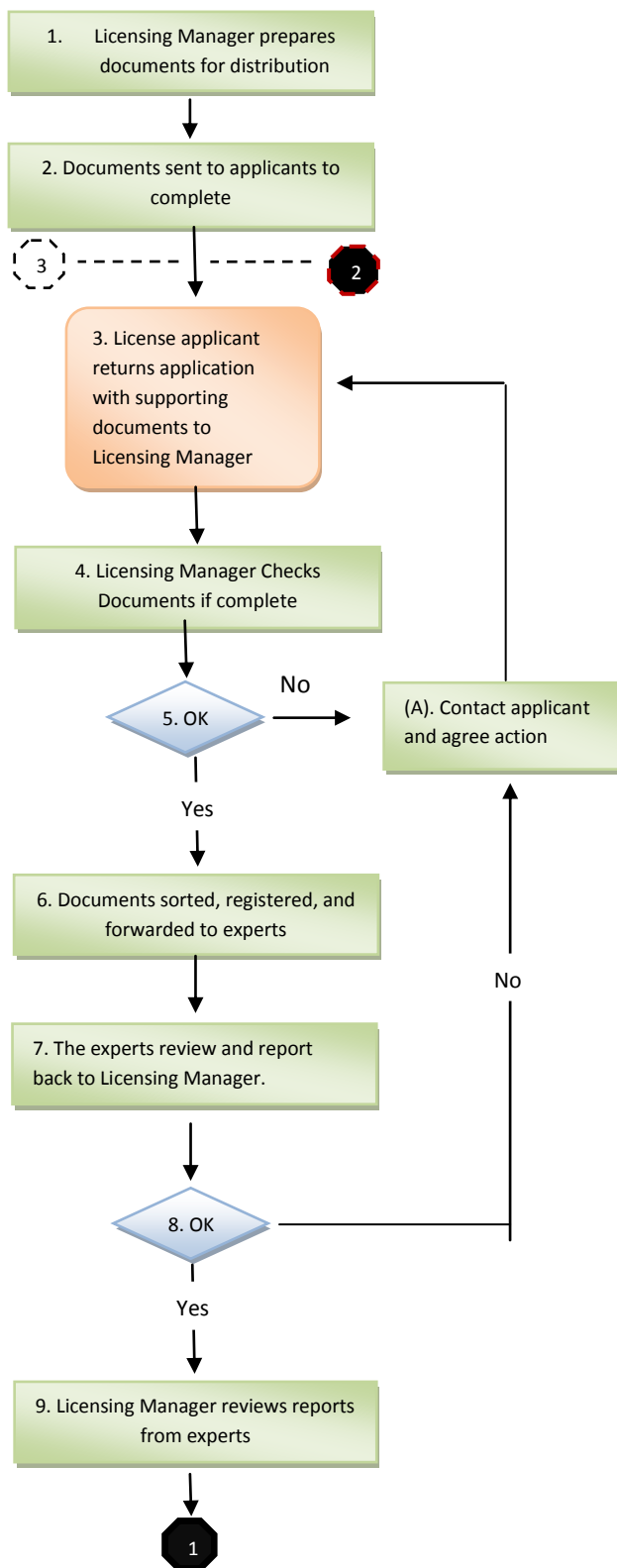
address the problem area. They identify potential actions by the club to rectify these areas together with a timescale.

- (C) Decision: Two alternatives:
- If the license applicant agrees with the licensing manager on the actions to be taken, then go back to step 10.
 - If the license applicant does not agree with the licensing managers report and refuses to deliver new information or to take the necessary actions, then go back to step 12.
- (D) After careful review of the license applicants documents and the report of the licensing manager the Club Licensing Committee refuses to grant a license. The refusal details the areas to be addressed and the license applicant is given the possibility of lodging an appeal with the Club Licensing Appeals body.
- (E) The license applicant lodges an appeal (The Licensing Manager can also appeal a first instance decision.). Appeals against club licensing decisions must be sent by registered post to the AIFF Club Licensing Department within Seven business days of when the first instance decision was notified to the license applicant. The Club Licensing Appeals Body is notified and the meeting date is set by agreement. The cost of an appeal is 100,000 INR. If the decision was in the License Applicant's favor the money will be refunded.
- (F) The Licensing Manager prepares a report for consideration by the Club Licensing Appeals Body. This report will contain the letter of appeal from the license applicant, the reasons for the decision of the Club Licensing Committee and any other information necessary for the appeal hearing.
- (G) The Club Licensing Appeals Body meets and considers the license applicants appeal. They may require further information and/or supporting documentation from the licensing manager and/or license applicant. No new evidence can be submitted to the Appeals Body for review.
- (H) Decision: Two alternatives: step 15 or to step (I).
- (I) After careful review of the License Application and report of the Licensing Manager, the Club Licensing Appeals Body refuses to issue a Club License. The report of the Appeals Body must detail all of the reasons for refusing the license and make specific reference to particular conditions and/or criteria that have not been fulfilled. The Licensing Manager communicates the decision to the Club Licensing Officer by registered post.

Note: Fulfillment of steps 18 and 19 shall be assessed in respect of the following licensing cycle

Indian Club Licensing Regulations

CORE PROCESS



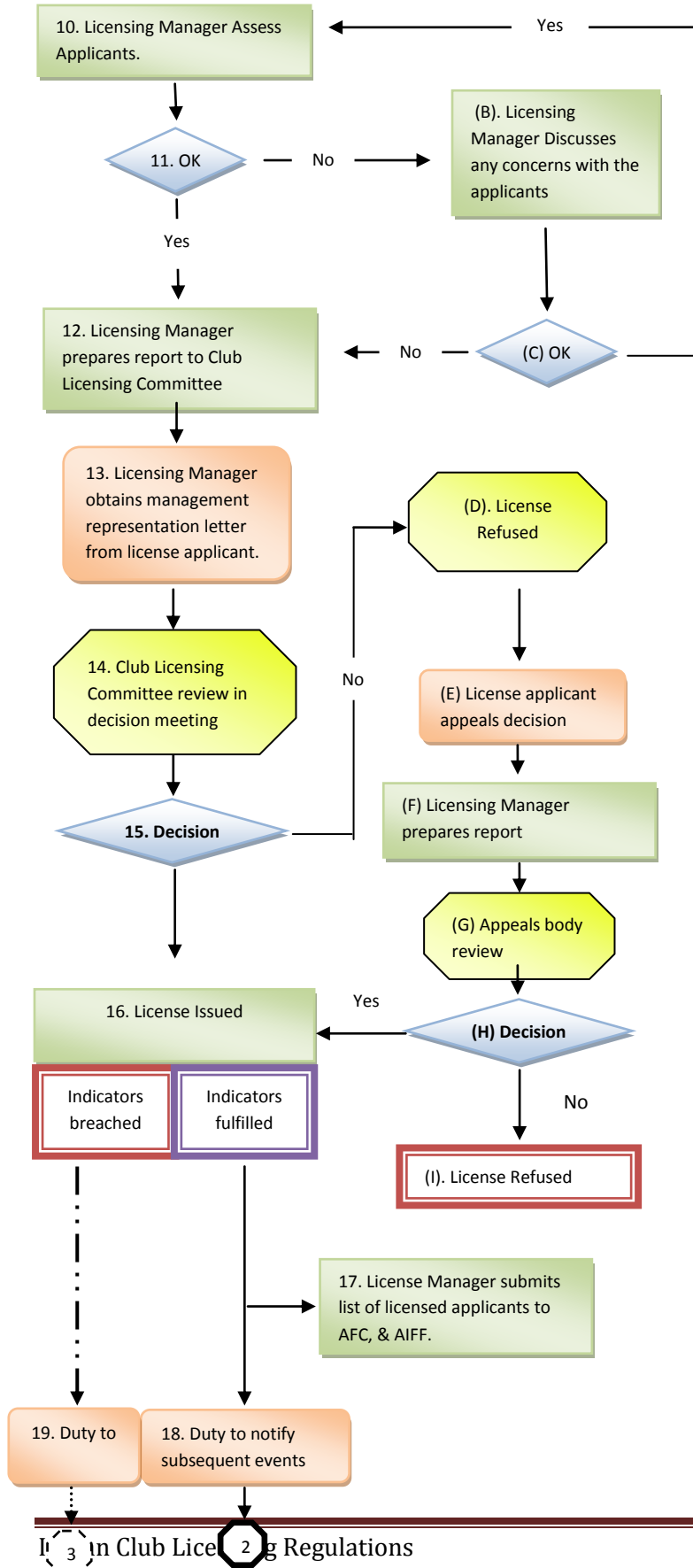
APPLICATION STEPS

1. License Manager produces Indian Club Licensing Application Pack
2. License Manager Distributed documents to applicants by registered post and email
3. License Manager Distributed documents to applicants by registered post and email
4. License Manager Checks if documents are complete
- (A)
- From **step 5** :
License applicant does not provide all necessary documents .Licensing Manager Contacts club licensing officer to request information that is missing or
- From **Step 8**:
Experts identify areas that require further information and clarification from the applicants
6. The License Manager sorts the information received, records it & forwards it to appointed experts with expertise in the specific area of criteria
7. The experts review applicant's submissions (Ex. Legal expert checks the legal criteria, The financial experts check the financial criteria, etc. The checks have to be justified by supporting documents (Evidence that the criterion has been fulfilled). Decision by Licensing Manger based upon the opinion of the relevant experts on whether to proceed to a next stage with applicants' documents as they stand or refer documents back to the applicant for improvement
9. Licensing Manager reviews the reports and the opinion of the experts

Indian Club Licensing Regulations

Indian Club Licensing Regulations

Page 2



10. License Manager assesses the applicant on the basis of the reports of the experts and/or site visits (if necessary) the licensing manager may identify areas of concerns that may require further investigation

(B) Licensing Manager discussed either areas of concern or none compliance with the applicant that have been identified. The Licensing Manager may require further explanations or supporting documents or may decide to perform a side visit for further investigations. If a side visit is planned the licensing manager and licensing applicant meet and address the problem areas and potential activities by the applicant to rectify these areas together with a time frame

12. Licensing Manager complete report for licensing committee. This report will contain aspects of the visit report and other areas including a recommendation that a license is granted

(C). License applicant agrees with the action plan and take the necessary actions to address problem areas. The applicant does not agree with action plan and does not take the recommended actions

13. Licensing Manager obtains management representation letter from license applicant stating whether or not any events or conditions of major economic importance have occurred.

