



**AFC REGIONAL ASSOCIATION
FUND POLICY**

2020 Edition



A large, stylized star graphic composed of a grid of small white dots, set against a dark grey background. The star has five points and is positioned on the left side of the page.

AFC REGIONAL ASSOCIATION FUND POLICY

TABLE OF CONTENTS

1.	Condition of Use	5
2.	Application Process	6
3.	Release of Funds	9
4.	Revision of Budgets	10
5.	Inability to Fully Utilise the AFC Regional Association Fund	11
6.	Unused Balance	11
7.	Central Audit	12
8.	Amendments	13
9.	Implementing Provisions	13
10.	Enforcement	14
11.	Appendix	15
	Document A	16
	Document B	17
	Document C	18
	Document D	19

AFC REGIONAL ASSOCIATION FUND POLICY

1. CONDITION OF USE

1.1. The AFC Regional Association Fund shall only be utilised for management activities. Such activities (with the amount of subsidy available for a beneficiary Regional Association to be used exclusively), include (without limitation) the following:

1.1.1 Staff overheads (Totalling USD 150,000).

- 1.1.1.1. general secretary/chief executive officer (USD 42,000);
- 1.1.1.2. head of finance (USD 18,000);
- 1.1.1.3. head of international relations (USD 18,000);
- 1.1.1.4. head of competitions (USD 18,000);
- 1.1.1.5. head of media and communications (USD 18,000);
- 1.1.1.6. safeguarding officer (USD 18,000); and
- 1.1.1.7. legal officer (USD 18,000).
- 1.1.1.8. The AFC will provide job descriptions to the Regional Associations for all the positions set out in Article 1.1.1 above.
- 1.1.1.9. The AFC will only approve the salary subsidies for the Regional Association staff on a year by year basis.

1.1.2. Operational expenses (Totalling USD 100,000).

1.1.2.1. Office rental (USD 40,000). The following conditions shall be observed:

- 1.1.2.1.1. A current lease agreement to be provided to the AFC;
- 1.1.2.1.2. The bank statement and bank transfer slip to be attached as proof of payment;

- 1.1.2.1.3. Office to be separate from the Member Association and any government offices (preferable); and
- 1.1.2.1.4. Office premises are subject to the AFC's approval.
- 1.1.2.2. Annual ordinary congress (USD 20,000). Expenses include (without limitation):
 - 1.1.2.2.1. air tickets, visas, accommodation, venue and event set-up.
- 1.1.2.3. Regional courses and seminars in coordination with the AFC and/or other courses proposed by the Regional Association (USD 30,000).
- 1.1.2.4. Competition management system (USD 10,000). The following conditions shall be observed:
 - 1.1.2.4.1. The Regional Association must present a valid signed agreement, supplier's invoice and the Regional Association's invoice to the AFC for reimbursement of the cost.

2. APPLICATION PROCESS

- 2.1. The application to benefit from the AFC Regional Association Fund shall be made annually in accordance with this Policy.
- 2.2. Regional Associations must submit the following documents by 31 December of the preceding year to the AFC General Secretariat on the prescribed forms to receive the AFC Regional Association Fund:

- 2.2.1. Document A – Declaration of Commitment
- 2.2.2. Document B – AFC Regional Association Fund Bank Account Information
- 2.2.3. Document C – Budget for Utilisation of AFC Regional Association Fund
- 2.2.4. Document D – Checklist with the following supporting documents:
 - 2.2.4.2. Current Regional Association statutes in compliance with the AFC Statutes. All Regional Association’s statutes are to be published, in English and in the official languages of the Regional Association (if applicable), on the Regional Association’s official website;
 - 2.2.4.3. The minutes of meeting of the Regional Association’s executive committee and congress, in English and the Regional Association’s official language (if applicable);
 - 2.2.4.4. AFC Regional Association Fund Bank Account(s) details.
 - 2.2.4.4.1. The Regional Association will open a dedicated US Dollar AFC Regional Bank Account that shall only be used for AFC Regional Association Fund transactions. The Regional Association may additionally open a dedicated AFC Regional Association Bank Account in the local currency to facilitate transactions in that currency.
 - 2.2.4.4.2. Only remittances associated with AFC Regional Association Fund are permitted to be transacted through the AFC Regional Association Fund account(s). All other transactions are strictly forbidden.
 - 2.2.4.4.3. Under no circumstances may the AFC Regional Association Fund Bank Account(s) have a negative balance (overdraft) or be pledged.
 - 2.2.4.4.4. The receipt and disbursement of the AFC Regional Association Fund must only be done by bank transfer via the Regional Association’s AFC Regional Association Fund Bank Account(s), except in special

circumstances and only with the prior approval of the AFC General Secretariat.

