

1. INTRODUCTION – I-LEAGUE QUALIFIERS CLUB LICENSING SYSTEM

- A "Club Licence", shall be granted by the ALL INDIA FOOTBALL FEDERATION (AIFF) if the applicant club fulfills the requirements specified below in these regulations.
- The "Club Licence" shall be a requirement to be eligible to participate in the I-League Qualifiers 2021.

2. OBJECTIVES OF THE I-LEAGUE QUALIFIERS CLUB LICENSING SYSTEM

The main objective of these I-League Qualifiers Club Licensing Regulations ("Regulations") is to provide **structure and guidance for the development of football clubs** and seek to:

- Establish reliability, credibility and integrity of the National League along with the clubs participating in those competitions
- Promotion and continuous improvement of standards of all the aspects of football
- Ensure qualified coaches are engaged in training of the players in each participating club with the overall aim to improve the standard and quality of the matches
- Ensure development of youth teams
- Ensure adequate and good quality match and training facilities for the clubs participating in those competitions
- Improve the overall administration and management organisation of the clubs and make them more efficient, productive and transparent
- Improve the economic and financial standings of clubs and generate revenues through effective marketing and commercial exploitation by the clubs

3. DEFINITIONS

- **Club Licence:** Certificate confirming fulfilment of all mandatory minimum requirements by the Applicant Club in order to participate in I-League Qualifiers 2021
- **Licensor:** All India Football Federation (AIFF) is the body that operates the I-League Qualifiers 2021 Club Licensing process and grants the "Club licence"
- **Applicant Club:** Clubs who are eligible to be a part of the I-League Qualifiers 2021 – Club Licensing process, upon the approval of the AIFF League Committee.
- **Core Process Timeline:** The timeline of the entire club licensing process
- **Criteria:** Requirements to be fulfilled by the Applicant Club divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial)
- **AFC CLAS:** CLUB LICENSING ADMINISTRATION SYSTEM. Online Club Licensing management system of AFC.
- **Licensing Administration:** AIFF's Club Licensing administration department
- **Licensing process:** Process in which a licence is granted

4. ENFORCEMENT

The Regulations shall come into force on its approval by the AIFF and are applicable from the 2021-22 season onwards. Applicant Clubs that do not apply for a licence or submit the Club Licensing Agreement timely in accordance with these regulations or do not receive a licence or do not receive an exemption, shall not participate in I-League Qualifiers 2021.

5. CRITERIA

The criteria which the Applicant Clubs must comply with in order to obtain the licence are divided into 5 categories:

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

6. CRITERIA GRADATION

The criteria described in these Regulations are minimum requirements. All criteria are “MANDATORY” criteria. If the Applicant Club does not fulfil even one criteria, then it shall not be granted a licence to participate in I-League Qualifiers 2021.

Provided that on an application by an Applicant Club, that has undergone licensing process but failed, can seek exemption, to participate in I-League Qualifiers 2021, within three (3) working days from the date the decision was communicated to the Applicant Club. The AIFF Executive Committee may in its discretion, grant exemption to participate in I-League Qualifiers 2021, with or without monetary sanctions to such club.

7. Spot Checks by LICENSOR

The AIFF through its Licensing Administration and nominated agencies reserves the right, at any time, to conduct spot-checks to verify that the minimum requirements defined in these Regulations are respected. The non-observance of the minimum mandatory requirements may result in sanctions defined by the appropriate AIFF body according to the nature and the gravity of the violations.

8. LICENSOR

8.1 Responsibilities

The AIFF is the Licensor in the Republic of India. The Licensor governs the Licensing process using the Club Licensing Administration System (CLAS).

8.2 Decision Making Bodies

The Licensor has two (2) decision making committees, who decide on the Club Licensing applications made for I-League Qualifiers:

- AIFF League Committee; and
- AIFF Executive Committee (Appeals only)

These Decision-Making Bodies will decide whether Licenses should be issued to the Applicant Clubs or not, and also have the power to issue a variety of sanctions.

9. CORE PROCESS

The core steps are the minimum requirements defined by the core process. The chronological order of the core steps are described below with timelines (**in bold**).

Application Steps

- The AIFF announces the start of the nomination process of I-League Qualifiers 2021 with specific guidelines. [**27.06.2021**]
- Based on the nomination guidelines, State Football Associations (State FAs), registered under the AIFF, nominate clubs for I-League Qualifiers 2021 by the given deadline [**Deadline : 31.07.2021**]
- The list of clubs nominated by the State FAs are assessed individually by the Leagues Department of the AIFF, whereafter the teams are approved/rejected. [**02.08.2021**]
- AIFF's Licensing Administration shares the Club Licensing regulations of the I-League Qualifiers 2021, Club Licensing Contract (Draft) [**04.08.2021**]
- Two different IDs (BASIC ID & ADMIN ID), for accessing club account on AFC CLAS, will be provided to each Applicant club after due formalities are completed. [on or before **10.08.2021**]

The "BASIC" ID will have the privileges to upload all documents and submit the required information in the AFC CLAS.

