



AFC Coach Education

POLICY & PROCEDURES

For Coaches

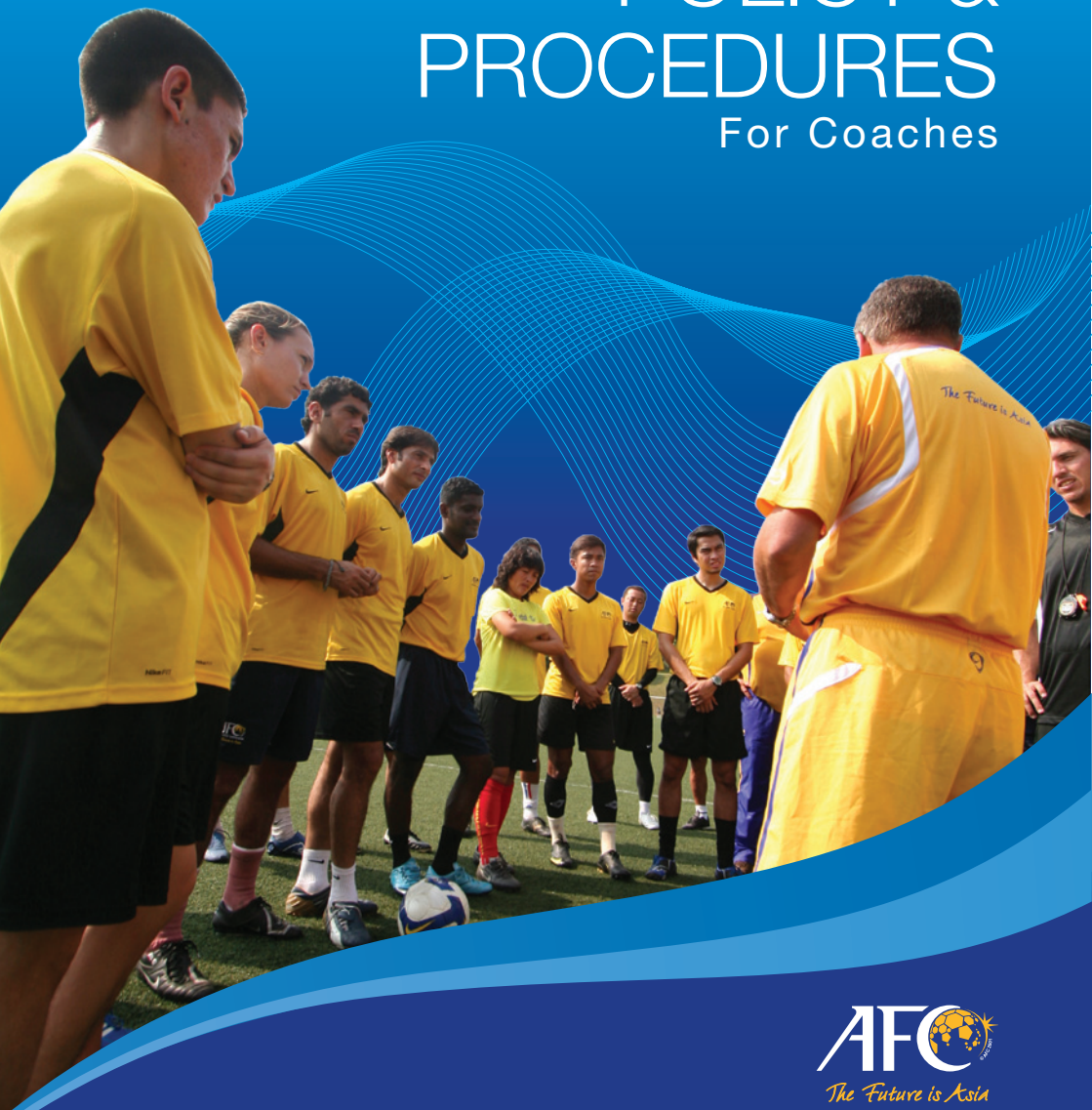




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The Asian Football Confederation aims to forge a partnership with its Member Associations to create a positive, progressive and an enjoyable learning environment for all, setting the highest standards possible for ‘education toward professionalism’.

“Quality Players by Quality Coaches”

“Coaches First”



1. Introduction

The AFC Education Policy & Procedures intends to define AFC's policy and procedures in education by shedding the light on the education methods and educational activities carried out by the Asian Football Confederation. This document mainly covers the AFC Coach Education Schemes which, through continuous learning, can enhance the participants' and Instructors' education and development. This document also covers certification and licencing procedures.

