



Indian Club Licensing – 2nd Division League

Sporting Criteria	Summary of criteria
<p>S.01 Approved Youth Development Program</p>	<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 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>



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	<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> <ol 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;
<p>S.02 Youth Teams</p>	<p>The license applicant must at least have the following youth teams within its legal entity or affiliated to its legal entity :</p> <ol 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>S.03 Medical Care</p>	<p>The license applicant must ensure that:</p> <ul style="list-style-type: none"> - All registered players in the first team and youth teams 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>



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	<ul style="list-style-type: none">- Provide medical cover for all registered players in the first team and youth teams through a Medical Insurance Scheme till the time as such the player is contracted to the club <p>Conduct and record annual medical examinations on all players</p>
S.04 Written Contract 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
S.05 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.
S.06 Training Facilities for Youth Program	<p>Training facilities of the youth sector must be equipped with the following :-</p> <ul style="list-style-type: none">A) Training pitchesB) Dressing rooms for players with facilities and showers ;C) Dressing rooms for coaches ;D) Medical room(s). <p><i>(Taking into account the approved youth development program).</i></p>



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Infrastructure Criteria	Summary of criteria
<p>I.01 Approved stadiums for National club competitions</p>	<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. <p>- 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)</p> <p>The stadium must be approved by the national association. Furthermore it must be based within the territory of the national association.</p>
<p>I.02 Stadium Certification</p>	<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,



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	<p>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> <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>I.03 Spectator Area</p>	<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
<p>I.04 Stadium -- First Aid Rooms</p>	<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> <ul style="list-style-type: none"> 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. B) Have doors and passageways leading to them which are wide enough to allow access for a stretcher or a wheelchair. C) Have bright lighting, good ventilation, heating, air conditioning, electric sockets, hot and cold water, drinking water and toilet facilities for men and women. D) Have walls and floors (non-slip) constructed of smooth and easy to clean material. E) Have a glass cabinet for medicine. F) Have storage space for stretchers, blankets, pillows and first-aid materials. G) Have a telephone allowing internal and external communication. H) Be clearly signposted throughout the inside and outside of the stadium.



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<p>I.05 Stadium -- Safety</p>	<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>
<p>I.06</p>	<p>The license applicant must have training facilities available throughout the year.</p>



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<p>Training Facilities -- Availability</p>	<p>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>I.07 Stadium – Player Access to the Stadium</p>	<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>
<p>I.08 Stadium – Dressing Room Area</p>	<p>Team’s dressing rooms.</p> <p>a) The Stadia 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 Stadia 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 Stadia. Access paths for teams can only be shared by the AFC Delegation.</p>



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	<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> <ol 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 <p>Wireless broadband internet connection</p>
<p>I.09 Stadium – Dugouts and Technical Areas</p>	<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</p>



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	Fourth Official with seating room for at least three (3) people.
I.10 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>
I.11 Stadium – TV Facilities	The stadium must be equipped with TV facilities. These must be safe, comfortable and allow for the coverage of live facilities.



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Camera positions

- 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.
- 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.
- c) The platform for the main camera must be at least 12m² in dimension.
- d) In addition to the main camera position, offside camera positions level with each penalty area must be allocated.
- e) Camera positions for goal and reverse camera positions must be identified and reserved.

TV and radio commentary positions

- a) The Stadia must have a minimum of three (3) fully-enclosed and airconditioned rooms which have unobstructed views of the entire pitch.
- 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.
- 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.
- d) There must be main and back-up power supply to the commentary positions and compound.
- e) Each commentary positions must have at least three (3) seats.