Decision Steps

14. Review by club licensing committee. The Club licensing committee receives report from club licensing manager, reviews it and, if necessary ask licensing manager to contact the club licensing officer for further clarification.

15. Club licensing committee takes the decision whether to issue the club with a license or not.

(D). The licenses refuse.

Applicant is advised with reasons outlines and given the option of investigating the appeals process.

(E). Applicant lodges an appeal. Appeals body notified and meeting date agreed.

(F). Licensing Manager produces a report and dispatches this to the appeals body.

(G) Appeals body meet and consider club appeal, consider club appeal

(H). Appeals body takes a decision whether to issue the applicant with a license or not.

16. License granted which may or may not detail areas for future attention of the applicant and stating whether or not financial indicators have been breached.

(I). License refusal that details areas to be addressed.

17. Licensing manager communicates the list of the successful license applicants.

Compliance Steps

18. The licensee promptly notifies the licensor in writing about any subsequent event that may have an adverse impact upon the licensee's ability to continue as a going concern until the end of the licensing season.

19. If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information.

Indian Club Licensing Regulations

5.4 Timetable for Licensing Process

The AIFF Club Licensing department will determine the timetable for the Club Licensing core process.

This considers the start date of the League and the deadline set by AFC for admission to AFC club competitions.

A guideline for the key dates is shown below:

NO.	ACTIVITY	START DATE	END DATE
1	Club Licensing Department delivers application pack to clubs	-----	31/01/2012
2	Time for clubs to prepare	-----	-----
3	Deadline for submission of licensing pack to Club Licensing department	-----	30/06/2012
4	Assessment of Clubs	1/07/2012	15/08/2012
5	Appeal process to take place	18/08/2012	18/09/2012
6	Licensing manager communicates licensing decision to AFC	-----	30/11/2012

. Sporting Criteria

6.1. Introduction

The future of football lies in the youth. To ensure the continuity and development of football, it is necessary to promote and invest in youth development programs and training.

Football clubs have an obligation to properly promote football among their communities, in order to attract well educated young football players and catalyze on their interest in football.

6.2. Objectives

The objectives behind the sporting criteria are the following:

- Invest in quality driven youth development programs;
- Support football education and encourage non football education of their youth players;
- Provide the best medical care for professional & youth players;
- Apply fair play on and off the pitch (including a common understanding of refereeing matters among all those involved in a match such as referees, players, coaches and officials).

Indian Club Licensing Regulations

6.3 Criteria

AFC License Grade	National License Grade	S. 01 A Summary of Requirements	Documentation Requirements
A	A	Criteria :Approved Youth Development Program	
	<p>The license applicant must have a written youth development program which sets out the procedures to be followed for the development of its youth players. This should include:-</p> <ul style="list-style-type: none"> - Goals and objectives of the youth development program; - Organization of the youth sector (organizational chart, bodies involved, youth teams etc.); - Personnel involved, List of technical, medical, sporting and administrative staff designated to the youth sector; - Medical support for youth players including medical check. - Infrastructure available for youth sector (training and match facilities, others); - Financial resources (available budget, contribution by club, player, or local community etc.); - Football education program for the different age groups (playing skills, technical, tactical and physical) - Education program on the "Laws of the game "; - Review and feedback process to evaluate the results and the achievements of the set objectives ; - Validity of the program At least 3 years but a maximum of 7 years; <p>An important part of the youth program will be the provisions the Club will make to ensure that all youth players receive regular schooling. Details of this must be included in the development program as to the measures which the Club has put in place to ensure this requirement is met. As part of this, it is important that the Club ensure that all youth players will not be prevented</p>		<p>A copy of the youth development program that must be approved by the Technical Director of the All India Football Federation (AIFF), and submit a declaration that testifies that the program is still valid and has not been modified.</p>

Indian Club Licensing Regulations

	<p>from following their education by the requirements they have under the youth development program.</p> <p>Furthermore, the Club must ensure that youth players who are not resident with their parents are provided with adequate care and accommodation to ensure their well being. The Clubs provisions for this must be set out in detail in the program.</p> <p>Unless one of the following cases comes into effect , the license applicant does not need to submit the previously approved youth development program to the licensor for a subsequent licensing cycle:</p> <ul style="list-style-type: none">a) The withdrawal of the approval by the licensing bodies due to the non-fulfillment of the program;b) The expiry of the program's validity;c) The modification of the minimum content of the program;	
--	--	--

AFC License Grade	National License Grade	S.02 A Criteria : Summary of Requirements	Documentation Requirements
A	A	Criteria : Youth Teams	
	<p>The license applicant must at least have the following youth teams within its legal entity or affiliated to its legal entity :</p> <ul style="list-style-type: none"> a. At least Two Youth teams within the age range of 15 to 21 ; b. At least One Youth team within the age range of 10 to 14 ; c. At least One Youth team below the age of 10 ; <p>The youth teams in the above age ranges a) and b) must take part in official competitions or programs recognized by the AIFF and played on national, regional, or local level. Each youth player of those teams must be registered with the AIFF either on national and/or on regional level.</p> <p>There is no obligation for the youth teams in children football age range c) to take part in official competitions. For these teams suitable events should be organized (mini-tournaments, youth gathering on local level etc.) in order to provide fun and give them the opportunity to gain experience playing with other children teams. No mandatory registration of these players is required.</p>		<p>-For the age groups specified in a) and b) The license applicant must provide list of all youth teams that are participating in national competitions with their registration numbers and date of birth according to the [AIFF] as well as admission request to competition.</p> <p>- For the age group specified in c) a report on the content of the collaboration/ affiliation agreements with other clubs ,school , etc. for the development of youth football, accompanied by a copy of these agreements.</p>

Indian Club Licensing Regulations

AFC License Grade	National License Grade	S.03 A Criteria : Summary of Requirements	Documentation Requirements
A	A	Criteria :Medical Care	
	<p>The license applicant must ensure that:</p> <ul style="list-style-type: none">- All registered players in the first team undergo an annual medical examination in any hospital that is recognized by the ministry of health.- The applicant must also ensure all registered players in the first team undergo a cardiovascular screening.- All medical records including injury and health records for all players are well stored and transferable (medical passports). <p>The license applicant should also:</p> <ul style="list-style-type: none">- Provide medical cover for all registered players in the first team through a Medical Insurance Scheme till the time as such the player is contracted to the club- Conduct and record annual medical examinations on all players in accordance with the requirements specified in Appendix 2.	<p>A written declaration by the license applicant that all registered players undergo periodic medical diagnosis as outlined by AIFF and update the License Department with any new player added to the squad.</p> <p>A confirmation signed by the players and the responsible doctor executing the medical examination.</p> <p>Completion of forms included in this regulations</p> <p>Copy of the medical insurance provided by the club to the players</p>	

Indian Club Licensing Regulations

AFC License Grade	National License Grade	S.04 A Criteria : Summary of Requirements	Documentation Requirements
A	A	Criteria :Written Contracts With Professional Players	
	<ul style="list-style-type: none">- All license applicants' professional players must have a written contract with the license applicant in accordance with the relevant provisions of the FIFA regulations for the status and transfer of players and shall incorporate all key provisions required by the national law and FIFA, AFC and instructions.- All license applicants ensure that the professional players must have a passport with the validity up to 6 months	<p>A declaration determining the number of professional players that the license applicant has with all the contact details. The club has to update the License Department on any new player that is added to the team.</p> <p>A copy of the written contract with each of the professional players of the license applicant.</p> <p>A copy of the passport of each professional players be submitted by the License Applicant</p>	

AFC License Criteria & Grade	National License Criteria & Grade	S.05 B Summary of Requirements	Documentation Requirements
B	B	Criteria :Referring Matters and Laws of The Games	
	<ul style="list-style-type: none">- The license applicant must prove that at least the captain or his replacement , the head coach or the assistant coach of the first squad have attended a session or an event for refereeing matters provided by AIFF or with its collaboration during the year prior to the season to be licensed . The criterion is fulfilled if those persons attended the session or event.		Certificate of participation in the meetings/training issued by I League/ AIFF/AFC The club can also

Indian Club Licensing Regulations

		provide a copy of the signed presence list.
--	--	---

AFC Criteria & Grade	National Criteria & Grade	S.06 C Summary of Requirements	Documentation Requirements
C	C	Criteria: Racial Equality	
	It is recommended for the Club to implement a policy to ensure racial equality is upheld and educate its players, management and staff to ensure this goal is achieved.		Action plan to deal with racism

AFC Criteria & Grade	National Criteria & Grade	S.07 C Summary of Requirements	Documentation Requirements
	C	Criteria: Player transfer	
	<ul style="list-style-type: none"> The License Applicant will agree to not directly approach a player currently contracted to another club. However if the said players contract is set to expire in less than 6 months then the player and the club interested in him can negotiate directly. 		A declaration by the club agreeing to this term and agreeing that failure to meet this guideline would lead to sanction

7. Infrastructure Criteria

7.1 Introduction

Several regulations, guidelines and directives refer to criteria with regard to the stadium and to the related safety and security (Laws of the Game, AFC competition regulations, AFC Stadia Regulations, FIFA book for Football Stadiums – Technical Recommendations and Requirements).