The AFC Coach Education Policy and Procedures shall be communicated to all Member Associations(MA), to provide its 'partners in education' with the guidelines that will assist them in adopting the proposed educational system.

AFC acknowledges the necessity to enhance its bilateral commitment by creating effective learning opportunities, facilitating education and development, and by actively supporting its MAs.

In turn, the MAs need to be proactive in the education of their Coaches, Referees, Administrators, etc. by prioritising their needs, using the support AFC provides to organise activities and create educational opportunities.

ALL REFERENCES ARE GENDER NEUTRAL

2. General Information and History

2.1 TERMINOLOGY

The following acronyms are used throughout this document:

- AFC** : Asian Football Confederation
- CE** : Coach Education
- CEMS** : Coach Education Management System
- CES** : AFC Coach Education Scheme
- CONES** : Continuing Education Scheme
- MA** : Member Associations
- MCR** : Minimum Coaching Requirement

2.2 BRIEF HISTORY

AFC's Coach Education activities started in 1989 when the Confederation established its Technical Department and put it in charge of all Coach Education affairs. A year later, a Coach Education Scheme adopting the 'C', 'B', 'A' and Diploma formats was devised to fill the gap resulting from a minimal and inconsistent Coach Education structure. In designing the contents and structure of its courses, the AFC Education Division called on its European education counterparts for their valuable inputs.

The AFC Coach Licencing Scheme was introduced in phases, with the first 'C' Licence course delivered in 1994. Following the 'C' course, the 'B' and 'A' Licence courses were introduced in 1996 and 1997 respectively. The culmination of courses came in 2001 when AFC conducted its first Professional Coaching Diploma course.

A few years later, AFC introduced its Specialised Courses as part of its Coach Education curricula, providing Goalkeeping, Conditioning and Futsal Courses starting the year 2006, and adding Football for Disabled Persons Courses in 2008.

All of AFC's Member Associations have adopted the Confederation's comprehensive Coach Education Scheme, whose objective is to produce and develop the required number of quality Coaches for all levels of football.

2.3 PROGRESSION

All AFC Coaching Courses are certificate-level courses, except for the professional courses that are diploma-level. AFC has placed the responsibility of fulfilling the licencing and renewal requirements and procedures for all qualified Coaches onto the Member Associations.

The level of certification, structure, contents, accreditation hours, Participants' and Instructors' criteria, and course procedures for all courses shall be introduced to all MAs for the education and development of their Coach Educations.

MAs may conduct their own Introductory/Grassroots Coaching course either as a requirement to qualify for the AFC 'C' Certificate course or as a preparatory Coach Education tool. These courses are not under the purview of AFC or form part of the AFC CES.

AFC has designed and developed the AFC Introductory/Grassroots Course for MAs who wish to prepare their Coaches for the CES or for MAs who wish to adapt and align their current preparatory course with that of AFC's.

AFC Coaching Progression Pyramid



3. Policy and Procedures

3.1 AFC COACH EDUCATION SCHEME (CES)

3.1.1 CES Overview

- 3.1.1.1 The AFC Coach Education Scheme offers various levels of certification designed to cater to the needs of mainstream and specialised Coaches. These are:

Coaching Courses:

- Introductory/Grassroots Course*
- 'C' Coaching Certificate
- 'B' Coaching Certificate
- 'A' Coaching Certificate
- Professional Coaching Diploma

Specialised Courses:

- Conditioning Coaching Certificate
- Goalkeeping Coaching Certificate
- Futsal Coaching Certificate

Refresher Courses:

Any other educational/training/refresher courses deemed necessary and appropriate

- 3.1.1.2 These courses are progressive, encompassing all levels of coaching, from the fundamentals of coaching to advanced coaching principles and methodology.
- 3.1.1.3 After the completion of a course, Coaches will be assessed and awarded the certification/diploma upon meeting the required passing criteria stipulated in the AFC Coaching Manuals and other instructional publications.

** Introductory / Grassroots Courses are under the responsibility of MAs but the Instructor must be a certified AFC Instructor.*

- 3.1.1.4 These courses are comprehensively documented in the AFC Coaching Manuals and other instructional materials published by AFC.
- 3.1.1.5 Reference should be made to the afore-mentioned publications for details on all aspects of the organisation and delivery of courses.
- 3.1.1.6 The details of all courses shall be determined and communicated to all MAs in advance.
- 3.1.1.7 AFC shall appoint/approve the Instructors for all AFC courses conducted by the MAs.
- 3.1.1.8 The table below shows the course duration in hours, as well as the compulsory number of Practical assessments and Theory examinations for each level.

