



Competition Guidelines for AFC Delegation

Edition 2023



COMPETITION GUIDELINES FOR AFC DELEGATION

(EDITION 2023)

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DEFINITIONS

References herein to the “**Guidelines**” shall be interpreted as references to this Competitions Guidelines for AFC Delegation document and references herein to “**Delegate**” shall be interpreted as references to a member of the AFC Delegation.

All other capitalised terms used in these Guidelines shall bear the same meaning as ascribed to them in the AFC Statutes and the AFC Competition Operations Manual, unless the context indicates otherwise. In the case of any conflict between the AFC Statutes and the AFC Competitions Operations Manual, the AFC Statutes shall prevail.

For the purposes of these Guidelines, and provided the context so permits:

- (a) the singular shall include the plural and vice-versa;
- (b) the feminine gender shall include the masculine and vice-versa;
- (c) reference to natural persons shall include any legal person or corporation;
- (d) references to the AFC shall include its successors and permitted assigns; and
- (e) references to the AFC Commercial Rights Partner shall include (where advised by the AFC) its successors and permitted assigns.

GENERAL SECRETARY'S MESSAGE

Dear friends,

It gives me great pleasure to present to you the Competition Guidelines for AFC Delegation (Edition 2023).

The Asian Football Confederation (AFC), as you know, has underlined in its Vision and Mission, the importance of staging world-class competitions for our Member Associations (MAs), Participating Teams, players and all our stakeholders.

Over the years, the delivery of world-class competitions has become synonymous with the AFC with the global football community widely acknowledging the remarkable strides and progress of Asian football in staging some of the most prestigious footballing competitions and events.

All of you play an integral part in the AFC's ability to successfully execute our plans and key deliverables and in bringing our ambitions to life. None of our successes would have been possible without the meticulous attention to detail, the commitment to service excellence, the dedication to professionalism and sense of team spirit displayed by our AFC Delegates.

At the same time, with the global spotlight firmly on Asian football in the coming years and decades and the increased scrutiny brought about by the rise of digital media, it is imperative that you keep in mind that your actions and conduct can have a direct impact on the AFC's image and brand.

These guidelines provide a timely reminder for all of us to raise our standards whilst at the same time, presents a comprehensive set of parameters to enhance our understanding, as one AFC Delegation family, of the sum of all the critical parts that allow our competitions to thrive on the world stage.

I am confident you will find these guidelines to be of great value and I have every faith that you will continue to uphold the highest ethical and professional standards at all times.

I look forward to your steadfast support as we collectively seek to ensure that the AFC continues to set new milestones and deliver on our promise to remain as amongst the best in the organisation and delivery of Confederation tournaments across the world of football.



Datuk Seri Windsor John
AFC General Secretary

The purpose of these Guidelines is to provide guidance to Delegates regarding their roles and obligations in connection with Matches and Competitions. Section 1 is applicable to all Delegates, whilst Section 2 contains guidance specific to the particular duties and functions. Delegates should ensure that they familiarise themselves with the content of these Guidelines.

SECTION 1 | COMMON PROVISIONS

1. Eligibility

- 1.1 The AFC may appoint Delegates to undertake certain roles at a Match and/or Competition.
- 1.2 The AFC shall have sole discretion regarding decisions relating to appointments, including the selection of Delegates and the revocation and/or change of appointments. Any decision taken by the AFC in relation to appointments shall be final and binding and not subject to appeal.
- 1.3 Unless otherwise decided by the AFC, to be eligible for appointment as a Delegate, an individual shall:
 - 1.3.1 be in good mental/physical health;
 - 1.3.2 be within the age range of thirty (30) to sixty-five (65) years;
 - 1.3.3 reside in one (1) of the Member Associations and hold the passport of a Member Association;
 - 1.3.4 have specific expertise and know-how relevant to their duties;
 - 1.3.5 be of good character, punctual, attentive and committed to the demands of their duties;
 - 1.3.6 not be in a position of having a conflict of interest in connection with the appointment;
 - 1.3.7 not be subject to any pending or previous disciplinary sanction or similar measure imposed by any sports governing body for actions equivalent or similar to any misconduct under the AFC Statutes or any other AFC regulations, the AFC Disciplinary and Ethics Code and/or the AFC Code of Conduct (e.g., current suspension or lifetime ban from football);
 - 1.3.8 have good English language proficiency (both written and oral) and competent Information Technology "IT" skills; and
 - 1.3.9 fulfil any other requirements set by the AFC.
- 1.4 Delegates are obliged to disclose any matters relating to the above criteria to the AFC on a continuing basis, including any relevant facts and circumstances arising after an appointment and/or changes of circumstances.

