

AFC Regulations Governing the Recognition of Experience and Current Competence

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DEFINITIONS

In interpreting these Regulations:

1. "AFC" means "the Asian Football Confederation".
2. "AFC Certification" means "an accredited coaching certification issued by the AFC".
3. "AFC Congress" means "the supreme and legislative body of the AFC as promulgated within the AFC Statutes".
4. "AFC Technical Committee" means the "the AFC Technical Committee as promulgated within the AFC Statutes".
5. "Club" means a "professional club or an amateur club which participates in Leagues or competitions under the auspices of a Football Association".
6. "Coach" means an "individual who has been employed by a Club or Representative Team of a Member Association in a coaching role".
7. "Confederation" means "a group of Associations recognised by FIFA that belong to the same continent (or assimilable geographic region)".
8. "FIFA" means "the Fédération Internationale de Football Association".
9. "Football" means, as the context requires, "any or all types of football including, without limitation, association football, futsal and beach soccer".
10. "Football Association" means "the controlling body for football within a country or territory recognized by the AFC".
11. "Instructor" means "an individual that has met all entry requirements and undergone all the required training and has subsequently been appointed to the AFC Panel of Instructors and is authorized to deliver AFC Accredited Coaching Courses pursuant to the AFC Coach Education Policy and Procedures".
12. "Member Association" means "a Football Association which is a member of the AFC".
13. "Player" means a "professional or amateur football player registered with a Football Association".
14. "Recognition" means "the recognition of an individual's coaching competence equivalent to that of an AFC Qualification by the AFC".
15. "Regulations" means "the Regulations Governing the Recognition of Coaching Competence".

NB: Unless the context otherwise requires, references to natural persons include both genders and the singular case applies to the plural and vice-versa.

In accordance with Article 2(5) of the *AFC Statutes*, the AFC Executive Committee has issued the following Regulations Governing the Recognition of Coaching Competence:

ARTICLE 1. OBJECTIVES

1. The objective of these Regulations is to:
 - a) govern the recognition of coaching competence process for Coaches and Instructors whom have gained knowledge, practical experience and/or coaching qualifications awarded outside of the AFC jurisdiction which may be deemed to be equivalent to an AFC Certification;
 - b) ensure that only individuals with the correct AFC Certification required pursuant to the AFC Club Licensing Regulations and/or AFC Competition Regulations to hold certain positions are employed in those positions; and,
 - c) ensure that only individuals holding the minimum AFC Certification required to act as an AFC Instructor are able to be appointed to the AFC Panel of Instructors.

ARTICLE 2. SCOPE OF REGULATIONS

1. Any individual may apply for Recognition if they believe that their current football knowledge, practical experience, and/or current qualifications obtained from another Confederation or Football Association are equal to or exceed the minimum requirements of a specific AFC Certification.
2. An application for Recognition does not permit the applicant to perform his duties as if he had already been issued an AFC certification.
3. These Regulations shall not affect any application for Recognition that is pending at the time of their enactment.

CHAPTER 1: APPLICATION FOR RECOGNITION

ARTICLE 3. APPLICATION

1. All applications for Recognition shall be submitted to the relevant Member Association on the prescribed form set out at Appendix 1.
2. The relevant Member Association shall determine its own decision-making process in assessing applications for Recognition in accordance with Article 8 of these Regulations.
3. The relevant Member Association shall subsequently deliver its decision to the AFC in accordance with Article 8 of these Regulations.
4. The AFC General Secretariat shall verify the completeness of the application. If it determines that the application is not complete, it may request further documents from the relevant Member Association within an allotted timeframe. If the Member Association fails to respond in a timely manner, the process will be suspended until receipt of the required documents.
5. Any application not submitted on the prescribed form to the relevant Member Association shall be deemed invalid and the AFC General Secretariat will inform the relevant Member Association to recommence its Recognition process.