Type of certificate	Practical Hours	Theory Hours	Total Hours	Dissertation	Practical Assessments	Theory/Oral Examinations
Introductory Course	25'	15'	40'	-	-	-
'C'	37'	48'	85'	-	3	2 + 1
'B'	43'	60'	107'	1'	3	2
'A'	64'	78'	148'	1'	3	2
Pro-Diploma	107'	266'	385'	1' (Thesis)	3	2 + 1
Conditioning	25'	35'	60'	1'	1	2
Level 1 GK	22'	18'	40'	-	2	1
Level 2 GK	40'	25'	65'	1'	2	1
Level 3 GK	42'	28'	70'	1'	2	1
Futsal Level 1	27'	25'	52'	-	1	1 + 1
Futsal Level 2	37'	35'	72'	1'	2	2

3.1.2 AFC Courses

3.1.2.1 Introductory/Grassroots Course

This is a preparatory course conducted mainly by AFC's Member Associations. Introductory courses are educational means, used as a 'recruitment' tool to select promising future Coaches for the AFC 'C' Coaching Certificate and to provide Asia with a substantial number of Coaches required at the grassroots level. These courses are conducted under the sole responsibility of the MAs.

3.1.2.2 AFC 'C' Coaching Certificate Course

3.1.2.2.1 The course aims to train Coaches and develop their basic techniques and skills in football. It is designed to teach the Coaches to organise, direct and conduct basic coaching practices especially targeting young players. The course lasts 13 days and requires a minimum of 85 hours of study time for both the Practical and Theoretical sessions. In the final examination, students will be assessed on their Practical coaching abilities, knowledge of the Laws of the Game, and learning and understanding of the Theoretical contents of football.

3.1.2.2.2 The following are the criteria for entering the 'C' Coaching Certificate Course:

'C' COACHING CERTIFICATE CRITERIA

- Playing experience (supporting CV)
- Fitness status
 - Physically fit
 - Medically Fit
- Full course attendance
- Current age (between 21 and 35)*
- Participation behavior
 - Integrity
 - Credibility
- Committed to coaching
- Coaching capacity
 - Grassroots, Youth & Others
- Literacy (reading and writing)
- AFC Pre-requisite Exam

3.1.2.3 AFC 'B' Coaching Certificate Course

3.1.2.3.1 This course is for Coaches who already have the 'C' Certificate. The course is designed to educate Coaches in the advanced techniques and skills of the game, and to help them develop a better understanding of individual or groups of players, tactics and the mental requirements of the game. The duration of the course is 20 days, containing more than 107 hours of Theoretical and Practical contents. The examination focuses on the Coaches' Practical coaching abilities, knowledge and understanding of the Theoretical contents of the game, in addition to a brief presentation of a dissertation topic in front of the class.

3.1.2.3.2 The following are the criteria for entering the 'B' Coaching Certificate Course:

'B' COACHING CERTIFICATE CRITERIA

- AFC 'C' Coaching Certificate
- Coaching experience (minimum 2 years)
- Valid licence

3.1.2.4 AFC 'A' Coaching Certificate Course

3.1.2.4.1 This course is for Coaches who hold both the 'C' and 'B' Coaching Certificates. Selection of participants is based only on the recommendation of the Instructors. The duration of the course is 27 days, with a minimum of 148 hours. The course is designed to educate Coaches in tactical and advanced technical requirements of teams and team management. Teachings of the physiological and psychological needs of the players are part of the module, and are important to enhance the Coaches' understanding of the game at this level. Students are examined on the Practical and Theoretical aspects of the game, and are required to submit and present a dissertation.

3.1.2.4.2 The following are the criteria for entering the 'A' Coaching Certificate Course:

'A' COACHING CERTIFICATE CRITERIA

- Minimum 'B' Coaching Certificate
- Coaching experience (minimum 1 year)
- Valid licence

3.1.2.5 AFC Professional Coaching Diploma Course

3.1.2.5.1 This course is for Coaches who hold the 'A' Coaching Certificate as a minimum requirement. It is designed to teach the highest and latest standards for Club and National Team levels. The course aims at producing Coaches at the highest level and identifying future Instructors. It is a complex course that consists of 4 modules, with a total duration of at least 380 hours. It

covers Practical and Theoretical sessions, and requires Club attachments abroad and/or a Club/team attachment usually at the country of origin of each student with log book entries of training sessions, results, match analyses and comments. Further requirements include the submission of a dissertation of a minimum of 5000 words on a given topic, final examination on the Theoretical and Practical aspects of football, and an Oral examination.