2.2.4.4.5. The Regional Association shall send, in English and in the official language of the Regional Association (if applicable), the approval of its executive committee and/or congress for the opening of the AFC Regional Association Fund Bank Account(s), evidenced by the minutes of meeting of its executive Committee and/or congress.

2.2.4.5. CV, annual KPIs and signed one-year employment contract of the Regional Association's staff.

2.2.4.5.1. All new appointments or contract renewals for positions subsidised through the AFC Regional Association Fund should be in accordance with the job descriptions provided by the AFC General Secretariat.

2.2.4.5.2. Once a candidate is selected, the Regional Association must sign a one-year employment contract with the employee prior to the submission of the AFC Regional Association Fund application. All applications must be accompanied by the employee's CV, annual KPIs and signed annual employment contract.

2.2.4.5.3. The subsidies shall only be strictly paid towards the staff basic salary.

2.2.4.5.4. The AFC reserves the right to decline the application of any candidate not meeting the requirements set out in the relevant job description(s) provided by the AFC. For the avoidance of doubt, this provision does not apply to the position of the general secretary/chief executive officer (cf. Article 1.1.1.1 above).

- 2.2.4.6. A four-year strategic plan of the Regional Association (completed or in the process of completion).
- 2.3. The submission of the documents set out in Article 2.2. of this Policy shall be accompanied by an official letter from the authorised signatory of the Regional Association addressed to the General Secretary of the AFC.
- 2.4. The AFC General Secretariat shall evaluate and respond within ten (10) working days of receipt of the prescribed documents in Articles 2.2. and 3.2.3. of this Policy.
- 2.5. The AFC General Secretariat shall decide on all yearly applications in accordance with the Regulations and this Policy.

3. RELEASE OF FUNDS

- 3.1. The AFC General Secretariat may conduct an on-site inspection to examine the merits of the proposed Budget. In such cases, the beneficiary Regional Association shall provide all necessary assistance and information.
- 3.2. If the proposed Budget is approved by the AFC, the AFC Regional Association Fund shall be disbursed to the AFC Regional Association Fund Bank Account of the beneficiary Regional Association as per the following schedule:
 - 3.2.1. 1st Payment: upon receipt and approval of documents stated in Article 2.2. of this Policy;
 - 3.2.2. 2nd Payment: no further documents for submission required;
 - 3.2.3. 3rd Payment: upon receipt and approval of the following documents (the receipt of which must be no later than the 30 June of the relevant calendar year);
 - 3.2.3.1. Central Audit report conducted by the AFC as per Article 7 of this Policy;
 - 3.2.3.2. Previous year's beneficiary Regional Association annual accounts

audited by the statutory auditor in the beneficiary Regional Association's official language along with a certified English translation (if applicable) and approved by the beneficiary Regional Association congress; and

3.2.3.3. A beneficiary Regional Association activity report setting out the usage of the AFC Regional Association Fund in the previous year.

3.2.4. 4th Payment: no further documents for submission required, unless otherwise requested by the AFC.

3.3. Upon submission and approval of the required documents in Article 2.2. and 3.2.3. the AFC shall process four (4) payments over the course of the calendar year:

3.3.1. the first (1st) payment by 31 January,

3.3.2. the second (2nd) payment by 30 April,

3.3.3. the third (3rd) payment by 31 July, and

3.3.4. the fourth (4th) payment by 31 October.

4. REVISION OF BUDGETS

4.1. If a Regional Association revises its Budget or the manner in which it utilises its AFC Regional Association Fund, it shall immediately inform the AFC General Secretariat and submit a revised Budget.

4.2. The revised Budget shall:

4.2.1. set out reasons for the amendment; and

4.2.2 identify the utilisation for the remaining AFC Regional Association Fund for the activities within the calendar year.