The "ADMIN" ID will have the privileges to upload all documents and submit the required information in the AFC CLAS. Additionally, the "ADMIN" ID will have the sole authority to submit all the information and documents through the AFC CLAS.

NOTE: Please note that by mere uploading of documents and/or submitting the required information in AFC CLAS does not assure the completion of the Club Licensing process. An Applicant Club's club licensing process will be deemed complete, only when the Applicant Club, through its "ADMIN" ID, submits the documents and information to the AIFF.

- Submission Deadline: Deadline to submit all club licensing related documents and information in AFC CLAS. [**Deadline: 16.08.2021**]
- Final Submission Deadline: To re-submit the correct information and/or documents, as pointed out by the AIFF Licensing Administration in its Initial Submission Report (to be sent via email, soon after the submissions), in AFC CLAS [**Deadline: 24.08.2021**]

Decision Steps

- The detailed compliance report, based on the submissions made by the Applicant Clubs in the AFC CLAS for the Club Licensing process, is sent to the AIFF League Committee.
- The AIFF League Committee, based on the reports, decides on the licence application so made.

- Applicant Clubs who are granted a licence by the AIFF League Committee, will get to participate in the I-League Qualifiers 2021.
- Those Applicant Clubs, whose application for licence is rejected by the AIFF League Committee, can, within three (3) working days (from the date of communication of the decision), appeal to the AIFF Executive Committee against the decision of the AIFF League Committee. No new evidence in the form of documents or information can be submitted during the appeal process.
- The AIFF Executive Committee, based on the club licensing report, the AIFF League Committee's order and the Applicant Club's appeal, will decide whether to admit/reject the appeal. The committee will consider only those documents and information submitted on or before the given deadline in the AFC CLAS to arrive at its decision.

Sporting Criteria	Summary of criteria
S.01 MEDICAL CARE	<p>The Applicant Club must ensure that:</p> <ul style="list-style-type: none"> • All registered players (minimum : 25) of the senior team must undergo an annual medical examination in any hospital/diagnostic centre and get the tests prescribed in AIFF PCMA 3 form done. • Provide medical cover for all registered players (minimum : 25) of the senior team through a Medical Insurance Scheme till such time the player is contracted to the club. <p>Documents to submit :-</p> <ol style="list-style-type: none"> 1. PCMA 3 form of minimum 25 players for tests done in 2021-22 season 2. Medical Insurance document of minimum 25 players for the 2021-22 season
S.02 WRITTEN CONTRACT WITH PLAYERS	<p>All Applicant Clubs' registered players must have a written contract with the club in accordance with the relevant provisions of the AIFF and FIFA regulations for the status and transfer of players and shall incorporate all key provisions required by the national law and AIFF, FIFA, AFC and instructions.</p> <ul style="list-style-type: none"> • Club must have a minimum of 25 players • Out of the 25, Club must have at least 15 Professional players for the upcoming season. <p>Documents to submit :-</p> <p>List of valid players for season 2021-22 on AIFF CRS. Minimum 25 players, out of which 15 must be PROFESSIONAL players. List must have the Name, Date of Birth and CRS ID of the players.</p>

Infrastructure Criteria	Summary of criteria
<p>I.01</p> <p>TRAINING FACILITIES FOR SENIOR TEAM</p>	<p>The Applicant Club must have training facilities available throughout the year. The minimum and maximum dimension of the ground should have the following facilities</p> <p>i. Length: minimum 100m ~ maximum 110m ii. Width: minimum 64m ~ maximum 75m</p> <p>The Applicant Club either:-</p> <p>A) Owns the training facilities; or</p> <p>B) Can provide a written contract/letter with the owner(s) of the training facilities. This contract/letter must guarantee the use of the training facilities for the coming season, for which the Applicant Club qualifies in sporting terms, for the senior team which participate in a championship approved by the national/regional association</p> <hr/> <p>Documents to submit :-</p> <p>Valid contract, ownership or lease agreement of the training ground for the 2021-22 season</p>
<p>I.02</p> <p>CLUB SECRETARIAT</p>	<p>The club must either own or have a guaranteed access to an office space to conduct its administration. The club administration must be based in this office space.</p> <p>The administrative office must be equipped with all the necessary communication facilities such as telephone, fax, computer, internet, email, etc.</p> <hr/> <p>Documents to submit :-</p> <p>Valid contract, ownership or lease agreement of the office space for the 2021-22 season</p>