For countries participating in the Asian Champions League, AFC offers a special Professional Diploma course (compact course) that requires a minimum of 220 hours.

3.1.2.5.2 The following are the criteria for entering the Professional Diploma Coaching Course:

PROFESSIONAL COACHING DIPLOMA CRITERIA
• AFC 'A' Coaching Certificate
• Coaching a Professional/Elite Club or attached to the National Team
• Physically and medically fit
• Must be able to participate in both the Practical and Theoretical sessions
• Under 45* years of age
• Literacy (reading and writing)
• English language (compulsory for continental courses; compulsory when required for regional courses)

3.1.2.6 AFC Conditioning Coaching Course

3.1.2.6.1 This course is part of AFC's Specialised Courses. Its importance grows as the nature of the game changes constantly and incorporates more physical aspects than it did in the past. The minimum qualification for all candidates is the AFC 'B' Coaching Certificate with a minimum of one year of coaching experience. The course aims at creating a panel of AFC Conditioning trainers and encouraging them to apply their skills in the physical training of teams.

AFC is in the process of developing Conditioning Certificates that include three levels.

Course duration: minimum 60 hours

3.1.2.6.2 The following are the criteria for entering the AFC Conditioning Coaching Course:

CONDITIONING COACHING CRITERIA

- AFC 'B' Coaching Certificate with a minimum of 1 year coaching experience
- Playing and coaching experience (supporting CV)

3.1.2.7 AFC Goalkeeping Coaching Course

3.1.2.7.1 This course covers a more specialised aspect of football as Goalkeepers are of great importance for the outcome of the game. Coaches who wish to take part in this specialist course must have at least the AFC 'C' Coaching Certificate, and have to continue their work at this chosen field of football. The course is designed to deliver Theoretical and Practical modules in order to improve the overall standards of the game.

Course duration:

Level 1: minimum 40 hours

Level 2: minimum 65 hours

Level 3: minimum 70 hours

3.1.2.7.2 The following are the criteria for entering the Goalkeeping Level 1, 2 and 3 Coaching Courses:

GOALKEEPING - LEVEL 1 COACHING CRITERIA

- AFC 'C' Certificate with a minimum of one year coaching experience
- Playing and coaching experience (supporting CV)

GOALKEEPING - LEVEL 2 COACHING CRITERIA

- Goalkeeping Level 1 Coaching Certificate
- Working experience (minimum 2 years)
- Valid licence

GOALKEEPING - LEVEL 3 COACHING CRITERIA

- Goalkeeping Level 2 Coaching Certificate
- Working experience (minimum 2 years)
- Valid licence

3.1.2.8 AFC Futsal Coaching Course

3.1.2.8.1 This course also belongs to AFC's Specialised Courses. Candidates must hold the AFC 'C' Coaching Certificate as a minimum requirement. The course is designed to create Futsal Coaches for the development of this popular game across Asia. The students will be kept up-to-date with the latest changes and improvements in Futsal coaching and will cover the Practical and Theoretical aspects of the game.

Course duration:

Level 1: minimum 52 hours

Level 2: minimum 72 hours

3.1.2.8.2 The following are the criteria for entering the Futsal Level 1 and 2 Coaching Courses:

FUTSAL- LEVEL 1 COACHING CRITERIA

- AFC 'C' Certificate with a minimum of one year coaching experience
- Playing and coaching experience (supporting CV)

FUTSAL - LEVEL 2 COACHING CRITERIA

- Minimum Futsal 'Level 1' Coaching Certificate
- Working experience (minimum 2 years)
- Valid licence

**Age exemption is given to candidates who are recommended by the MA.*

3.1.3 Passing Marks

3.1.3.1 Coaching Courses:

Certificate	Practical	Theory	Dissertation	Laws of the game
'C'	70%	60%	-	60%
'B'	70%	60%	60%	-
'A'	70%	60%	60%	-
Pro Diploma*	70%	60%	60%	-

The passing marks for all 'C', 'B', 'A' Coaching Certificate and Pro Diploma courses are as follows:

- **Pass:** All candidates are required to pass a minimum of two Practical examinations and all Theory examinations.
- **Provisional Pass (Pro-Pass):** If a candidate fails at least one of the Theory examinations, he/she will be granted a Provisional Pass. The candidate will be required to retake the Theory examination specified by the course Instructor.

Certificates will not be issued when a Provisional Pass is granted until the candidate passes the re-examination.