ARTICLE 4. STANDING TO MAKE APPLICATION

1. Any individual of the nationality of a Member Association may generally apply for Recognition.
2. Any individual not of the nationality of a Member Association may only apply for Recognition if:
 - a) they are currently employed in a position that, pursuant to the AFC Club Licensing Regulations or any AFC Competition Regulations, requires them to hold an AFC Certification or the equivalent Recognition; or
 - b) they are currently employed by an AFC Member Association as a full-time Technical Director or Director of Coaching, which requires them to hold a minimum AFC Certification or its equivalent to deliver AFC accreditation courses during his tenure; or
 - c) they have enrolled to undertake an AFC Accredited Coaching Course which requires a minimum AFC Certification to participate; or
 - d) they have received an offer of employment from a Member Association or a Club regarding one of the positions described at Article 4.2(a) or 4.2(b).

ARTICLE 5. RECOGNITION OF COACHING COMPETENCE

1. The following table sets out the requirements for Recognition:

AFC Qualification	Requirement to be Recognized
<p>AFC Professional Football Diploma</p>	<p>a) UEFA 'Pro Diploma' undertaken at a course organized pursuant to the UEFA Coaching Convention and recognized by UEFA. The applicant should be able to produce a valid license issued by the organizing UEFA Football Association; or</p> <p>b) the equivalent qualification issued by a Member Association whose national coaching accreditation processes, policies and procedures have been approved by the AFC; or</p> <p>c) relevant professional experience as set out in the Guidelines issued by AFC.</p>
<p>AFC 'A' Coaching Certificate</p>	<p>a) UEFA 'A' Certificate undertaken at a course organized pursuant to the UEFA Coaching Convention and recognized by UEFA. The applicant should be able to produce a valid license issued by the organizing UEFA Football Association; or</p> <p>b) the equivalent qualification issued by an AFC Member Association whose national coaching accreditation processes, policies and procedures have been approved by the AFC; or</p> <p>c) relevant professional experience as set out in the Guidelines issued by AFC.</p>
<p>AFC 'B' Coaching Certificate</p>	<p>a) UEFA 'B' Certificate undertaken at a course organized pursuant to the UEFA Coaching Convention and recognized by UEFA. The applicant should be able to produce a valid license issued by the organizing UEFA Football Association; or</p> <p>b) the equivalent qualification issued by an AFC Member Association whose national coaching accreditation processes, policies and procedures have been approved by the AFC; or</p> <p>c) relevant professional experience as set out in the Guidelines issued by AFC.</p>
<p>AFC 'C' Coaching Certificate</p>	<p>a) the equivalent qualification issued by an AFC Member Association whose national coaching accreditation processes, policies and procedures have been approved by</p>

	<p>the AFC; or</p> <p>b) relevant professional experience as set out in the Guidelines issued by AFC.</p>
AFC Instructor Certification	<p>a) Valid UEFA Instructor qualification and license recognized by UEFA for Instructors who have delivered UEFA accreditation courses under the UEFA Coaching Convention.</p> <p><i>Note</i> All approved applicants must undergo a familiarization process as decided by the AFC</p>

2. The relevant Recognition shall be recorded for a period of two (2) years.
3. The applicant is expected, during the two (2) year period of Recognition, to have undertaken and completed the next level of AFC Certification, where relevant.
 - a) An applicant shall not be entitled to reapply for Recognition, save where the applicant is currently enrolled and undertaking the next level of AFC Certification as required by Article 5.3;
 - b) In such a case described at Article 5.3(a), an applicant may apply for his Recognition to be extended solely for the time period remaining for him to complete the relevant level of AFC Certification. This application for extension shall follow the same process set out in Article 3.
4. An applicant who is successfully granted Recognition will receive an official notification in writing from the AFC.