4.3. If the revised Budget is approved, the Fund shall be disbursed accordingly.

- 4.4. If the revised Budget is rejected, the Fund shall not be disbursed until such time that the Regional Association provides the AFC General Secretariat with a revised Budget that is approved.
- 4.5. If on the basis of the Central Audit reports and/or other information received, the AFC General Secretariat considers that the AFC Regional Association Fund has not been utilised in accordance with the Budget proposed by the beneficiary Regional Association and approved by the AFC, it may withhold the AFC Regional Association Fund until a revised Budget is submitted and approved pursuant to Article 4.2 of this Policy.

5. INABILITY TO FULLY UTILISE THE AFC REGIONAL ASSOCIATION FUND

- 5.1. If a beneficiary Regional Association is unable to or decides not to be a part of AFC Regional Association Fund Programme and/or utilise its AFC Regional Association Fund (in whole or in part) as approved and/or comply with these Regulations/ AFC Regional Association Fund Policy, it shall inform the AFC General Secretariat immediately and provide reasons in writing.
- 5.2. The AFC General Secretariat shall undertake all necessary action, including accepting the explanation provided by the beneficiary Regional Association or issuing the required directives to safeguard any unutilised AFC Regional Association Fund through forfeitures/deductions.

6. UNUSED BALANCE

- 6.1. The full amount of the AFC Regional Association Fund must be utilised within the relevant calendar year for activities conducted within the same year.
- 6.2. If a beneficiary Regional Association receives but does not utilise the full amount of the AFC Regional Association Fund, the unused balance shall be deducted from the

AFC Regional Association Fund in the following calendar year as determined by the AFC General Secretariat.

- 6.3. If a beneficiary Regional Association does not receive the full amount of the AFC Regional Association Fund, the unused balance shall be forfeited for that calendar year.
- 6.4. If there remains an unused balance for the items mentioned in Article 1.1 above (staff overheads and operational expenses), the beneficiary Regional Association may submit a proposal for the utilisation of that balance for other projects to the AFC General Secretariat for its consideration.

7. CENTRAL AUDIT

- 7.1. The AFC General Secretariat shall appoint a central auditor for the AFC Regional Association Fund Programme.
- 7.2. For each calendar year, the AFC General Secretariat shall arrange for a Central Audit of all beneficiary Regional Associations benefitting from the AFC Regional Association Fund or select a sampling of a beneficiary Regional Association for the Central Audit at its discretion.
- 7.3. The central auditor shall examine the relevant AFC Regional Association Fund Bank Account(s), the beneficiary Regional Association's statement of accounts (such as income and expenses) and conduct audit related services and payment verifications on the basis of the AFC's instructions.
- 7.4. The beneficiary Regional Association shall assist the AFC by providing the below documents to conduct and complete the mandatory Central Audit for the previous year's AFC Regional Association Fund:
 - 7.4.1. statement of accounts in the prescribed forms provided by the AFC. The statement of accounts should detail all payments made from the AFC

Regional Association Fund and be supported by adequate evidence of the transactions (original copies of receipts, invoices or bills).

7.4.2. bank account, annual statements for the US Dollar AFC Regional Association Fund Bank Account and the local currency AFC Regional Association Fund Bank Account, if applicable, for the preceding year(s).

7.5. The AFC General Secretariat may request beneficiary Regional Associations to provide any additional evidence that it deems necessary in relation to the AFC Regional Association Fund to assist the central auditor.

7.6. The AFC shall bear the cost of any Central Audit.

7.7. The third payment of the AFC Regional Association Fund shall be disbursed only when the AFC approves the findings of the Central Audit, which includes the beneficiary Regional Association's management response.

7.8. Any issues raised by the Central Audit must be resolved prior to the release of the third payment.

8. AMENDMENTS

8.1 The AFC General Secretariat reserves the right to make amendments to any part of this Policy for any reason whatsoever. Such amendments shall be duly communicated in due course.

9. IMPLEMENTING PROVISIONS

9.1 The AFC General Secretariat is entrusted with the operational management of the AFC Regional Association Fund Programme and is therefore entitled to make decisions and adopt the detailed provisions necessary for implementing this Policy.

10. ENFORCEMENT

10.1 The first (1st) edition of this Policy was ratified by the AFC Executive Committee on 13 November 2020 and came into force immediately.