2. Appointment

- 2.1 Generally, the AFC will maintain a database of potential Delegates to be appointed for Matches or Competitions.
- 2.2 At its sole discretion, the AFC may invite the Member Associations to propose candidates to be added to the database, and may choose to assess the competence of any candidate proposed via a seminar/workshop conducted by the AFC or by any other means.
- 2.3 Delegates who are appointed for a Match or Competition will be included in the final list of Delegates, which shall be issued by the AFC in advance of the relevant assignment.
- 2.4 The final list of Delegates may be amended by the AFC at any time.
- 2.5 For the avoidance of doubt, persons in the AFC's database of potential Delegates are not automatically entitled to be appointed for any Matches or Competitions, and nor are they guaranteed a certain number of appointments per year.

3. Additional Duties and Requirements

- 3.1 Delegates must fulfil the duties and functions of their role when appointed but may also be required to fulfil additional duties if requested by the AFC.
- 3.2 If required by the AFC, Delegates must attend meetings, training sessions, seminars and workshops.

4. Principles of Responsibility and Commitment

- 4.1 Delegates undertake to:
 - 4.1.1 comply with these Guidelines, the AFC Statutes, AFC Disciplinary and Ethics Code, AFC Code of Conduct and all other AFC codes, rules, regulations, directives and decisions, and to report any information received regarding the conduct of any person or entity that may be incompatible with any of the foregoing;
 - 4.1.2 conduct themselves in accordance with the highest professional and ethical standards at all times; and
 - 4.1.3 avoid conflicts of interest.

5. Confidentiality

- 5.1 Delegates are bound to treat any information received in the course of their AFC appointment as strictly confidential at all times, even following the conclusion of the relevant Match or Competition, and shall not disclose such information to any third party(ies).

- 5.2 Documents, as well as all other information (e.g. financial information, details of internal procedures, personal data and locations) must be stored securely, whether or not they are marked as being confidential. If requested by the AFC, documents and other information shall be returned to the AFC by a Delegate upon completion of their appointment.

6. Preparations

- 6.1 Preparation for an appointment consists of a Delegate studying and familiarising themselves with any applicable Competition regulations, Laws of the Game, the AFC Competitions Operations Manual and the AFC Statutes, as well as any other relevant event guidelines, regulations, circulars and directives issued by the AFC.
- 6.2 Delegates shall also ensure that they are familiar with the particular circumstances pertaining to the Match or Competition (e.g. previous results, suspended players, qualifying procedures, etc.).