OB van

- 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



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	<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 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>
<p>I.12 Stadium – Mixed Zones</p>	<p>The Stadia 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>The mixed zone must be divided into three areas: one for broadcaster crews, one for radio reporters and one for print journalists.</p>
<p>I.13 Stadium – Doping Control Room and ME Room for Players and Referees</p>	<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.</p> <p>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</p>



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	<p>with direct private access to the testing room. It must contain a seated toilet as well as a sink with running water.</p>
<p>I.14 Stadium – VIP Area</p>	<p>The stadium should be equipped with a VIP Area. 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. The VIP box should have its own entrance from the outside, segregated from the public entrance leading directly to the reception & viewing area</p>
<p>I.15 Stadium – Medical Examination Room for players and Referees</p>	<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> <ol 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



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Personnel & Administration Criteria	Summary of criteria
<p>P.01 Club Secretariat</p>	<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.</p> <p>It must also ensure that that its office is open to communicate with the Licensor and the public</p>
<p>P.02 Chief Executive Officer</p>	<p>The license applicant must have appointed a ceo 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>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>
<p>P.03 Finance Officer/Consultant</p>	<p>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> <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 <p>The appointment must have been done by the appropriate body o the license applicant such as the board or committee.</p>



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<p>P.04 Media Officer</p>	<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 Sporting season; • 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; <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>
<p>P.05 Medical Doctor</p>	<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>



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	<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.</p> <p>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 Medical Director may arrange for any other examinations deemed appropriate to be carried out, making use of trusted public or private structures where necessary.</p>
<p>P.06 Physiotherapist</p>	<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> <ol style="list-style-type: none"> i. Certificate in Advanced Emergency Medicine for Sport (AEMS);



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	<ul style="list-style-type: none"> 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>P.07 HEAD COACH of the first team</p>	<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 ii. The Head Coach for The First Team must be appointed by the appropriate body of the license applicant;
<p>P.08 Assistant Coach of the first team</p>	<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> <ul 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 b) The assistant head coach for the first team may take over the responsibilities of the Head of youth development program or a youth coach <p>The assistant coach must be dully registered with the AIFF.</p>



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	<p>The appointment must be done by the appropriate body of the license applicant.</p>
<p>P.09 Head of the Youth Development Program</p>	<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:- Hold at least a AFC ‘A’ Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC</p>
<p>P.10 Youth Coaches</p>	<p>The license applicant must have appointed at least one youth coach responsible for all football matters for each of the mandatory teams</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 The appointment of youth coaches must be done by the appropriate body of the license applicant.</p>
<p>P.11 Marketing Officer</p>	<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>



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The roles and responsibilities of the person fulfilling this position must be set out in a job description.

Sponsorship/Commercial Agreements

The commercial officer must be responsible for ensuring that the club complies with their obligations under all sponsorship or commercial agreements.

The Club is obliged to comply with sponsorship and commercial commitments and failure to do so may result in a sanction.



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Legal Criteria	Summary of criteria
L.01 Declaration in respect of participation in National club competitions	<p>The license applicant must submit a legally valid declaration confirming the following:-</p> <ol 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;i) It acknowledges that AIFF through Club Licensing Manager reserves the right to execute spot – checks reviewing the assessment process and the decision making;j) it acknowledges that AFC reserves the right to execute spot-checks at national level reviewing the assessment process and the decision making;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



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	<p>and execute a sport check procedure at national level.</p> <p>1) 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 within the fixed deadlines</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>
<p>L.02 Other documents and confirmations from the license applicant</p>	<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>L.03 Ownership and control of clubs</p>	<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> <p>a) holds or deals in the securities or shares that can cause significant influence of any other club participating in the same competition;</p> <p>b) holds a majority of the shareholders' voting rights of any other club participating in the same competition;</p> <p>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;</p> <p>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;</p> <p>e) is a member of any other club participating in the same competition;</p> <p>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;</p>



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	<p>g) has any power whatsoever over the management;</p> <p>h) Administration and/or sporting performance of any other club participating in the same club competition.</p>
L.04 Commercial Entities	<p>The club must be a registered commercial entity under the national law ie under companies act.</p> <p>The registration of the club under companies act must be the same name under which the club will be registered to compete in club competitions</p>

Financial Criteria	Summary of criteria
F.01 Annual Financial Statement – Audited & Financial Form 2	<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.</p> <p>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>



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<p>F.02 No Payables Overdue Towards Football Clubs Arising from Transfer activities</p>	<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, the finance officer, the doctor, the physiotherapist, the head coach of first-team squad, the assistant coach of first-team squad, the head of youth development and the youth coaches, 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>F.03 No Payables Overdue Towards Employees and Social/Tax</p>	<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>F.04 Future Financial Information</p>	<p>Future financial information shall be prepared and submitted by the license applicant, consisting of:</p> <ol 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>



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CHECKLIST OF THE DOCUMENTS REQUIRED.