ARTICLE 6. CONTENT OF APPLICATION

1. The application must contain supporting evidence. All documents and reports must be originals or certified copies of originals, and be signed and/or initialed where appropriate.
2. The application may contain the following documents (where relevant):
 1. **Education and Training**
 - a) documents that demonstrate the formal coaching education that the applicant has undertaken (e.g. certificates, qualifications, licenses, testimonials);
 2. **Coaching-related Experience**
 - a) resume of coaching experience and positions held. This must include references;

- b) any statements, references or articles regarding former employment or community involvement;
- c) relevant coaching samples (e.g. copies of training programs, coaching assessment tools etc which the applicant has developed and implemented)

3. Life Experiences

- a) overview of football involvement;
- b) overview of relevant work and other related experiences;

- 3. The list set out above is indicative only.
- 4. The applicant should, when determining which documentation to include in his application, take into account the table set out at Article 5, any Guidelines issued by the AFC, and any other information which he believes is relevant to his specific application.

CHAPTER 2: RESPONSIBILITIES AND PROCEDURE

ARTICLE 7. GENERAL RESPONSIBILITIES

1. Each Member Association shall process all applications for Recognition at first instance.
2. The AFC General Secretariat shall process all decisions for Recognition undertaken by the Member Associations.

ARTICLE 8. MEMBER ASSOCIATION DECISION

1. Each Member Association shall appoint an internal decision-making panel to assess applications for Recognition. That decision-making panel shall include the Technical Director of the Member Association.
2. The internal decision-making panel of the Member Association shall utilize these Regulations and any Guidelines issued by the AFC in making decisions on applications for Recognition.
3. The decision regarding Recognition shall be set out in the prescribed form found at Appendix 3 to these Regulations.
4. The Member Association shall, within thirty (30) days of making its decision, forward that decision to the AFC in writing under the cover letter set out at Appendix 2 to these Regulations. The Member Association shall also forward the original application and all supporting documentation utilized to make its decision.
5. All documents forwarded by the Member Association shall be in English. Where the original documents are not in English, the Member Association shall submit authenticated translations.

ARTICLE 9. ADDITIONAL INFORMATION

1. The AFC may request additional information and documents from the applicant through the Member Association at any stage.

ARTICLE 10. AFC DECISION

1. The AFC shall take into account the documents submitted by the Member Association and any additional information and documents requested when making its decision.
2. In the case of Recognition being granted, subject to the terms of these Regulations, such Recognition shall take effect immediately upon receipt of official notification of the decision by the relevant Member Association.

3. In the case of Recognition not being granted, the applicant is barred from reapplying for the same Recognition for a period of twelve (12) months from the date of the decision.

ARTICLE 11. NO APPEAL

1. All decisions of the AFC regarding Recognition shall be final.
2. The applicant acknowledges that it has no right to appeal any such decisions when submitting the prescribed form to the Member Association.
3. The Member Association acknowledges that it has no right to appeal any such decisions when submitting the prescribed form to the AFC.

CHAPTER 3: FINAL PROVISIONS

ARTICLE 12. ENFORCEMENT

1. These Regulations were adopted by the AFC Executive Committee on 26 November 2013 and come into force immediately.
2. The AFC Executive Committee may amend these Regulations at any time.



Recognition of Coaching Competency

Note:

1. You may apply for RECC only if you believe that your current football knowledge, practical experience, and/or current qualifications obtained from another Confederation or Football Association are equal to or exceed the minimum requirements of a specific AFC Certification.
2. Kindly complete FORM 1 legibly and submit to your MA with all the relevant supporting documents and where relevant, through your club.
3. Please supply evidence relating to each performance criteria in Form 3 and work related experiences.

Purpose of Application: (please tick in one box only)

1. To fulfil the MA Club Licensing Regulations
2. To fulfil AFC Club Licensing Regulations for ACL and the Minimum Coaching Requirements
3. To fulfil AFC Club Licensing Regulations for AFC Cup and the Minimum Coaching Requirements
4. To fulfil AFC National Team Competition Regulations and Minimum Coaching Requirements
5. To enroll onto an AFC accredited coaching course
6. To deliver AFC coaching courses in the capacity of an MA Technical/Coach Education Director

To the Technical Department of

Date:_____

(Member Association name)

Dear Sir,

I wish to apply for a recognition of my

coaching award * (if available)

issued by _____ in _____
country year

* Non AFC/UEFA Qualifications

If your coaching qualification is not AFC/UEFA accredited, kindly provide the following information to process your application for recognition.