- **Fail:** If a candidate fails two Practical examinations, he/she must retake the course.

3.1.3.2 Specialised Courses:

**Professional Diploma participants shall also undergo an Oral examination (passing mark 60%) and a coaching attachment (documented) as part of their assessment.*

Certificate	Practical	Theory	Dissertation	Laws of the game
Conditioning	70%	60%	60%	-
Goalkeeper	70%	60%	60%	-
Futsal	70%	60%	60%	60%

Passing Marks for Specialised Courses

3.1.3.2.1 Conditioning Coaching Course

- **Pass:** All candidates are required to pass the Practical examination.
- **Provisional Pass (Pro-Pass):** If a candidate fails at least one of the Theory examinations, he/she will be granted a Provisional Pass. The candidate will be required to retake the Theory examination specified by the course Instructor.

Certificates will not be issued when a Provisional Pass is granted until the candidate passes the re-examination.

- **Fail:** If the candidate fails in the Practical examinations, he/she must retake the course.

3.1.3.2.2 Goalkeeping Coaching Course (Level 1 & 2 & 3)

- **Pass:** All candidates are required to pass the two Practical examinations.
- **Provisional Pass (Pro-Pass):** If a candidate fails in the Theory examinations, he/she will be granted a Provisional Pass. The candidate will be required to retake the Theory examination specified by the course Instructor.

Certificates will not be issued when a Provisional Pass is granted until the candidate passes the re-examination.

- **Fail:** If a candidate fails in one Practical examination, he/she must retake the course.

3.1.3.2.3 Futsal Coaching Course Level 1

- Pass: All candidates are required to pass the Practical examination.
- Provisional Pass (Pro-Pass): If a candidate fails in the Theory examinations, he/she will be granted a Provisional Pass. The candidate will be required to retake the Theory examination specified by the course Instructor.

Certificates will not be issued when a Provisional Pass is granted until the candidate passes the re-examination.

- Fail: If a candidate fails in one Practical examination, he/she must retake the course.

3.1.3.2.4 Futsal Coaching Course Level 2

- Pass: All candidates are required to pass the two Practical exams.
- Provisional Pass (Pro-Pass): If a candidate fails at least in one of the Theory examinations, he/she will be granted a Provisional Pass. The candidate will be required to retake the Theory examination specified by the course Instructor.

Certificates will not be issued when a Provisional Pass is granted until the candidate passes the re-examination.

- Fail: If a candidate fails in one Practical examination, he/she must retake the course.

3.1.3.3 The re-examination of all Coaching Certificates and Specialised Courses can only be conducted by an AFC Instructor, except for the 'C' and 'B' Coaching Certificate, Goalkeeping Levels 1 and 2, and Futsal Level 1 courses, which can also be conducted by an AFC-certified National Instructor.

The re-examination of candidates should be done as soon as possible.

3.1.4 AFC Coach Education Activities

- 3.1.4.1 AFC shall organise relevant Coach Education activities, such as courses, seminars, symposiums, clinics, workshops and conferences, as and when deemed appropriate.
- 3.1.4.2 The minimum requirements for candidates to participate in AFC courses shall be reviewed and amended periodically to ensure quality and the right candidacy. These requirements shall be made known to all MAs on a per course basis.
- 3.1.4.3 AFC shall communicate in writing to all MAs with regards to details of the courses, seminars, conferences and other Coach Education activities that it organises.
- 3.1.4.4 MAs shall then nominate the appropriate participant(s) who must meet the requirements/criteria of the CE activity. AFC reserves the right to refuse participation of any candidate in the event of failure to meet stipulated minimum requirements/criteria or the stipulated timeline.
- 3.1.4.5 AFC shall decentralise these courses in order to give MAs the opportunity and the experience of organising them, as well as to increase the number of participants at the regional level.
- 3.1.4.6 AFC shall also request a post-CE Activity Report , which must contain information on follow-up activities (Theory and/or Practical) to disseminate to all MAs.

3.1.5 Pre-Course Procedures

- 3.1.5.1 By June 30th of every year, each MA is required to submit the annual programme of courses it wishes to organise for the subsequent year.
- 3.1.5.2 The MAs will also have to state their request for an Instructor.
- 3.1.5.3 The MA's annual programme is subject to approval by the AFC.

- 3.1.5.4 The MA must submit the list of course participants whom meet the requirements at least one month prior to the commencement of the course. The number of participants shall not exceed the maximum of 24 for each course with the exception of Futsal courses, where the maximum number of participants is 15.
- 3.1.5.5 The MA shall be responsible only for the recommendation of qualified AFC/National Instructor(s) for the AFC 'C', Goalkeeping Level 1 and Futsal Level 1 courses. This shall be made known in writing to AFC and will be subject to approval.
- 3.1.5.6 AFC shall appoint/approve an Instructor(s) for all courses or, as requested by the MA.