7. Travel

- 7.1 In order to ensure that Delegates are able to focus entirely on their duties, Delegates are not allowed to be accompanied by members of their family, friends or any other persons when on appointment.
- 7.2 All Delegates appointed for a Match or a Competition shall reach the relevant Venue at least two (2) days before the Match or the first Match of the Competition (as applicable), unless otherwise advised by the AFC.
 - 7.2.1 If a Delegate is prevented from adhering to the intended travel schedule, the AFC (and, where applicable, the Host Organisation) shall be informed without delay.
- 7.3 Unless the Delegate is informed otherwise by the AFC, the AFC shall purchase and issue the airline ticket(s) which the Delegate shall use for an appointment. Changes in itinerary shall only be permitted in exceptional circumstances and are subject to the prior approval of the AFC. The AFC reserves the right to invoice the Delegate for any costs incurred as a result of changes to any itinerary which are requested by the Delegate.
- 7.4 The class of travel for Delegates shall be determined in accordance with the latest relevant AFC policy.
- 7.5 Delegates shall inform the Host Organisation of their finalised travel arrangements (i.e. arrival time and date, departure time and date) in order that airport reception, accommodation and other logistical arrangements can be made.
- 7.6 If a visa is required, the Delegates shall apply for the visas with the assistance of the Host Organisation. Any further information (passport details, etc.) necessary for the Host Organisation to arrange the visa shall be provided by the Delegate (while keeping the AFC in copy).
- 7.7 Delegates are solely responsible for ensuring that they obtain and maintain all travel documents (e.g. passports, identity cards, etc.), as well as any other documents that may be required by national and international authorities for them to take up appointments.

8. Travel Insurance

- 8.1 Travel insurance coverage shall be provided by the AFC for all Delegates for the duration of their appointments in accordance with the directives issued by the AFC.

9. Communications

- 9.1 Delegates shall refrain from giving any statements to the media (including statements on social media platforms) in connection with their appointments, whether in a personal or a professional capacity. For example: (i) Delegates shall not pass comment on the performance of Match Officials or any of their decisions during a Match; and (ii) Delegates shall not comment on forthcoming decisions of the AFC Disciplinary and Ethics Committee in connection with any incidents that may have occurred during a Match or Competition.
- 9.2 Delegates shall strictly comply with any guidelines issued by the AFC with regards to the use of social media and other media platforms and shall refer any enquiries on communication policies to the AFC Communications Department at mediateam@the-afc.com.

10. Allowances, Expenses & Other Entitlements

- 10.1 Delegates are entitled to receive daily allowances, as well as reimbursement of certain expenses (travel etc.) and other entitlements, as specified in the directives issued by the AFC. For the avoidance of doubt, in principle, hotel accommodation for the duration of an assignment shall be provided by the AFC and/or Host Organisation directly.

11. Improper Conduct

- 11.1 Delegates shall be held responsible for their actions in connection with their appointments and any improper conduct or any failure to comply with these Guidelines may lead to them being removed from their existing appointments and not being considered for future AFC appointments.

12. AFC Match Operations Centre

- 12.1 The AFC Match Operations Centre ("MOC") is located at the headquarters of the AFC. The MOC shall function on Match days and will be available for Delegates to communicate with the AFC during a Match.
- 12.2 The AFC shall endeavour to have representation from all relevant AFC departments at the MOC for any support required by Delegates on Match days.

SECTION 2 | DUTIES AND FUNCTIONS

Section 2 outlines the duties, roles and functions of certain Delegates appointed for AFC Competitions, and is not exhaustive. The AFC reserves the right, at any time, to amend and/or supplement the same or appoint additional Delegates (including, by way of example, a General Coordinator, Competitions Coordinator, Infotainment Coordinator, Fitness Instructor, Technical Study Group and/or Legal Coordinator) to whom the relevant provisions of these Guidelines shall also apply (in particular, Section 1). All specific duties, roles and functions of any Delegates not provided for under these Guidelines shall be communicated as part of the appointment process.

13. Match Commissioner

- 13.1 As a general rule, the AFC Match Commissioner shall not be of the same nationality as any of the Match Officials.
- 13.2 The Match Commissioner position is senior to all other Delegates appointed for a Match.
- 13.3 The duties and functions of a Match Commissioner include, without limitation, the following:
 - 13.3.1 to act as the AFC's official representative at the Match;
 - 13.3.2 to chair the "Match Coordination Meeting" prior to the Match, unless otherwise instructed by the AFC;
 - 13.3.3 to be responsible for ensuring the orderly organisation of the Match in accordance with the relevant regulations and all directives issued by the AFC;
 - 13.3.4 to ensure that the relevant rules for order and security inside and outside of the Stadium (before, during and after the Match) are observed;
 - 13.3.5 to be absolutely objective and unbiased in their behaviour while performing their duties;
 - 13.3.6 to submit detailed reports to the AFC via AFCAS immediately after each Match; and
 - 13.3.7 to attend to all other Match-related matters as required and/or instructed by the AFC.