Personnel & Administration Criteria	Summary of criteria
<p>P.01</p> <p>CLUB SECRETARIAL STAFF</p>	<p>The Applicant Club must have appointed the appropriate number of skilled secretarial staff according to its needs to run its daily business.</p> <p>Relevant job description must be mentioned clearly in the contracts along with term period (if any), remuneration and designation</p> <hr/> <p>Documents to submit :-</p> <ol style="list-style-type: none"> Valid contracts of the administrative staff/s Club organogram (to be signed by the authorised signatory of the club)
<p>P.02</p> <p>GENERAL MANAGER / GENERAL SECRETARY / CEO</p>	<p>The club must have appointed a full time CEO or General Manager or General Secretary who is the head of the administration of the club. He/she is responsible for managing and supervising the administrative matters of the club.</p> <p>The CEO/General Manager/General Secretary should have adequate academic qualifications and must have experience of administration of a football club. He/she should have the necessary knowledge and communication skills required in club management.</p> <p>The appointment of the full time CEO/General Manager/General Secretary should be done by the Executive Body/Director of the club through a written contract. Relevant job description must be mentioned clearly in the contract along with term period (if any), remuneration and designation.</p> <hr/> <p>Documents to submit :-</p> <ol style="list-style-type: none"> Valid contract of the General Manager CV of the General Manager

<p>P.03</p> <p>FINANCE OFFICER</p> <p>(Full Time / Part Time)</p>	<p>The finance officer is in charge of the preparation of the documentation requested for in the financial criteria and look after the day to day financial activities of the club.</p> <p>The Finance Officer must hold, as a minimum, one of the following qualifications:</p> <p>a) A diploma from Institute of Chartered Accountants of India ; or b) a minimum of Bachelor’s Degree in finance with atleast 1 year of experience in the field of finance</p> <p>Relevant job description must be mentioned clearly in the contract alongwith term period (if any), remuneration and designation.</p> <hr/> <p>Documents to submit :-</p> <ol style="list-style-type: none"> 1. Valid contract of the Finance Officer 2. CV of the Finance Officer 3. Copy of required qualification degree certificate
<p>P.04</p> <p>MEDIA OFFICER</p> <p>(Full Time / Part Time)</p>	<p>a) The Applicant Club must have appointed a qualified Media Officer being responsible for media matters and managing the website.</p> <p>b) The Media Officer must hold as a minimum one of the following qualifications:</p> <ol style="list-style-type: none"> i. Diploma/degree in journalism/mass communication; ii. a “recognition of competence” approved by the AIFF, which requires at least one (1) year experience in such matters. <p>Relevant job description must be mentioned clearly in the contract alongwith term period (if any), remuneration and designation</p> <hr/> <p>Documents to submit :-</p> <ol style="list-style-type: none"> 1. Valid contract of the Media Officer 2. CV of the Media Officer 3. Copy of required qualification degree certificate / Recognition of competence certificate issued by AIFF

<p>P.05 PHYSIOTHERAPIST</p>	<p>The applicant club must have appointed at least one Physiotherapist, be in responsible for medical treatment and massages for the senior team during the training sessions and matches.</p> <p>The physiotherapist must meet the following or an equivalent or a higher professional qualification: Degree in Physiotherapy (minimum of 3 year program);</p> <p>In cases where an applicant has proven extensive experience as a physiotherapist at a senior team football level but does not have the required qualifications, then the applicant may be appointed subject to the Applicant Club submitting the candidate’s detailed resume for approval of AIFF.</p> <p>The Applicant Club must ensure that the physiotherapist is present at every match and training and ensure medical support is provided.</p> <p>Relevant job description must be mentioned clearly in the contract alongwith term period (if any), remuneration and designation.</p>
	<p>Documents to submit :-</p> <ol style="list-style-type: none"> 1. Valid contract of the Physiotherapist 2. CV of the Physiotherapist 3. Copy of required qualification degree certificate