Based on these experiences, AFC decided to streamline the infrastructure approach for AFC competitions by creating a specific “AFC Stadia Regulation”, which includes all minimum standards as “must-requirements” in one single document. Specific to the AFC Club Competitions, *reference is made to the “AFC Stadia Regulation for AFC Champions League / AFC Cup”*.

7.2 Objectives

The objectives behind the Infrastructure criteria are the following:

- License applicants have an “approved” stadium available for National & AFC Club competition matches, which provide spectators, media and press representatives with well equipped, well appointed, safe and comfortable Stadia.
- License applicants have suitable training facilities for their players to help them improve their technical skills.

Indian Club Licensing Regulations

7.3. Criteria

AFC Criteria & Grade	National Criteria & Grade	I. 01 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Approved stadiums for National & AFC club competitions	
	<p>The license applicant must have a stadium available to play National & AFC Club competitions. The license applicant either:-</p> <ul style="list-style-type: none"> a) owns the stadium, or b) can provide a written contract with the owner(s) of the stadium or with owners of different stadia it will use. This contract must guarantee the use of the stadium for the League home matches & AFC home matches for the coming season, for which the license applicant qualifies in sporting terms. <ul style="list-style-type: none"> - The stadia must also meet the requirement expressly referred to by specific regulations governing the use of stadia in a club competition to be played under the auspices of AFC. (Pls refer to the AFC stadia regulations) - The stadium must be approved by the national association. Furthermore it must be based within the territory of the national association. (Refer to annexure A) 		<p>Certification proving the license applicants ownership of the stadium</p> <p>OR</p> <p>A written agreement with the stadium owner that authorizes the usage of the stadium until the end of the sporting season.</p> <p>There will also be a physical inspection by the License Manager and/or an expert before a final approval is given.</p>

Indian Club Licensing Regulations

AFC Criteria & Grade	Criteria & Grade	I.02 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Stadium – Certification (cf.Art.1 of the AFC stadia regulations for ACL/AFC Cup)	
	<p>The stadium must be certified.</p> <p>The certification is defined according to national/local law and must include provisions related to safety and an evacuation plan. If such law does not exist, the licensor shall establish the content of the stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</p> <p>The certificate must provide at least the following information:-</p> <ul style="list-style-type: none"> A. Safety status of the stadium structure and measures for improvement. B. Compliance statement regarding the safety/security regulations of the competent civil authority (reference I.06). C. Approval of the entire stadium capacity (individual seats, terraces and total number). D. Safety and security strategy. This must cover all aspects of the organization of a football match, such as ticketing distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or any other emergency. <p>The certificate issued by the appropriate body must not be older than two years at the beginning of the new season – League & AFC club competition season (1st qualification match).</p>		<p>CERTIFICATION : this will be provided by the License Department after a physical inspection of the stadia</p>

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.03 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Stadium – Control room (cf.Art.38 of the AFC stadia regulations for ACL/AFC Cup)	
	<p>Each stadium must have a control room which ensures an overall view of the inside of the stadium in accordance with the provisions of the applicable law</p> <p>The provisions shall specify at least:-</p> <ul style="list-style-type: none"> A. The stadia must have a control room with monitors for the TV surveillance system ensuring an overall view of the inside of the stadium as well as equipped with communication facilities. B. A control room posts for the public address announcer , the video information board (if any) and the police , fire and medical services should be all located in or immediate adjacent to the stadia control room . 		N/A

AFC Criteria & Grade	National Criteria & Grade	I.04 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Stadium – Spectator area (cf.Art.29 of the AFC stadia regulations for ACL/AFC Cup)	
	<ul style="list-style-type: none"> A. Each stand within the stadium must be capable of being divided into separate sectors. B. Seats for spectators must be individual, fixed (Ex: to the floor), separated from one another , shaped , numbered, made of unbreakable and nonflammable material and have a backrest of a minimum height of 30cm when measured from the seat. C. The use of temporary stands is prohibited. D. Minimum safe holding capacity should be at least 5000 		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.05 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Stadium – First Aid rooms (cf.Art.36 of the AFC stadia regulations for ACL/AFC Cup)	
	<p>Each stadium must be equipped with first-aid room(s) to care for spectators in need of medical assistance which includes the following :</p> <p>A) The first-aid rooms must be located in a position which allows easy access from both inside and outside the stadium to spectators and emergency vehicles.</p> <p>B) Have doors and passageways leading to them which are wide enough to allow access for a stretcher or a wheelchair.</p> <p>C) Have bright lighting, good ventilation, heating, air conditioning, electric sockets, hot and cold water, drinking water and toilet facilities for men and women.</p> <p>D) Have walls and floors (non-slip) constructed of smooth and easy to clean material.</p> <p>E) Have a glass cabinet for medicine.</p> <p>F) Have storage space for stretchers, blankets, pillows and first-aid materials.</p> <p>G) Have a telephone allowing internal and external communication.</p> <p>H) Be clearly signposted throughout the inside and outside of the stadium.</p>		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.06 A Summary of Requirements	Documentation Requirements
A	A	Stadium – Safety	

Indian Club Licensing Regulations

	<p>In accordance with the national law, the following provisions may build an integrated part of the stadium certificate. If no such law exists, the licensor defines at least the following provisions:-</p> <p>A) All parts of the stadium and its stands, including entrances, exits, stairways, doors, passages, roofs, and all public and private areas and rooms, etc. must comply with the safety standards (reference I.04).</p> <p>B) All public passageways and stairways in the spectator areas must be painted in a bright color (e.g. yellow), as must all gates leading from the spectator areas into the playing area, and all exit doors and gates leading out of the stadium.</p> <p>C) Clubs must establish procedures so that all public passageways, corridors, stairs, doors, gates, etc. are kept free of any obstructions that could impede the free flow of spectators during an event</p> <p>D) All exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must open outwards away from the spectators, and must remain unlocked while spectators are in the stadium. Each and every such door and gate must be attended at all times by a specially appointed steward, to guard against abuse and ensure immediate escape routes in the event of any emergency evacuation. In order to prevent illegal entry or intrusion, these doors and gates may be fitted with a locking device, which may be operated simply and quickly by anyone from within. Under no circumstances must they be locked with a key during the time that spectators are in the stadium.</p> <p>E) In order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices.</p> <p>F) It is essential that event holders and stadium safety/security authorities are capable of communicating with spectators inside and outside the stadium by means of a sufficiently powerful and reliable public address system (loudspeakers) and/or by a scoreboard and/or a video screen.</p>	N/A
--	--	-----

AFC Criteria & Grade	National Criteria & Grade	I.07 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Stadium – Approved evacuation plan	

Indian Club Licensing Regulations

	The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, stadium personnel etc.) approves the evacuation plan which ensures that the whole stadium can be emptied in a case of emergency according to the applicable national law.	N/A

AFC Criteria & Grade	National: Criteria & Grade	I.08 A Summary of Requirements	Documentation Requirements
A	A	Criteria: Training facilities – Availability	
	<p>The license applicant must have training facilities available throughout the year. The license applicant either:-</p> <p>A) Owns the training facilities; or</p> <p>B) Can provide a written contract with the owner(s) of the training facilities This contract must guarantee the use of the training facilities for the coming season, for which the license applicant qualifies in sporting terms, for all teams which participate in a championship approved by the national/regional association (cf. I.01).</p>	<p>Certification proving the ownership of the facilities by the license applicant ;</p> <p>OR</p> <p>A written contract or usage agreement for the facilities to be used which is valid at least until the end of the sporting season.</p> <p>Final approval of the criteria will only be after a physical inspection of the facility by License Manager and/or expert</p>	

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.09 B Summary of Requirements	Documentation Requirements
B	B	Criteria: Training facilities for youth program – Approved infrastructure	
	<p>Training facilities of the youth sector must be equipped with the following :-</p> <p>A) Training pitches</p> <p>B) Dressing rooms for players with facilities and showers ;</p> <p>C) Dressing rooms for coaches ;</p> <p>D) Medical room(s).</p> <p><i>(Taking into account the approved youth development program).</i></p>		<ul style="list-style-type: none">- Description of the available training facilities.- Declaration confirming that the training facilities comply with the youth development program.- Schedule for the use of the available training facilities.- Certification by the Technical director of AIFF of the facility is mandatory

AFC Criteria & Grade	National Criteria & Grade	I.10 B Summary of Requirements	Documentation Requirements
B	B	Criteria: Stadium – Ground Rules	
	Each stadium must issue stadium ground rules and affix them to the stadium in such a way that the spectators can read them. These rules must provide information on at least the following:- - admission rights; - abandonment or postponement of events; - description of prohibitions and penalties, such as entering - the field of play, throwing objects, use of foul or abusive language, racist behavior, etc.; - restrictions with regard to alcohol, fireworks, banners, etc.; - seating rules; - causes for ejection from the ground; - Risk analysis specific to the stadium.		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	Criteria & Grade	I.11 B Summary of Requirements	Documentation Requirements
B	B	Criteria: Stadium – Sanitary facilities	
	<p>Each stand must provide sufficient toilet facilities for both sexes in accordance with the local authority regulations or the licensor's Requirements. These amenities must include washing facilities with at least cold water and a plentiful supply of towels and/or hand dryers.</p> <p>They must be bright, clean and hygienic and a procedure should be established to maintain that condition throughout each event.</p> <p>AFC recommends for every 1,000 spectators, a minimum of:-</p> <ul style="list-style-type: none"> - Five toilets with seats for men; - Eight urinals; and - Five toilets with seats for women. 		N/A