SPORTING CRITERIA.

- A copy of the youth development program that must be provided. This will be approved by AIFF through the Club licensing manager of AIFF and submit a declaration that testifies that the program is still valid and has not been modified.
- 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. 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
- A confirmation signed by the players and the responsible doctor executing the medical examination Completion of forms included in the regulation. Copy of the medical insurance provided by the club to the players
- A copy of the written contract with each of the professional players of the license applicant.
- A declaration by the club agreeing to this term and agreeing that failure to meet this guideline would lead to sanction
- TRAINING FACILITIES FOR YOUTH TEAMS: A written contract or usage agreement for the facilities to be used which is valid at least until the end of the sporting season. Final approval of the criteria will only be after a physical inspection of the facility by License Manager and/or expert.

INFRASTRUCTURE CRITERIA.

STADIUM : A written agreement with the stadium owner that authorizes the usage of the stadium until the end of the sporting season.

There will also be a physical inspection by the License Manager and/or an expert before a final approval is given.

TRAINING FACILITIES FOR SENIOR TEAMS: A written contract or usage agreement for the facilities to be used which is valid at least until the end of the sporting season. Final approval of the criteria will only be after a physical inspection of the facility by License Manager and/or expert



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PERSONNEL & ADMINISTRATIVE CRITERIA.

1. Document outlining the responsibilities and duties of the Club Secretary and administrative staff combined with a copy of the document confirming their employment.
2. Legal document with regard to the use of the office space: whether it is owned or rented. This will be followed by physical inspection of the office premises to check the required minimum facilities
3. Document outlining the responsibilities and powers of the each of the employees listed in the criteria, combined with a copy of the Board or Committee confirming the appointment.
4. The rights and duties of the CEO/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
5. Document outlining the responsibilities and main functions of the Finance Officer followed by a copy of the document confirming his appointment. And University Degree/ diploma in the area of accounting or audit or Curriculum Vitae (CV)
6. Documents outlining the Media Officers responsibility and main functions following a copy of the document confirming his employment.
7. 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.
8. 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.
9. 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 the copy of license. The rights and duties of the Head Coach for The First Team must be detailed in a job description.
10. Document outlining the responsibilities and duties of the assistant coach together with a copy of his relevant coaching qualification, Employment contract Contact Details
11. The license applicant must submit a detailed job description outlining the main duties of the head of youth development along with the employment contract and license
12. The applicant must submit a detailed job description outlining the main duties of Youth Coaches along with the employment contract & license
13. The applicant must submit a detailed job description outlining the main duties of the Commercial / Marketing officer along with the employment contract



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LEGAL CRITERIA.

1. L.01, L.2, L.3- This declaration is signed not more than 3 months prior to its submission deadline.
2. Copy of the registration certificate, statutes and the company articles of the License applicant
3. 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

FINANCIAL CRITERIA.

1. Audited annual financial statements for last year ending that meet the minimum disclosure requirements and accounting principles required under the Indian law. It should include auditor's report, audited balance sheet, statement of profit & loss, management review report, cash flow statement for year ending, notes forming part of the accounts, annexure to the auditor's reports
2. 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. Bank documentation proving that the payments have been effected; Documentation proving the extension of the payment deadlines;
3. F.3- DECLARATION STATING TO THE FACT no more than 3 months before submission
4. Future financial information shall be prepared and submitted by the license applicant, consisting of: A budgeted profit and loss account; A budgeted cash flow; and Explanatory notes including assumptions and risks and comparison of budget to actual figures.