3.1.6 Course Organisation by Member Associations

- 3.1.6.1 AFC encourages the MAs to organise, administrate and deliver the AFC 'C', 'B', 'A' Certificates, the Professional Diploma courses (when requested) and the Specialised Coaching courses.
- 3.1.6.2 The AFC Introductory/Grassroots Course shall be under the purview of MAs who intend to adopt it as a pre-requisite for enrolment in the AFC CES. They shall also be responsible for the issuance of the Certificate of Participation for the specified course.
- 3.1.6.3 MAs who wish to organise local courses must seek AFC's approval by submitting the Coach Education Programme letter, which is sent out to all MAs in the beginning of every year. The deadline for submission is June 30th of every year.
- 3.1.6.4 All information, course details, fees, application procedures and requirements must be made clear and transparent to the public. All applications must be submitted to the MA within the stipulated timeline.
- 3.1.6.5 The MA shall be responsible for determining the course fees (where applicable) that must not be overpriced. The MA must also ensure that no individual is denied a rightful place in these courses due to any entry requirement not demanded by AFC.

3.1.6.6 All course participants are required to maintain and produce a Course File at the end of the course. This shall comprise of all course notes and teaching material and shall be used for future reference by the Coaches.

3.1.6.7 The timeline for a candidate to proceed to the next level of the CES is as follows:

Progression	Minimum Timeline	Remarks
'C' Certificate to 'B'	2 Years	60 Coaching hours (AFC Log Book)
'B' Certificate to 'A'	1 Year	80 Coaching hours (AFC Log Book)
'A' Certificate to Pro	2 Years	100 Coaching hours (AFC Log Book)
'A' Certificate to Pro	-	150 Coaching hours (AFC Log Book)
Conditioning	-	80 Coaching hours (AFC Log Book)
Goalkeeping Level 1 to Level 2	2 Years	40 Coaching hours (AFC Log Book)
Goalkeeping Level 2 to Level 3	2 Years	50 Coaching hours (AFC Log Book)
Goalkeeping Level 3	-	60 Coaching hours (AFC Log Book)
Futsal Level 1 to Level 2	2 Years	60 Coaching hours (AFC Log Book)
Futsal Level 2	-	80 Coaching hours (AFC Log Book)

Minimum experience required for progression

3.1.6.8 Fast-tracking of former National Team players may be considered on a case-by-case basis upon the recommendation from AFC Instructors.

3.1.6.9 Documented proof of coaching activity/hours in the form of an AFC Coach Log Book must be produced by the candidate at the point of application and approved by the MA's Coaching Committee.

3.1.6.10 The MA Coaching Committee/Technical Director/Coach Education Director shall oversee the screening and approval of all applicants for AFC courses strictly in accordance with the stipulated criteria and requirements.

3.1.6.11 The MA is encouraged to engage the services of qualified external experts to conduct additional topics, such as specialised Sports Science Theory, Laws of the Game, etc., during the courses.

- 3.1.6.12 The MA shall strictly organise and conduct these courses in accordance with the guidelines stipulated herein and in the AFC Coaching Manuals/instructional publications, which are available at the AFC Coach Education Department upon request.
- 3.1.6.13 The delivery of the course contents, topics, duration and assessments/examinations must be in strict compliance with the AFC Coaching Manuals/instructional publications. There shall be no omission and/or modifications. Any relevant additions to the contents or extensions to the course duration must be made known to AFC prior to the commencement of the course.
- 3.1.6.14 While the MAs are given a certain amount of flexibility with regards to conducting these courses, they must remain within the parameters and the interpretations of the AFC CE policy and procedures contained herein.
- 3.1.6.15 MAs are advised to thoroughly comprehend *AFC CE Policy & Procedures* and the AFC Coaching Manuals/instructional publications to avoid any contravention.
- 3.1.6.16 In cases of contravention, AFC reserves the right not to recognise the validity of the course(s) conducted and thus, refuse to issue any certificates.

3.1.7 Post-Course Procedures

- 3.1.7.1 Upon the completion of a course, the MA shall fulfill the Post-Course Requirements as stipulated in the AFC Coaching Manuals/instructional publications.
- 3.1.7.2 All Course Reports and Results must be submitted to the Coach Education Department within 14 days of the completion of a course.
- 3.1.7.3 Upon receiving the necessary documents/reports from the MA and/or Course Instructor, AFC will issue certificates for the participants who have successfully completed the course.
- 3.1.7.4 The MA may issue a Certificate of Attendance for its courses. MAs shall not replicate the AFC logo on any certificate unless they have sought approval in writing.