AFC Criteria & Grade	National Criteria & Grade	I.12 B Summary of Requirements	Documentation Requirements
B	B	Criteria: Stadium – Covered seats	
	One third of the individual seat capacity is covered.		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.13 C Summary of Requirements	Documentation Requirements
C	C	Criteria: Stadium – Sign posting and directions	
	<p>All public direction signs inside and outside the stadium must be presented in internationally understandable pictographic language.</p> <p>Clear, comprehensive signposting must be provided at the stadium approaches and around, and throughout the stadium to point the way to the different sectors.</p> <p>Tickets must clearly identify the location of the seats for which they have been issued. Information on the tickets must correlate with the signpost information provided, both inside and outside the stadium.</p> <p>Color coding of tickets will assist the entry process, and retained ticket stubs must contain information which will guide spectators once they are inside. Large-scale wall maps must be provided for the guidance of spectators.</p>		N/A

AFC Criteria & Grade	National Criteria & Grade	I.14 C Summary of Requirements	Documentation Requirements
C	C	Criteria: Stadium – Spectator with disabilities	
	<p>Directions and guide lines to help accommodate disabled spectators.</p>		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.15 Summary of Requirements	Documentation Requirements
	A	Criteria: Infrastructure Development Plan	
	<p>The license Applicant must have in place a Infrastructure Development Plan (IDP). This must be drawn in accordance with the facility strategy which attains the approval of the Club Licensing Department.</p> <p>The commitments, plans and proposals addressed in IDP must be adhered to and cannot continuously rolled over in an attempt to satisfy licensing requirements. It will be a matter for the Licensing Manager to approve that genuine efforts are being made to ensure that IDP is progressing.</p>		License Applicant has to submit the proposal and timeline of the IDP and this will be approved by the License Manager and/ or Technical Director of AIFF
AFC Criteria & Grade	National Criteria & Grade	I.16 Summary of Requirements	Documentation Requirements
	B	Criteria: Floodlighting System	
	<p>The stadium must be equipped with an operational floodlighting system. The license applicant must ensure that all bulbs are maintained in working order.</p> <p>The Stadia must be equipped with a floodlighting system maintaining the following minimum average of 1200 lux.</p> <p>In order to ensure that the Match can proceed in the event of a power failure, an independent back-up power supply system which is able to provide the full equivalent light intensity values instantaneously and without interruption must be provided.</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.17 Summary of Requirements	Documentation Requirements
	C	Criteria: Stadium – Individual Seats	
	<p>The stadium must be equipped with Individual Seats. Each Individual Seats must be:</p> <ul style="list-style-type: none"> - Comfortable - Fixed in position - Numbered - In accordance with minimum backrest height of 30 cm when measured from the seat. 		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.18 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Emergency Access to the Playing area	
	Emergency services' vehicles including ambulances and fire engines must be able to gain access to the playing area.		N/A
AFC Criteria & Grade	National Criteria & Grade	I.19 Summary of Requirements	Documentation Requirements
	C	Criteria: Stadium – Turnstiles	
	<p>The stadium must be serviced by an adequate number of turnstiles to provide a safe, secure and if necessary, segregated environment.</p> <p>The relevant price of admission for each category of spectator must be displayed at the entrance to each turnstile and/or at ticket office booths.</p> <p>Turnstiles must admit all spectators.</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.20 Summary of Requirements	Documentation Requirements
	C	Criteria: Stadium – Refreshment Facilities	
	<p>The stadium should be equipped with refreshment facilities for spectators and a sufficient number of water drinking fonts.</p> <p>The Refreshment facilities must consist of an outlet for hot and cold food, and for hot and cold beverages on both sides of the ground, including segregated areas.</p> <p>Each outlet must be attended by trained staff, be clean and comply with the</p>		N/A

Indian Club Licensing Regulations

	hygiene regulations and hold a license issued by the relevant authority		
AFC Criteria & Grade	National Criteria & Grade	I.21 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Players access to stadium	
	<p>The license applicant must ensure that players, referees and other officials can access the stadium safely and privately.</p> <p>The stadium must be equipped with a private entrance for use by players, referees and other officials. This entrance should lead into an area that is only accessed by the above.</p> <p>Players, referees and other officials must be able to enter, exit the stadium safely, protected from the public, media or any unauthorized person.</p> <p>If direct access to the stadium by car or bus cannot be provided to the players, referees and other officials, then Match Stewards must be present to be present.</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.22 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Dressing Room Area	
	<p>Team's dressing rooms:</p> <p>a) The Stadium must have a minimum of two (2) dressing rooms.</p> <p>b) Each dressing room must be equipped with a minimum of:</p> <ul style="list-style-type: none"> i. four showers and four individual seated toilets ii. seating room for at least thirty (30) persons together with thirty chairs iii. one massage table iv. one tactical board with marker pens and 'eraser' v. one refrigerator <p>c) Team's dressing room must be air-conditioned.</p> <p>d) The Stadium must guarantee direct, private and protected access for the teams from their dressing rooms to the playing area and ensure their safe arrival at/departure from the Stadium. Access paths for teams can only be shared by the AFC Delegation.</p>		N/A

Indian Club Licensing Regulations

<p>Referee's dressing room</p> <p>a) The Stadia must be equipped with a dressing-room for the Referees with a minimum of:</p> <ul style="list-style-type: none"> i. One shower and one individual seated toilet ii. seating room for at least five (5) persons iii. one table and four (5) chairs iv. one refrigerator <p>b) The referee's dressing room must be air-conditioned.</p> <p>c) The Stadia must guarantee direct, private and protected access for the Referees from their dressing rooms to the playing area and ensure their safe arrival at/departure from the Stadia. Access paths for referees' room can only be shared by the officials.</p> <p>Match officials' seating area</p> <p>a) The Stadia must have a covered area, with a minimum of three (3) seats, dedicated for the match commissioner and referee instructor which is in a protected area from the public and Media.</p> <p>b) The match officials' seating area must be located centrally, as close to the halfway line as possible, between the two penalty areas, and with easy access to the team and referee's dressing rooms.</p> <p>c) The match official's seating area must be equipped with the following:</p> <ul style="list-style-type: none"> - Tables and chairs - A television monitor to receive live feed of the Match - Two (2) power sockets - Wireless broadband internet connection 			
AFC Criteria & Grade	National Criteria & Grade	I.23 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Dugouts and Technical Areas	
<p>The stadium must be equipped with dugouts.</p> <p>The Stadia must be equipped with two covered benches at pitch level for the hosting club and the visiting club, each with seating room for at least twenty (20) people and positioned at least five metres from the touchline.</p> <p>The Stadia must be equipped with one covered bench at pitch level for Fourth Official with seating room for at least three (3) people.</p>			N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.24 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – Media and Press Facilities	
	<p>Media centre</p> <p>a) At least one air-conditioned room (100m²) must be provided for Media representatives equipped with desks and access to communication facilities.</p> <p>b) The media centre must be located on the same side as the media tribune, press conference room and mixed zone area.</p> <p>c) The room must be equipped with the following:</p> <ul style="list-style-type: none"> - Tables, chairs and internet connection for 70 persons - One (1) photocopy machine with all its consumables - One (1) fax machine with all its consumables - Pigeon Holes for Media representatives and the Host Broadcaster - Information services, catering and transport office if required <p>Media tribune</p> <p>a) The Stadium must have a media tribune for Media representatives that meets the following requirements:</p> <ul style="list-style-type: none"> - All area of the media tribune must be covered - 20 seats without desks - 50 seats with desks. These seats must be equipped with a power supply and internet connection. The desks must be big enough to accommodate a laptop computer and a note pad. <p>b) The media tribune must be located in a central position in the grandstand and must be on the same side as the media centre, press conference room and mixed zone.</p> <p>c) There must be an exclusive access path for the Media from the media tribune to the press conference room and the media centre.</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.25 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – TV Facilities	

Indian Club Licensing Regulations

	<p>The stadium must be equipped with TV facilities. These must be safe, comfortable and allow for the coverage of live facilities.</p> <p>Camera positions</p> <p>a) One main camera platform must be provided in the grandstand. It must be centrally situated and at a height above the pitch which guarantees optimum picture quality.</p> <p>b) The main position must be exactly in line with the halfway line and be at a height which forms an angle of 15-20 degrees from the horizontal plane to the centre plan.</p> <p>c) The platform for the main camera must be at least 12m² in dimension.</p> <p>d) In addition to the main camera position, offside camera positions level with each penalty area must be allocated.</p> <p>e) Camera positions for goal and reverse camera positions must be identified and reserved.</p> <p>TV and radio commentary positions</p> <p>a) The Stadia must have a minimum of three (3) fully-enclosed and airconditioned rooms which have unobstructed views of the entire pitch.</p> <p>b) The commentary positions must be located on the same side as the main camera positions and must be at least 5m in width at the front by 3m depth by 2.5m in height for an enclosed position. If a non-enclosed position is required, it must be at least 3m in width at the front by 2m in depth.</p> <p>c) Each commentary position requires minimum two (2x) power jacks and two (2x) phone jacks which should be connectable to IDD/ISDN. Commentary positions should have facility to patch video from the OB van to the position, and to patch audio from commentary positions to OB van.</p> <p>d) There must be main and back-up power supply to the commentary positions and compound.</p> <p>e) Each commentary positions must have at least three (3) seats.</p> <p>OB van</p> <p>a) The Stadia must have an OB van area meeting the following requirement: Located on the same side of the Stadia as the main camera it should be at least 600m²</p> <p>b) Stadia should supply access to the main back-up power for the OB compound as required by the host broadcaster.</p> <p>c) The area must be appropriate for the Host Broadcaster's and Media Rights Licensee's multilateral and unilateral television and radio broadcast operations including up/down-linking to domestic and international satellites and easy</p>	N/A
--	---	-----