<p>P.06</p> <p>HEAD COACH – SENIOR TEAM</p>	<p>The Applicant Club must have appointed a Head Coach, being responsible for all the football matters of the senior team squad.</p> <p>The Head Coach of the Senior team should fulfill the following criteria:</p> <p>The qualified person must hold at least a valid AFC 'A' certificate or any valid foreign coaching diploma which is equivalent to AFC 'A' and recognized by the AFC (via the RECC process)</p> <p>Relevant job description must be mentioned clearly in the contract alongwith term period (if any), remuneration and designation</p> <hr/> <p>Documents to submit :-</p> <ol style="list-style-type: none"> 1. Valid contract of the Head Coach 2. CV of the Head Coach 3. Copy of AFC 'A' Licence certificate or RECC letter from AFC
<p>P.07</p> <p>ASSISTANT COACH – SENIOR TEAM</p>	<p>The Applicant Club must have appointed an Assistant Coach to the senior team, assisting the Head Coach in all football matters of the senior team. The Assistant coach must fulfill the following:</p> <p>Hold at least a valid AFC 'B' Certificate or any valid foreign coaching diploma, which is equivalent to this one and recognised by AFC (via the RECC process)</p> <p>If the Assistant Coach do not possess the AFC 'B' Certificate, then the Applicant Club can employ an AFC 'C' Certificate coach with a declaration to AIFF stating that the coach will be enrolled to the next possible AFC 'B' Licence course.</p> <p>Relevant job description must be mentioned clearly in the contract alongwith term period (if any), remuneration and designation</p> <hr/> <p>Documents to submit :-</p> <ol style="list-style-type: none"> 1. Valid contract of the Assistant Coach 2. CV of the Assistant Coach 3. Copy of AFC 'B' or "C" Licence certificate and/or RECC letter from AFC 4. Declaration (if required)

Legal Criteria	Summary of criteria
<p>L.01</p> <p>DECLARATION IN RESPECT OF PARTICIPATION IN I-LEAGUE QUALIFIERS</p>	<p>The Applicant Club must submit the “Club Licensing Agreement” for I-League Qualifiers (as shared by AIFF), signed by the authorised signatory of the club.</p>
<p>L.02</p> <p>LEGAL ENTITY OF APPLICANT CLUB DOCUMENTS</p>	<p>An Applicant Club shall only be a football club, i.e. a legal entity fully responsible to exclusively run a football team participating in district, state, national and international competitions which either:</p> <p>a) is a registered member of a duly affiliated member of the AIFF; or b) has a contractual relationship with a registered member of the AIFF</p> <p>The Applicant Club must submit the following documents:-</p> <p>a) Copy of the Applicant Club’s Legal Entity’s registration / incorporation certificate. b) Copy of the Applicant Club’s Articles Of Association and Memorandum of Association or Constitution ; c) list of authorised signatories (Board resolution / Public register confirming the same) d) address of registered headquarters;</p>

L.03

**OWNERSHIP
AND CONTROL
OF CLUBS**

The Applicant Club must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.

No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:

1. Holds or deals in the securities or shares that allows such person to exercise decisive influence in the activities of any other club participating in the same competition;
2. Holds a majority of the shareholders' voting rights of any other club participating in the same competition;
3. 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;
4. 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;
5. Is a member of any other club participating in the same competition;
6. Is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;
7. has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.

This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the licensor.

Apart from the above declaration, the following documents must be submitted as well :-

- Latest valid list of Shareholders with shareholding pattern (extract from a public register)
- Latest valid list of Executive / Board members with designations (extract from a public register)

Financial Criteria	Summary of criteria
F.01 ANNUAL FINANCIAL STATEMENTS – AUDITED	<p>Regardless of the legal structure of the Applicant Club, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by Statutory auditors.</p> <p>The Audited Financial Statements which needs to be submitted for the FY 2020-21, must consist of the following :-</p> <ol style="list-style-type: none"> 1. Management / Director’s report 2. Balance Sheet 3. Profit and Loss Account 4. Cash Flow Statement 5. Explanatory Notes (if any)
F.02 NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER	<p>The Applicant Club must confirm 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 March of the year preceding the season to be licensed, unless by the following 30 July 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>
F.03 NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL/TAX	<p>The Applicant Club must confirm 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 March of the year preceding the season to be licensed, unless by the following 30 July 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>
F.04 FUTURE FINANCIAL INFORMATION	<p>Detailed Budget of the club for the football season 2021-22</p>

<p>F.05</p> <p>NET WORTH</p>	<p>Net Worth of the Applicant Club's legal entity shall be calculated as per the audited balance sheet of its legal entity for the financial year ending 31st March 2021.</p> <p>Or</p> <p>Individual promoter's net worth may also be considered instead of Applicant Club's legal entity. However, this promoter must be the majority shareholder of the entity, as per the audited balance sheet of the Applicant Club's legal entity for the financial year ending 31st March 2021. Net worth certificate of Individual will not be accepted if the Applicant Club's legal entity is not a registered company/partnership entity.</p> <p>The net worth certificate should be certified by the Statutory Auditor of the Applicant Club's legal entity. For an Individual promoter's net worth, a certificate from an independent auditor should be provided.</p>
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