- 3.1.7.5 The MA shall only inform the participants of the results after receiving written acknowledgement from AFC. No other disclosure should be made prior to this.

3.1.8 AFC Observers/Moderators

- 3.1.8.1 AFC shall at its own discretion, send a qualified representative to observe the courses conducted by MAs in order to protect the integrity of these courses and to maintain standards.
- 3.1.8.2 AFC shall also, at its own discretion, send AFC Elite Instructors to moderate the assessments/examinations of any or all courses.
- 3.1.8.3 Observers/Moderators shall establish communication channels between the AFC and MAs.

3.1.9 Medium of Instruction

- 3.1.9.1 The medium of instruction and assessments for all courses shall be English, unless organised by the MAs, where the prevailing common language shall be used by the National Instructor(s).
- 3.1.9.2 All Specialised, Pro Diploma and CES courses on the continental/regional level using AFC-appointed Instructors shall be conducted in English. All participants in these courses are required to have a command of the English language.
- 3.1.9.3 The MA shall engage translators where necessary. The cost of translation shall be borne solely by the MA.

3.2 AFC CONTINUING EDUCATION SCHEME (CONES)

AFC issues all Certificates under its CES, while all Coaching Licences are issued by the MAs. Stressing the importance of continuous learning, AFC devised CONES to help Coaches maintain and increase their knowledge of football by remaining active in their field. CONES also ensures the continual upgrading of Coaches and the availability of different means of retaining coaching licences. CONES is designed to help MAs monitor their Coaches, as they are the governing body responsible for all licence renewals.

3.2.1 Validity Period of Licences

- 3.2.1.1 The proposed validity period for each licence is:
- Four years for the 'C', 'B', 'A', Conditioning, Goalkeeping and Futsal Certificate holders
 - Two years for Professional Diploma holders
- 3.2.1.2 The licence shall be in effect starting from the issue date of the AFC Coaching Certificate.
- 3.2.1.3 To renew their licence, the licence holders shall follow Items 3.2.2 and 3.2.3.
- 3.2.1.4 All current Professional Diploma holders will have to meet the renewal requirements two years from the issue date..

3.2.2 Licence Renewal Requirements

- 3.2.2.1 'Theoretical' Activities:
- Attending conferences
 - Attending courses
 - Attending coaching seminars
 - Any other activity recognised and approved by AFC as such

Coaches must show documented proof that they have attended these activities. Acceptable documents are certificates of attendance, letters of acknowledgement, payment receipts or attendance sheets. 'C' and 'B' Certificate holders, Goalkeeping (Level 1 & Level 2) and Futsal (Level 1) Certificate holders must accumulate at least 30 hours over a four-year period; whereas holders of 'A', Conditioning, Goalkeeping (Level 3) and Futsal (Level 2) Certificates must accumulate at least 60 hours of Theoretical participation a four-year period. Pro Diploma holders are required to accumulate 60 hours spread over a two-year period.

3.2.2.2 'Practical' Activities:

- Attending coaching courses (Practical sessions)
- Coaching a team at any level or;
- Assisting a Head Coach
- Any other activity recognised and approved by AFC as such

Coaches must show documented proof of minimum Practical coaching hours through their Log Books. Licence holders of 'C', 'B', Goalkeeper (Level 1 & Level 2) and Futsal (Level 1) Certificates must accumulate at least 60 hours of Practical coaching over a four-year period; whereas the holders of 'A', Conditioning, Goalkeeping (Level 3) and Futsal (Level 2) Certificates are required a minimum of 100 hours over a four-year period. For the Pro Diploma holders, the minimum hours are set to be 100, spread over two years.

These hours are by no means related to the minimum Practical coaching hours stipulated as part of the entry requirements for the CES courses.