Indian Club Licensing Regulations

		<p>access for large vehicles.</p> <p>d) Adequate office space in the broadcast compound at each Venue for Host Broadcaster's technical, administrative and production offices and rooms with necessary air conditioning and/or heating.</p> <p>e) Security must be provided at all times for all television broadcast areas.</p>	
AFC Criteria & Grade	National Criteria & Grade	I.26 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – Ticket Distribution system	
		<p>The license applicant must have a modern ticket distribution in place. It should be used to distribute tickets for all matches including AFC club competitions. This system should be capable of recording every ticket sale and of providing the Club Licensing department with the exact number of spectators and the exact figure of gate receipts as required.</p> <p>When tickets are issued, these must clearly identify the location of the seats for which they have been issued.</p> <p>Information on the tickets must correlate with signposting inside and outside the stadium.</p> <p>Color coding of tickets to assist the entry process is recommended.</p>	N/A
AFC Criteria & Grade	National Criteria & Grade	I.27 Summary of Requirements	Documentation Requirements
	C	Criteria: Stadium – Mixed Zone Area	
		<p>The Stadium must allocate an area for the mixed zone. This area must be well-lit and must be the area which is on the way to/from the dressing rooms and the team transport area.</p> <p>a) The mixed zone must be secure and must be accessible only to coaches, players and representatives of the Media.</p> <p>b) The mixed zone must be divided into three areas: one for broadcaster crews, one for radio reporters and one for print journalists.</p>	N/A
AFC Criteria & Grade	National Criteria & Grade	I.28 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Doping control facilities	

Indian Club Licensing Regulations

	<p>The Stadia must be equipped with a dedicated air-conditioned doping control room that is located near the team dressing rooms and is inaccessible to the public and the Media. It should consist of the following:</p> <p>a) The room must be at least 20m² and comprise of a waiting room, testing room and toilet area with attached bathroom, all adjoining.</p> <p>b) The waiting room forms part of or is immediately adjacent to the testing room (a partition dividing the two areas is also acceptable). It must contain sufficient seating for eight people, a television, and a refrigerator equipped with non-alcoholic drinks in sealed mineral water bottles and canned juices.</p> <p>c) The testing room must, at least, contain one table, four chairs, a sink with running water, a lockable cabinet and a toilet.</p> <p>d)The toilet area must be within the testing room or immediately next to it and with direct private access to the testing room. It must contain a seated toilet as well as a sink with running water.</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.29 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – Parking	
	<p>The following minimum number of parking places should be made available for players, referees and other officials :</p> <ul style="list-style-type: none"> - 2 coach parking space and - 25 car parking spaces <p>Players, referees and other officials should be able to alight from their vehicles and enter their dressing rooms directly, without coming into contact with the public. Parking should be located inside the stadium</p> <p>Emergency Services: Parking facilities for police vehicles, fire engines, ambulances and other vehicles of the emergency services should be provided immediately adjacent to or within the stadium. These parking places should be situated to provide a direct, unrestricted means of entry to and departure from the stadium. This parking may also be used for disabled spectators' vehicles.</p> <p>Media Parking: A) The Stadia must provide a minimum of twenty (20) parking places for exclusive use by AIFF, AFC, the Host Broadcaster, and Media Rights Licensees. Such parking spaces shall be of adequate size to</p>		N/A

Indian Club Licensing Regulations

		<p>accommodate the technical vehicles of the Host Broadcaster and Media Rights Licensees.</p> <p>B) All parking spaces for the Host Broadcaster shall be designated in preferential locations adjacent to, or as close as possible to, the Host Broadcaster working areas and shall provide direct access to such areas.</p> <p>C) At least one-third (1/3) of such parking spaces shall be situated in close proximity to the Stadium entrances so as to facilitate the loading and unloading of unilateral equipment. Where the physical configuration of any stadium does not allow for all such parking spaces to be situated, the LOC shall designate a dedicated unilateral equipment and personnel drop-off point for Media Rights Licensees, such drop-off to be situated as close as possible to stadium entrances.</p>	
AFC Criteria & Grade	National Criteria & Grade	I.30 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Medical Examination Room for players and Referees	
		<p>The stadium should be equipped with a medical examination room for players and referees and in case of emergencies it can be used for spectators. The medical examination room should be close to the dressing room area and field of play, with easy access to the outside entrance. The doors and corridors leading to the medical examination room should be wide enough to allow stretchers and wheelchairs through.</p> <p>The minimum equipment should be provided :</p> <ul style="list-style-type: none"> - 1 examination couch with adequate lighting - 1 wash basin with hot and cold water and toilet and shower facilities. - Written emergency protocol; this includes the numbers of the local hospital/ general and dental practitioners <p>Facilities must include the following:</p> <ul style="list-style-type: none"> i. Oxygen with appropriate masks/oral airway ii. Splints (Spinal injuries) iii. Stretchers iv. Suction machine v. I/V drip sets with emergency injections and medication vi. Minor surgery supplies and equipment vii. Automated External Defibrillator 	N/A
AFC Criteria & Grade	National Criteria & Grade	I.31 Summary of Requirements	Documentation Requirements

Indian Club Licensing Regulations

	B	Criteria: Stadium – Match Delegates Room	
	<p>The stadium should be equipped with a Match Delegates room. It should be located within the dressing room area with an easy access to team and referees dressing area.</p> <p>The following minimum equipment should be provided: 1 table and chair</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.32 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – VIP Area	
	<p>The stadium should be equipped with a VIP Area.</p> <p>The VIP Box should have 50 individual, covered seats with backrest. It should be located in the centre of the main stand, in an elevated position over the playing area and be portioned off from the public seating areas.</p> <p>The VIP box should have its own entrance from the outside, segregated from the public entrance leading directly to the reception & viewing area</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.33 Summary of Requirements	Documentation Requirements
	C	Criteria: Stadium – Electronic Scoreboard	
	<p>The stadium should be a equipped with an electronic scoreboard.</p> <p>Generally, there should be 2 screens, to provide spectators in all areas with a comfortable and relatively direct view</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.34 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – TV studio	
	<p>The stadium should be equipped with at least one TV studio.</p> <p>The tv studio should encompass an area approximately 25 m2, with a minimum height of 4m</p>		N/A

Indian Club Licensing Regulations

AFC Criteria & Grade	National Criteria & Grade	I.35 Summary of Requirements	Documentation Requirements
	A	Criteria: Stadium – Press Conference Area	
	<p>The stadium should be equipped with a press conference room capable of accommodating at least 50 people.</p> <p>At one end of the press conference room, a platform should be erected to accommodate players, coaches, press officers and interpreters as required. The platform should be equipped with a backdrop that clearly displays the logo of AIFF and I League and other sponsors as necessary.</p> <p>At the other end of the room, facing the platform, a podium should be erected where television crews can set up cameras and tripods.</p> <p>The press conference room should have easy access to and from the dressing room area</p>		N/A
AFC Criteria & Grade	National Criteria & Grade	I.36 Summary of Requirements	Documentation Requirements
	B	Criteria: Stadium – Media Working Room	
	<p>The stadium should be equipped with a Media Working Room. It should be divided into 2 areas:</p> <ul style="list-style-type: none"> - A working area with desks, power, phone and modem facilities - Refreshment Area 		N/A

NOTE: All Not Applicable (N/A) documentations will lead to inspection by the Licensing Department

Administrative & Personnel Criteria

8.1 Introduction

The nature of the game has changed. Nowadays, Football clubs play bigger roles not only on a sports level but also on a business and community level. A football club has become a center point where qualified personnel, media agencies, club supporters, donors, suppliers, merchandisers and many others, have gathered to feed the growing popularity of football.

Football clubs operate in a much more competitive environment than before. The club is in need for reforms and change to cope with the changing nature of the game and the growing cost of operations. Therefore, the constant support of professionals and specialists is needed to keep the club running. Knowledge and experience in the field of merchandising, marketing, management, finance and entertainment became crucial.

The growing cost of running a club and the increasing salary trend for professional players have put clubs under tremendous financial pressure hence the need for alternative income such as advertising, merchandising, gate receipts, sponsorships and many others. The independency of a club lies on its ability to self sustain and strengthen its profitability in the long run.

In respect of the above, a football club would definitely benefit from the knowledge and experience of full time employees and/or independent firms to bring the technical know-how to this entity.

8.2 Objectives

The list of personnel and administrative criteria in this document has the following objectives:

- Restructure and organize the club to become fully operational;
- To manage the club in a professional way.
- Bring the necessary well educated, qualified and skilled specialist with a certain know-how and experience to the club;
- The players of the first and other teams are trained by qualified coaches and supported by the necessary medical staff;
- Have a clear organizational structure with segregation of duties among staff and key; personnel
- To increase the sources of revenue to become financially independent.