1. An outline of the course content
2. Total course hours (both Practical and Theory)
3. Assessment methods
4. An official written acknowledgment of your attendance and results from the course organizer and/or authorizing body.

Club/Team:_____

Coaching Position:_____

Note: For Club Licensing and Minimum Coaching Requirements, please indicate name of Club or National team (senior, U23, U19 etc) and the position applied for (Head Coach, Assistant, GK or Fitness Coach)

Personal Details:

Mr/Ms _____

Nationality: _____ Date of Birth: _____

Mailing Address: _____

_____ Post Code: _____

Email 1: _____ Email 2: _____

Contact Number: M) _____ H) _____ Fax) _____

Coaching Qualification Obtained

Certificate Type	Country and Confederation	Issued By and Date

Remarks: _____

Coaching Experience (last 5 years)

Club / Country	Designation (Head Coach/Assistant Coach etc)	Level of Competition (Pro-league, ACL, Asian Cup, etc)

Remarks: _____

Coaching Courses Attended (last 5 years)

Course Type	Date & Venue	Course Organizers

Remarks: _____

Note : Enclose all coaching/educational certifications, testimonials, letter of appointment and/or acknowledgement, contracts and any other relevant supporting documents (translated into English where necessary) which must be originals or certified true copies, signed or initialed where appropriate.

In submitting this application, I declare that:

- a) the evidence I have provided is a true and accurate record of my football and work experiences;
- b) I am aware of and accept the application of the AFC Regulations Governing the Recognition of Coaching Competency;
- c) I waive all appeal rights, including any right founded in any arbitration agreement pursuant to the AFC Statutes; and
- d) all decisions of the AFC General Secretariat made pursuant to the AFC Regulations Governing the Recognition of Coaching Competency are final.

Signature of applicant: _____ Date: _____

AFC General Secretary,

Dear Sir,

Recognition of Coaching Competency

Please find enclosed herewith a decision regarding the Recognition of Coaching Competency in relation to:

_____ made on _____.
 Applicant's name date

The decision is set out on Form 3 as required by the AFC Regulations Governing the Recognition of Coaching Competency by the MA decision making panel comprising of the following:

	Name	Designation in the MA
1		Technical Director (mandatory)
2		
3		
4		

We declare that:

- a. we have correctly applied the Regulations and the Guidelines issued by the AFC in assessing the practical coaching abilities and competency of the applicant;
- b. we have informed the applicant that he shall not be able to practice at the recognized level until the AFC General Secretariat confirms the assessment;
- c. we waive all appeal rights, including any right founded in any arbitration agreement pursuant to the AFC Statutes; and
- d. all decisions of the AFC General Secretariat made pursuant to the AFC Regulations Governing the Recognition of Coaching Competency are final.

We look forward to receiving confirmation of our assessment, which we will immediately pass on to the applicant.

Yours Sincerely,

 General Secretary

 Member Association

RECC Assessors Report

Applicant's name:

Team/Club:

Assessment criteria details	Evidence supplied & Observation made	<u>Relevance</u> Is the evidence relevant to the application?	<u>Authenticity</u> Is the evidence authentic?	<u>Indication</u> Is the evidence provided/observation made indicates the applicant's competency?	<u>Current</u> Is the evidence recent? (obtained within at least the last five years?)	Comments
Documents: CV, Medical Records, Coaching and Educational Certificates	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Documents: Testimonials, Coaching Contracts, Letter of Recommendation, etc	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Documents: Coaching Log Book	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Coaching Session Delivery (Training)	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Match day Coaching (In Competition)	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Others	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	

Please tick in the relevant sections for each assessment criteria.

Decision

YES

NO

(Please advise the applicant of further evidence they are required to supply and/or competency that needs to be demonstrated)

Assessor's comments	MA Recommendations (mandatory)

Name of Assessor(s): _____

Date of Assessment: _____

Designation: _____

Contact number: _____