3.2.2.3 Minimum Learning Hours for Renewals of Coaching Licences

Type of Licence	Minimum Theoretical Activities	Minimum Practical Activities
'C'	30 hours over 4 years	60 hours over 4 years
'B'	30 hours over 4 years	60 hours over 4 years
'A'	60 hours over 4 years	100 hours over 4 years
Professional Diploma	60 hours over 2 years	100 hours over 2 years
Conditioning	60 hours over 4 years	100 hours over 4 years
Goalkeeping Level 1	30 hours over 4 years	60 hours over 4 years
Goalkeeping Level 2	30 hours over 4 years	60 hours over 4 years
Goalkeeping Level 3	60 hours over 4 years	100 hours over 4 years
Futsal Level 1	30 hours over 4 years	60 hours over 4 years
Futsal Level 2	60 hours over 4 years	100 hours over 4 years

3.2.3 Renewal Procedures

- 3.2.3.1 Holders of expiring licences must approach the MA for renewal at least six months before the expiry date.
- 3.2.3.2 The MA/Coaching Committee shall verify the validity of these licenses/documents before inviting the Coaches for the Refresher Course.
- 3.2.3.3 This information shall be updated in the Coaches Database.
- 3.2.3.4 Licence holders who fail to renew their licence one year after the expiry date will lose their licence, and will have to repeat the specific course.

3.3 QUALITY CONTROL

3.3.1 Work Ethics

- 3.3.1.1 Coaches are expected to be upright, honest and exemplary.
- 3.3.1.2 They must maintain their integrity and credibility.
- 3.3.1.3 They must be responsible in their coaching, their priority being the development of the player, the team and the game.
- 3.3.1.4 Coaches shall maintain a clean disciplinary record, both on and off the field. Those who bring disrepute to the profession and/or the game through their words and actions shall be deemed guilty of gross misconduct.
- 3.3.1.5 Coaches who are charged with gross misconduct either through FIFA, AFC, the MA, state laws or through the normal channels of arbitration will have to go through a review process before a renewal is granted.
- 3.3.1.6 MAs reserve the right to refuse issuance/renewal of licences in the event of a breach in any of the above requirements, or for any other reasons.

3.3.2 Minimum Coaching Requirements

- 3.3.2.1 All MAs are encouraged to adopt a Minimum Coaching Requirement (MCR) policy. This must be incorporated into all tournaments' rules and regulations as well as Club regulations. The MCR ensures that only Clubs/teams with qualified and licenced Coaches are allowed to participate in official competitions. Other areas where the MCR can be enforced are in schools and academies where required.
- 3.3.2.2 The MCR shall be determined by the current qualification and number of Coaches available. The requirements must be reviewed periodically and adjusted as the game develops and Coaches gain more knowledge.
- 3.3.2.3 Coaches must ensure their involvement in CES and CONES in order to keep their licences valid and thus their chances at employment.
- 3.3.2.4 The MCR also safeguards the Coaches' interests by raising the standards in such a way that only qualified Coaches are offered coaching jobs. Limiting entries to qualified Coaches only helps in the overall development of the game as more Coaches will vie for the rare spots reserved for the select few, resulting in a higher demand for advanced education.

3.3.3 Monitoring

- 3.3.3.1 The AFC Coach Education Director will monitor all Coach Education activities in Asia with the collaboration of the MAs' Coaches Committees/Coach Education Department.
- 3.3.3.2 The development of Coaches will also be monitored through the Coach Education Management System (CEMS). CEMS is a software that stores and brings together information from courses conducted by AFC. It allows the AFC Coach Education Department to register each person who participates in AFC's courses, and monitor the Instructors/Coaches' progression and the certification scheme. CEMS also generates useful reports and statistics necessary for evaluating the status of coaching in Asia.

- 3.3.3.3 AFC also requires each MA to establish and maintain a database of all Coaches who have undergone the AFC CES. MAs shall update AFC with this information upon request.

3.4 AMENDMENTS TO THE CE POLICY

The AFC Coach Education Department is responsible for periodically amending the *AFC Coach Education Policy & Procedures*. All MAs shall be informed of the amendments in writing.

4. Conclusion

The aim of this document is to help all MAs develop a continuous education programme, and to educate Coaches, Instructors, and all involved in the technical aspects of football. Proper implementation of these policies and procedures has to be achieved through the two educational schemes, CES and CONES, as they incorporate all aspects of certification and licencing, as well as the total development and progression of Coaches and Instructors.

The proposition of the Minimum Coaching Requirements is a medium for the growth of the game. By adopting the MCR policy, we ensure that only qualified Coaches are involved in football. By creating coaching opportunities, which will ultimately turn coaching into a profession and provide more game exposure and experience, we will see more Asian Coaches at the helm of their National Teams.

At the same time, by placing a parallel focus on Grassroots and Youth development, we ensure that young players receive the proper coaching methodology from the start.

In the long term, we hope that all MAs will use *AFC Education Policy & Procedures* to become operationally independent and to carry Asian football to the highest levels.





The Future is Asia

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