Indian Club Licensing Regulations

8.3 Criteria

8.3.1 "A" Criteria

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.01 - Club Secretariat	
		<p>The license applicant must have sufficient office space available to run its administration.</p> <p>The required surface of the office(s) & the required technical minimum infrastructure including phone, fax & email must be available.</p> <p>The license applicant must have appointed the appropriate number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that that its office is open to communicate with the Licensor and the public</p>	<p>Document outlining the responsibilities and duties of the Club Secretary and administrative staff combined with a copy of the document confirming their employment.</p> <p>Legal document with regard to the use of the office space: whether it is owned or rented.</p> <p>This will be followed by physical inspection of the office premises to check the required minimum facilities</p>

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements to be submitted
A	A	P.02 General Manager	

Indian Club Licensing Regulations

	<p>The license applicant must have appointed a General Manager who will be responsible for running the club on a daily basis (operative matters).</p> <p>The appointment must have been done by the appropriate body. (e.g. Executive board) of the License applicant.</p>	<p>Document outlining the responsibilities and powers of the General Manager combined with a copy of the Board or Committee confirming the appointment of the General Manager</p> <p>The rights and duties of the General Manager must be set out in a job description for this role. The title used to define this role may also be defined as CEO or Executive Director and in all instances the person filling this role will be responsible for overseeing all operational and football aspects of the day to day running of the Club.</p>
--	--	--

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.03 - Finance Officer	
		<p>The license applicant must have appointed a Finance Officer who is responsible for all financial aspects of the Club including the preparation of all financial statements as required according to the accounting standards in India. The person can either be a full time employee or an external company/consultant appointed by the license applicant by virtue of a written contract.</p> <p>The roles and responsibilities of the Finance officer must be outlined in a job description and where an external party is used, their roles and responsibilities must be set out in the contract between the Club and the external party.</p> <p>The finance officer must confirm that he has sufficient time to execute</p>	<p>Document outlining the responsibilities and main functions of the Finance Officer followed by a copy of the document confirming his appointment.</p> <p>And University Degree/ diploma in the area of accounting or audit or Curriculum Vitae (CV)</p>

Indian Club Licensing Regulations

	<p>their tasks.</p> <p>The financial officer is in charge of the preparation of the documentation requested for in the financial criteria.</p> <p>The Finance Officer must hold as a minimum one of the following qualifications:</p> <ul style="list-style-type: none"> a) A diploma of certified public accountant; or b) A diploma of qualified auditor; or c) A "recognition of competence" issued by the licensor based on its financial background and a minimum of three years experience in financial matters. <p>The appointment must have been done by the appropriate body of the license applicant such as the board or committee.</p>	
--	---	--

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.04 - Security Officer	
		<p>The license applicant must have appointed a Security Officer with responsibility of all safety and security matters.</p> <p>The security officer must be either:</p> <p>Alternative 1: Employed by the license applicant; or</p> <p>Alternative 2: An external consultant, appointed by the license applicant by virtue of a written contract.</p> <p>The role and responsibilities related to this position must be set out in a job description and these will include the following:</p> <ul style="list-style-type: none"> • Preparing procedures related to match day security and stewarding; • Preparing emergency / evacuation plans; • Ensuring that adequate stewarding is provided at all games; • Ensuring that stewards are properly trained to implement security procedures and plans; • Screening of spectators and ticket checks; • Managing the flow of spectators; • Ensuring all regulations related to the operation of stadium facilities are observed; 	<p>Document outlining the responsibilities and powers of a security officer together with a copy of the document confirming his appointment</p>

Indian Club Licensing Regulations

	<ul style="list-style-type: none"> Ensuring spectators in need of assistance are properly being taken care of; Should be able to coordinate with stewarding companies to make sure stewards are all ready and present during matches. <p>The security officer should also coordinate with the local authorities to make sure that Ambulances and Police Officers are present during the occurrence of such events.</p> <p>The Security Officer must hold as a minimum one of the following qualifications :</p> <ul style="list-style-type: none"> a) Certificate as a police man or a security person according to national law or ; b) A safety and security diploma based on a specific course issued by the national association or by a state recognized organization or ; c) A "Recognition of competence" approved by AIFF, which is based on at least one year experience in such matters. <p>The appointment of the security officer must be done by the appropriate body of the license applicant.</p>	
--	---	--

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.05 - Media Officer	
		<p>The license applicant must have appointed a Media Officer with the responsibility of managing all media aspects of the Club.</p> <p>The role and responsibilities related to this position must be set out in a job description, though it is recommended that the job description will include:</p> <ul style="list-style-type: none"> Managing all press and media relations as well as external relations; Preparing press releases related to the Club, players and match results; The organization of interviews with players and coaches and distribution of information of the team during and after matches; The organization of regular press conferences during the 	<p>Documents outlining the Media Officers responsibility and main functions following a copy of the document confirming his employment.</p>

Indian Club Licensing Regulations

	<p>Sporting season;</p> <ul style="list-style-type: none">• Being present at all the official matches of the Club;• The issue of regular press release concerning the club. <p>The candidate filling the position must:</p> <ul style="list-style-type: none">- Diploma in journalism education ;- Concluded a media officer implication course provided by AIFF or an organization recognized by it;- A "Recognition of Competence" approved by AIFF, which requires at least one year experience in such matters. <p>The appointment of the media officer should be done by the appropriate body of the license applicant to make sure that the candidate meets the necessary requirements to fill in the position.</p>	
--	--	--

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.06 -Medical Doctor	
		<p>The license applicant must have appointed at least one doctor who is responsible for the medical support and advice for the first team as well as for doping prevention policy. The medical doctor arranges for the first team players to undergo medical examinations as required in the Indian Club Licensing Regulations. The doctor must be present during matches and must ensure his services during training (It is not necessary for a doctor to be present during all the trainings as long as appropriate emergency procedures are defined and implemented). For away matches the license applicant may arrange with the home team to share the home team doctor.</p> <p>The doctor must be licensed and registered with the Ministry of Health, to practice medicine in India and hold a recognized medical qualification.</p> <p>The rights and duties of the doctor must be detailed in a job description and will include;</p> <ul style="list-style-type: none"> • The doctor is responsible for ensuring the medical facilities at the club are fully equipped and functional and in compliance with the Ministry of Health ; • The doctor must ensure that players receive the required medical treatment including periodical examinations as required; • The doctor must ensure that comprehensive medical records are maintained and updated for each player (medical passport) ; • Be familiar with anti-doping rules and regulations and inform the license applicant's players of their responsibility regarding these; <p>The medical doctor must hold the following or equivalent or higher professional qualifications:</p> <ul style="list-style-type: none"> • Hold a valid Certificate in Advanced Emergency Medicine for Sport (AEMS); • Have a valid medical license to practice medicine in India; • Be specialized in sports medicine and have previously worked as a medical doctor for national or international football teams; • Have previous experience in managing medical facilities at the club level or any other similar organization; <p>The appointment of a medical director must have been done by the appropriate body of the license applicant. The license applicant must keep record of all required documentation for the medical doctor plus all related medical staff. The license applicant is obliged to provide adequate structures at its training centers which enable the medical staff to perform their functions. Where this is not possible, the license applicant must ensure the periodic availability of adequate structures at external medical centers.</p>	<p>The applicant must submit a detailed job description outlining the main duties of the Medical Doctor along with the employment contract, Indian medical license and all related government registration.</p>

Indian Club Licensing Regulations

	The Medical Director may arrange for any other examinations deemed appropriate to be carried out, making use of trusted public or private structures where necessary.	
--	---	--

AFC Grade	Criteria & Grade	Summary of Requirements	Documentation Requirements
A	A	P.07 - Physiotherapist	
	<p>The licensed applicant must have appointed at least one Physiotherapist being responsible for medical treatment and massages for the first squad during the training and matches.</p> <p>The physiotherapist must meet the following or an equivalent or a higher professional qualifications/ criteria:</p> <ul style="list-style-type: none">i. Certificate in Advanced Emergency Medicine for Sport (AEMS);i. Have relevant sports medicine experience;ii. Certificate in Emergency Injury Management;iii. Degree in Physiotherapy (minimum of 3 year program);iv. A valid license to be a certified physiotherapist in India;v. Be registered with the Indian Ministry of Health; <p>In cases where an applicant has proven extensive experience as a physiotherapist at a first team football level but does not have the required qualifications, then the applicant may be appointed subject to the license applicant submitting the candidate’s detailed resume for approval by the appropriate medical partner of AIFF.</p> <p>The license applicant must ensure that the physiotherapist is present at every match and training and ensure medical support is provided.</p> <p>The rights and duties of the physiotherapist must be detailed in a job description.</p>		<p>The applicant must submit a detailed job description outlining the main duties of the Physiotherapist along with the employment contract and all other related medical documentation.</p>

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P. 08 - Head Coach of the First Team	
	<p>The License applicant must have appointed a Head Coach with being responsible for all the football matters of the first team squad.</p> <p>The Head Coach of the First Team should fulfill the following criteria:</p> <ul style="list-style-type: none"> i. The qualified person must hold at least a valid AFC 'A' certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by the AFC as such (Alternative 1 according to table in the AFC manual defined is the alternative taking into account the status of implementation of the AFC coach education program); or ii. Already has started the required education course, recognized by AIFF, allowing him to achieve the required diploma as defined under a). The simple inscription to such an education course is not deemed to be in compliance with the criterion (alternative 2 according to the table in the manual); iii. Hold a "Recognition of Competence" issued by AFC. A "Recognition of competence " is provided by AFC in cases where the head coach of the first team does not meet the required certificate as defined under a) and b) but has been a head coach at a professional level or national team in the last five years preceding his application/ appointment as head coach. <ul style="list-style-type: none"> • The Head Coach for The First Team must be appointed by the appropriate body of the license applicant; • The Head Coach for The First Team must be registered with the AIFF. 		<p>The License applicant must submit a detailed job description and contact details outlining the main duties of the Head Coach for The First Team along with the employment contract as well as all other licensing football documentation</p> <p>The rights and duties of the Head Coach for The First Team must be detailed in a job description;</p>

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.09 - Assistant Coach, First Team	
		<p>The license applicant must have appointed an Assistant Coach to the first team, assisting the Head Coach in all football matters of the first team.</p> <p>The Assistant coach must fulfill the following:</p> <ol style="list-style-type: none"> a) Hold at least a valid AFC 'B' Certificate or any valid foreign coaching diploma, which is equivalent to this one and acknowledged by AFC as such (Alternative 1 or 2 according to table in the AFC manual defined is the alternative taking into account the status of implementation of the AFC coach education program); or b) Has started the required education course, recognized by AIFF, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to be in compliance with the criterion (alternative 3 according to the table in the manual) <p>The assistant head coach for the first team may take over the responsibilities of the Head of youth development program (refer to P. 10) or a youth coach (refer to P.11)</p> <p>The assistant coach must be dully registered with the AIFF. The appointment must be done by the appropriate body of the license applicant.</p>	<p>Document outlining the responsibilities and duties of the assistant coach together with a</p> <ol style="list-style-type: none"> 1) copy of his relevant coaching qualification 2) Employment contract 3) Contact Details <p>This criteria is applicable for the goal keeping coach of the first squad as well</p>