For the AFC Executive Committee

Shaikh Salman bin Ebrahim Al Khalifa
President

Dato' Windsor John
General Secretary

APPENDIX

Document A: Declaration of Commitment

Document B: AFC Regional Association Fund Bank Account Information

Document C: Budget for Utilisation of AFC Regional Association Fund

Document D: Checklist

** Please contact the AFC for the editable versions of these documents*

AFC REGIONAL ASSOCIATION FUND POLICY



Declaration of Commitment

Regional Association:

Year:

Subject

The AFC Regional Association Fund is a programme that provides financial subsidies to the beneficiary Regional Association by subsidising their Staff Overheads and Operational Expenses.

Commitment

The Regional Association hereby commits to abide by all applicable AFC Regional Association Fund Regulations as issued/amended by the AFC Executive Committee from time to time.

Signed on behalf of Member Association:

.....
President:

.....
General Secretary:

Date:

Date:

DOCUMENT B: AFC REGIONAL ASSOCIATION FUND BANK ACCOUNT INFORMATION

AFC REGIONAL ASSOCIATION FUND POLICY



Bank Account Confirmation Form

Regional Association:	
Year:	

United States Dollar Account

Name of Beneficiary:	
Bank Name:	
Bank Address:	
Account No:	
IBAN No:	
SWIFT Code:	
Correspondent/Intermediary Bank Name & Address:	

Local Currency Account

Name of Beneficiary:	
Bank Name:	
Bank Address:	
Account No:	
IBAN No:	
SWIFT Code:	
Correspondent/Intermediary Bank Name & Address:	

Submitted by the Member Association

Association Stamp:

President: (name) (signature)

General Secretary: (name) (signature)

Place and Date:

AFC REGIONAL ASSOCIATION FUND POLICY



Budget

Regional Association:	
Year:	

No.	Staff Overheads	Contract Start Date	Contract End Date	USD Monthly Salary	USD Yearly Salary
1	CEO/GS				
2	Head of Finance				
3	Head of International Relations				
4	Head of Competitions				
5	Head of Media and Communications				
6	Head of Legal				
7	Safeguarding Officer				
				Sub Total	

	Operational Expenses	Lease Start Date	Lease End Date	USD Monthly Rent	USD Yearly Rent
1	Officer Rental				
				Sub Total	

	Congresses	Expected Date	USD Actual Cost
1	Beach Soccer / Futsal Activities		
			Sub Total

	Regional Courses	Expected Date	Duration	Venue	USD Cost
1					
2					
3					
4					
5					
6					
7					
				Sub Total	

	Competition Management System	Contract Start Date	Contract End Date	USD Cost
1				
				Sub Total

Grand Total for the Year				
---------------------------------	--	--	--	--

DOCUMENT D: CHECKLIST

AFC REGIONAL ASSOCIATION FUND POLICY


CHECKLIST

Regional Association:	
Year:	

First Payment

No.	Documentation			
1	Programme Declaration of Commitment (Document A)			
2	Programme Bank Account(s) Confirmation Form (Document B)			
3	Programme Budget (Document C)			
4	Minutes of meeting of the Regional Association executive committee and/or congress:			
	a.			
	b.			
	c.			
	d.			
5	Bank Account Statements for the previous year (Starting from 2022)			
6	Programme Checklist - including all supporting documents (Document D)			
7	Submittal of Staff Documentation	CV	Staff KPIs for year	Contract
	General Secretary/CEO			
	Head of Finance			
	Head of International Relations			
	Head of Competitions			
	Head of Media and Communications			
	Child Safeguarding Officer			
	Legal Officer			
8	Current Regional Association statutes			
9	Previous year's Regional Associations' executive committee and congress minutes of meeting in English and the Regional Association's official language			
10	Strategic Plan: From 20 ____ to 20 ____			
11	Rental Lease Agreement for Office			

Third Payment

No.	Documentation	
1	Central Audit Management Report signed by the general secretary (Starting from 2022)	
2	Statutory Audit Report approved by the Regional Association's congress	
3	Annual Activity Report (Starting from 2022)	



ASIAN FOOTBALL CONFEDERATION

AFC House, Jalan 1/155B, Bukit Jalil, 57000 Kuala Lumpur, Malaysia

T: +603 8994 3388 | F: +603 8994 2689

the-AFC.com