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P. 10 -Head of The Youth Development Program	
	<p>The license applicant must have appointed a head of the youth development program being responsible for running the daily business and the technical aspects of the youth sector.</p> <p>The roles and responsibilities of the Head of The Youth Development must be set out in a job description. The head of the youth development program must:-</p> <ul style="list-style-type: none"> a) Hold at least a AFC 'A' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC;(Alternative 1 or 2 according to table in the AFC manual defined is the alternative taking into account the status of implementation of the AFC coach education program); or b) Has started the required education course, recognized by AIFF, allowing him to achieve the required diploma as defined under a) above The simple inscription to such an education course is not deemed to be in compliance with the criterion (alternative 3 according to the table in the manual) <p>The Head of the Youth Development must be registered with AIFF and his appointment must have been undertaken by the body within the license applicant with the authority to do so.</p>		<p>The license applicant must submit a detailed job description outlining the main duties of the head of youth development along with the employment contract</p>

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P. 011 Youth Coaches	
	<p>The license applicant must have appointed at least one youth coach responsible for all football matters for each of the mandatory teams (Refer to sec S.02)</p> <p>The Youth Coach must have at least valid AFC 'B' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC;</p> <p>Youth coaches must hold a valid coaching license and must be registered with the AIFF. The appointment of youth coaches must be done by the appropriate body of the license applicant.</p>		<p>The applicant must submit a detailed job description outlining the main duties of Youth Coaches along with the employment contract.</p>

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	P.12 - Stewards	
	<p>The license applicant must have established a safety and security organization for home matches through the engagement of stewards for this purpose it must :</p> <ul style="list-style-type: none"> a) Employ the stewards ; or b) Conclude a written contract with the stadium owner providing the stewards; or c) Conclude a written contract with an external security company providing stewards. <p>The license applicant must provide appropriately qualified stewards (internal or external).</p>		<p>The applicant must submit a detailed job description outlining the main duties of the stewards along with the employment contract or copy of the contract with the external security company.</p>

Indian Club Licensing Regulations

8.3.2 "B" Criteria

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
B	B	P. 13 Rights and Duties	
	<p>All rights and duties of staff members (part time and full time employees), and appointed independent firms (P. 01 to P. 12) of the license applicant must be in writing and clearly defined in binding contracts.</p> <p>Rights and duties maybe specified in the following documents: Terms of reference, job description, labor contract, internal rule book, etc.</p> <p>The license applicant specifically its supervisory body (Ex: board of directors) are considered as responsible for approving those rights and duties, which may be proposed by the General Manager.</p>		The appointed person has their rights and duties defined in writing which should be signed by appointed person.

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
B	B	P. 14 Duty to notify significant changes	
	<p>The license applicant is responsible that all information submitted to the licensor is accurate. Therefore it is also his duty to notify the licensing department of any event, which has represented a significant change to the information previously submitted and that has an impact on the assessment of the license applicant (Ex: "A" or "B" Criteria) .The notification of any event which is related to criteria (P. 01 to P. 12 and P.16) has to be made within 10 working days.</p>		Notification to the licensing department within the given deadline.

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
B	B	P. 15 Duty of replacement during the licensing season	
	<p>The license applicant must ensure all key departments are fully operative during the licensing season.</p> <p>If a position defined earlier (P.01 – P.12; P.16) becomes vacant during the licensing season due to reasons beyond the license applicant's control (illness, accident, etc.) then the following applies:</p> <ul style="list-style-type: none"> - The person filling should meet the necessary requirements for that role (shall comply with the criterion and have the right qualifications to fill in the position) then that person could fill in the role for an indefinite period; <p>Or</p> <ul style="list-style-type: none"> - The person filling does not meet the necessary requirements for that role then that person cannot stay longer than the end of the licensing season; <p>If a position defined earlier (P.01 – P.12; P.16) becomes vacant during the licensing season as a consequence of a decision of the license applicant then the person filling the vacancy should:</p> <ul style="list-style-type: none"> - Be fully qualified and meet the necessary criterion for that position <p>Or</p> <ul style="list-style-type: none"> - The person filling does not meet the necessary requirements for that role then that person cannot stay longer than the end of the licensing season (This only applies if the release was done after the start of the licensed season). 		<p>The license applicant must notify AIFF Club Licensing department of any replacements within 7 working days during the licensing season.</p> <p>The responsibility lies on the license applicant to avoid changes that could affect its performance during the licensing season.</p>

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
	B	P. 16 - Commercial / Marketing Officer	
	<p>The license applicant should have in its organizational structure, the role of a Commercial / Sponsorship Officer that could be a full time employee or an external company appointed by the license applicant.</p> <p>The candidate will be identifying possible commercial revenue opportunities for the Club, working closely with those related for the Finance and Media/PR activities of the Club.</p> <p>The main responsibilities of the Commercial / Marketing Officer are to:</p> <ul style="list-style-type: none"> - Develop commercial revenue plans; - Identify potential commercial sponsors and building relations with them; - Manage relations with commercial sponsors; - Manage the merchandising revenues of the Club. - Event management; - Management of stadium related commercial activities. <p>The main duties of that role would also be to comply with all sponsorship requirements and commitments and help the license applicant avoid all kinds of sanctions. The officer shall perfectly comprehend the obligations of the club under the sponsorship contract.</p> <p>The roles and responsibilities of the person fulfilling this position must be set out in a job description.</p> <p>Sponsorship/Commercial Agreements</p> <p>The commercial officer must be responsible for ensuring that the club complies with their obligations under all sponsorship or commercial agreements.</p> <p>The Club is obliged to comply with sponsorship and commercial commitments and failure to do so may result in a sanction.</p>		<p>The applicant must submit a detailed job description outlining the main duties of the Commercial / Marketing officer along with the employment contract.</p>

9. Legal Criteria

9.1 Introduction

This chapter defines the minimum legal criteria for license applicants

9.2 Criteria

9.2.1 "A" Criteria

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	L. 01 Declaration in respect of the participation in National and AFC club competitions	
	<p>The license applicant must submit a legally valid declaration confirming the following:-</p> <ul style="list-style-type: none"> a) It recognizes as legally binding the statutes, rules and regulations and decisions of FIFA, AFC, AIFF and, if they exist, of the national league; b) it recognizes the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA and/or AFC; c) it recognizes the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes; d) At a national level, it will play in competitions that are recognized and endorsed by AIFF (e.g. national championship, national cup); e) At continental level, it will participate in competitions recognized and endorsed by AFC. To avoid any doubt, this provision does not relate to friendly matches; f) it undertakes to abide by and observe the provisions and conditions of the Indian Club Licensing Regulations; g) all submitted documents are complete and correct; h) it authorizes the competent club licensing authority to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; 		<p>The Club Licensing contract is signed by an authorized person of the license applicant.</p> <p>This declaration is signed not more than 3 months prior to its submission deadline.</p>

Indian Club Licensing Regulations

	<p>i) It acknowledges that AIFF through Club Licensing Manager reserves the right to execute spot – checks reviewing the assessment process and the decision making;</p> <p>j) it acknowledges that AFC reserves the right to execute spot-checks at national level reviewing the assessment process and the decision making;</p> <p>k) it acknowledges that FIFA reserves the right to execute spot-checks at national level to review the assessment process and the decision making in case AFC fails to implement and execute a sport check procedure at national level.</p> <p>l) it will inform the licensor about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation (cf. P.13, F.05 and F.07) within the fixed deadlines (cf. P.13 see AFC comments);</p> <p>This declaration must be executed by an authorized signatory no more than three months prior to the corresponding deadline for its submission to the licensor.</p>	
--	--	--

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	L.02 - Other documents and confirmations from the license applicant	
	<p>The license applicant must submit the following documents:-</p> <p>a) Copy of the license applicant’s current company articles (Ex: company act);</p> <p>b) An extract from a public register (Ex: trade register) or an official document containing information on the license applicant (such as name, address, legal form, list of authorized signatories and type of required signature)</p> <p>These documents must be executed by an authorized signatory no more than three months prior to the corresponding deadline for their submission to the licensor.</p>	<p>Copy of the statutes and the company articles of the License Applicant</p> <p>The declaration is signed by an authorized person of the license applicant.</p> <p>The declaration is signed not more than 3 months prior to its submission deadline.</p>	

Indian Club Licensing Regulations

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
A	A	L.03 Ownership and control of clubs	
	<p>The license applicant must submit a legally valid declaration outlining the ownership structure and control mechanism of the club.</p> <p>No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:-</p> <ul style="list-style-type: none"> a) holds or deals in the securities or shares that can cause significant influence of any other club participating in the same competition; b) holds a majority of the shareholders' voting rights of any other club participating in the same competition; c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition; d) is a shareholder and alone controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question; e) is a member of any other club participating in the same competition; f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; g) has any power whatsoever over the management; h) Administration and/or sporting performance of any other club participating in the same club competition. 		<p>This declaration must be executed by an authorized signatory no more than three months prior to the corresponding deadline for its submission the licensor.</p> <p>An updated list of all shareholders and directors with the contact details and professional background will have to be submitted and have to be provided whenever requested by the Licensor.</p>

Indian Club Licensing Regulations

9.2.2 "B" Criteria

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
B	B	L.04 Disciplinary procedure within the club	
	<p>The license applicant must submit a legally valid Disciplinary regulation of the club which shall comply with the national law and FIFA, AFC and AIFF statutes, rules and regulations under which the infringement of club rules, regulations and decisions shall be prosecuted and sanctions shall be applied in accordance with a legally established proceeding and by competent body of the club.</p>		<p>A Copy of the license applicant's disciplinary regulations.</p>

Indian Club Licensing Regulations

9.2.3 "C" Criteria

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
C	C	L.05 Code of conduct for players and officials	
	It is recommended that the license applicant establishes a legally valid code of conduct for players and officials in order to preserve and develop a good image of the football club (which are in compliance with the national law and FIFA, AFC and AIFF Statutes, Rules and Regulations).		A copy of the license applicant's code of conduct.

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
C	C	L.06 Legal Officer	
	It is recommended that the license applicant appoint a legal person (full time or part time) who is responsible to handle all legal matters in the license applicant's activities. The legal advisor shall have the necessary legal qualifications.		Document outlining the responsibilities and powers of the Legal Officer combined with a copy of the Board or Committee confirming the appointment.

10. Financial Criteria

10.1 Introduction

The financial criteria to be met for participation in the 2013 Season are set out in this chapter. This means that financial information in respect of the financial year ending in 2011 will form part of the information to be assessed by the club licensing department for clubs to obtain a license for the 2013 Season.

For more details, forms, appendixes and instruction on the financial criteria please refer to the Appendix A: Financial Criteria Regulations and Guidelines.

10.2 Objectives

The Financial criteria aim principally to:

- Improve the economic and financial capability of the clubs;
- Increase the clubs' transparency and credibility ;
- Place the necessary importance on the protection of creditors;
- Safeguard the continuity of international competitions for one season;
- Monitor financial fair play in AFC and national club competitions.

10.3 Criteria

10.3.1 “A” Criteria

AFC & National Grade	Summary of Requirements	Documentation Requirements
F.01 A	Annual Financial Statement – Audited	
<p>Regardless of the legal structure of the license applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditors.</p> <p>The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by this regulations. Alternative 1: If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by this regulations, then no further supplementary information has to be provided.</p> <p>Alternative 2: If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by this regulations, then supplementary information must be prepared by the license applicant and assessed by the auditor.</p>		Please refer the annexure for exact details

AFC & National & Grade	Summary of Requirements	Documentation Requirements
A	F.02 No Payables Overdue Towards Football Clubs Arising From Transfer Activities	
<p>The license applicant must prove that it has no payables overdue (Ex: final and binding decisions of the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber and the Court of Arbitration for Sport) towards football clubs arising from transfer activities as at 31 December of the year preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p>		<p>Declaration, issued by the league to which the License applicant belongs to, of the settlement of payables relative to national transfer activities. Table of international transfer activities as at 31st December.</p> <p>Declaration that there are no payables overdue from international transfer activities as at 31st Dec or with reference to payables from international transfer activities that are overdue as at 31st December:</p> <ul style="list-style-type: none"> Bank documentation proving that the payments have

Indian Club Licensing Regulations

	<p>been effected;</p> <ul style="list-style-type: none"> • Documentation proving the extension of the payment deadlines; • Written confirmation by the administrative, jurisdictional or arbitral body of the existence of a not obviously unfounded dispute <p>For more details please refer the annexure for financial criteria</p>
--	---

AFC & National Grade	Summary of Requirements	Documentation Requirements
A	F.03 No Payables Overdue Towards Employees and Social/Tax Authorities	
<p>The license applicant must prove that, in respect of contractual and legal obligations with its current and former employees (including all professional players according to the applicable FIFA Regulations on Status and Transfer of Players, the general manager (P.02), the finance officer (P.03), the security officer (P.04), the doctor (P.05), the physiotherapist (P.07), the head coach of first-team squad (P.08), the assistant coach of first-team squad (P.09), the head of youth development (P.10) and the youth coaches (P.11); list exhaustive), it has no payables overdue towards employees and social/tax authorities as at 31 December of the year preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p>		<p>Please refer the annexure for exact documentation requirement</p>

Indian Club Licensing Regulations

AFC & National Grade	Summary of Requirements	Documentation Requirements
A	F.04 Written representations prior to the licensing decision	
<p>Within seven days prior to the start of the period in which the licensing decision is to be made by the First Instance Body, the license applicant must make written representations to the licensor.</p> <p>The written representations shall state whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the license applicant's financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable).</p>		<p>Please refer the annexure for exact documentation requirement</p>

Indian Club Licensing Regulations

AFC and National Grade	Summary of Requirements	Documentation Requirements
A/B	F.05 Future Financial Information	
<p>Future financial information shall be prepared and submitted by the license applicant, consisting of:</p> <ul style="list-style-type: none"> a) A budgeted profit and loss account; b) A budgeted cash flow; and c) Explanatory notes including assumptions and risks and comparison of budget to actual figures. <p>The future financial information shall be based on assumptions that are not unreasonable and meet the minimum disclosure requirements defined by the regulations.</p> <p>Note: If the license applicant exhibits a breach of any of the indicators, then the licensor must undertake more detailed assessment procedures upon the submitted future financial information and, in certain circumstances, this may provide the basis for a license refusal. If the license applicant does not exhibit a breach of any indicators, then the licensor does not have to undertake more detailed assessment procedures and, in certain circumstances, the license applicant may be subject to a sanction, but not a license refusal.</p>		Please refer to the annexure for exact details

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
	A	F.06 Salary Cap Management	

Indian Club Licensing Regulations

<p>The License Applicant must a declaration adhering to the Salary Cap management while participating in the National club competitions.</p> <p>The Licensee must not incur related expenditure on player, management and coaching salary costs greater than the percentage of its relevant income for the corresponding financial year as mentioned in the table below :</p> <table><tr><th>SEASON</th><th>MAXIMUM percentage of the Club Budget to be spent on player salary</th></tr><tr><td>2012 –2013</td><td>75%</td></tr><tr><td>2013 –2014</td><td>70%</td></tr><tr><td>2014 -2015</td><td>65 %</td></tr></table> <p>The club must also at no point during the season have projected year end expenditure on player, management and coaching salary cost greater of its projected year end relevant income.</p> <p>This spend will be inclusive of the fringe benefits the clubs provide including signing bonus, housing, cars or weekly allowances etc. The list is not exhaustive</p> <p>Failure to adhere to the Salary Cap Management will lead to the cancellation of the license of the club.</p>	SEASON	MAXIMUM percentage of the Club Budget to be spent on player salary	2012 –2013	75%	2013 –2014	70%	2014 -2015	65 %	<p>This declaration must be executed by an authorized signatory no more than three months prior to the corresponding deadline for its submission the licensor.</p> <p>The clubs need to submit a copy of the employment contract of the players, management and coaching staff, budget , audited financial statement including all expenses and details as required by the Indian Club Licensing Regulations</p>
SEASON	MAXIMUM percentage of the Club Budget to be spent on player salary								
2012 –2013	75%								
2013 –2014	70%								
2014 -2015	65 %								

Indian Club Licensing Regulations

10.3.2 “B” Criteria

AFC & National Grade	Summary of Requirements	Documentation Requirements
B	F.07 Duty To Notify Subsequent Events	
<p>Following the licensing decision by the decision-making body, the licensee must promptly notify the licensor in writing about any subsequent events that may cast significant doubt upon the licensee’s ability to continue as a going concern until at least the end of the season for which the license has been granted.</p> <p>Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.</p>		<p>Please refer the annexure for exact documentation requirement</p>

AFC & National Grade	Summary of Requirements	Documentation Requirements
B	F.08 Duty to Update Future financial information	

Indian Club Licensing Regulations

<p>If the licensee is in breach of one or more of the indicators then the licensee must prepare and submit an updated version of the future financial information (sec F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a six-month basis. The updated future financial information shall meet the minimum disclosure requirements defined by the regulations. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.</p>	<p>Please refer the annexure for exact documentation requirement</p>
---	--

AFC Grade	National Grade	Summary of Requirements	Documentation Requirements
	B	F.09 Management Accounts	
	<p>The License Applicant must supply management accounts in the format attached in the appendices. Management Accounts must be received no later than the 21st day of the following month. The accounts must be accompanied by a detailed explanation for all variances greater than 10% from the budget. The management accounts do not need to be audited. Submission should consist of profit & loss account and a balance sheet. The management accounts will also be reviewed as part of the Salary Cap Management</p>		<p>This declaration must be executed by an authorized signatory no more than three months prior to the corresponding deadline for its submission the licensor.</p>

Indian Club Licensing Regulations

10.3.3 “C” Criteria

AFC & National Grade	Summary of Requirements	Documentation Requirements
C	F.10 Financial Statement For the Interim Period - Reviewed	
<p>If the statutory closing date of the license applicant is more than six months before the deadline for submission of the list of licensed clubs to AFC, then the license applicant is encouraged to submit and prepare additional financial statements covering the interim period. If the financial statements for the interim period are prepared and submitted, they should cover the interim period up to a date within six months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed by independent auditors. It is advised that the interim financial statements meet the minimum disclosure requirements and accounting principles defined by the Regulations.</p>		<p>Please refer the annexure for documentation requirements</p>

11. Final Provisions

11. FINAL PROVISIONS

11.1. APPENDICES

11.1.1 All appendices to the present regulations form an integral part thereof and can be added as required.

11.2. DISCIPLINARY PROCEDURES

11.2.1 Any breach of these regulations may be penalized by AIFF in accordance with the AIFF Disciplinary Code.

11.2.2. Any breach of these regulations may be penalized by AFC in accordance with the AFC Disciplinary Code.

11.3. IMPLEMENTING PROVISIONS

11.3.1 The AIFF Club Licensing Administration shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these regulations.

11.4. MATTERS NOT PROVIDED FOR

11.4.1 Matters not provided for in the Regulations shall be decided by the AIFF Administration, whose decisions are final.