14. Referee Assessor

- 14.1 As a general rule, the Referee Assessor shall not be of the same nationality as any of the Match Officials.
- 14.2 The duties and functions of a Referee Assessor include, without limitation, the following:
 - 14.2.1 to act as the contact point for other Delegates for refereeing matters;

- 14.2.2 to attend the "Match Coordination Meeting" and any other meetings as required;
- 14.2.3 to accompany the Referees for the official programme (such as the pre-Match discussion, training sessions and field inspection);
- 14.2.4 to analyse and evaluate the Referees' performance during the Match;
- 14.2.5 to conduct a post-Match debrief session with the Referees;
- 14.2.6 to submit the preliminary report to the AFC Referees Department after the Match;
- 14.2.7 to remind the Referees to submit the "Referee Report" on AFCAS;
- 14.2.8 to assist the Referees to write a supplementary report if necessary; and
- 14.2.9 to attend to all other refereeing-related matters as required and/or instructed by the AFC.

15. Venue Delegate

- 15.1 The duties and functions of a Venue Delegate include, without limitation, the following:
 - 15.1.1 to act as AFC's official representative and supervise the Match operations at the Venue;
 - 15.1.2 to be responsible for the correct application and fulfilment of all procedures related to the organisation of a Match in accordance with the relevant regulations and directives issued by the AFC;
 - 15.1.3 to act as the main coordinator between the AFC, AFC Commercial Rights Partner and Host Organisation;
 - 15.1.4 to oversee and provide additional support to all Delegates wherever required;
 - 15.1.5 to submit daily reports to the AFC during the period of the appointment; and
 - 15.1.6 to attend to any other matters as required and/or instructed by the AFC.

16. Media Officer

- 16.1 The duties and functions of a Media Officer include, without limitation, the following:
 - 16.1.1 to act as the AFC's official media representative at the Match;
 - 16.1.2 to be responsible for supervising and arranging all the necessary media and broadcast activities before, during and after a Match in accordance with the relevant regulations and directives issued by the AFC;
 - 16.1.3 to submit detailed reports to the AFC via AFCAS immediately after each Match; and

- 16.1.4 to attend to all other media-related matters as required and/or instructed by the AFC.

17. Safety and Security Officer

- 17.1 The duties and functions of a Safety and Security Officer include, without limitation, the following:
 - 17.1.1 to monitor, assess and advise on safety, security and access control matters for the Match;
 - 17.1.2 to ensure that the AFC Safety and Security Regulations are adhered to at the Stadium;
 - 17.1.3 to act as the liaison between Venue safety and security management (i.e., Host Organisation, public and private security) and the AFC;
 - 17.1.4 to act as the safety and security point of contact for Participating Teams, Delegates and AFC;
 - 17.1.5 to arrange for the pre-match security meeting one day before the Match to review the security plan and ensure all arrangements are in order and shared with the Host Organisation (i.e., local security officer, Stadium manager, police, stewards, ticketing manager, fire brigade and medical) and Participating Teams;
 - 17.1.6 to submit a report to the AFC on the implementation of safety and security matters and any relevant incidents via AFCAS;
 - 17.1.7 to share their experiences with the AFC and propose improvements in safety and security concepts;
 - 17.1.8 to support the AFC Match Commissioner in his tasks, whenever required; and
 - 17.1.9 to attend to all other safety and security-related matters as required and/or instructed by the AFC.

18. VAR Information Officer

- 18.1 The duties and functions of a VAR Information Officer include, without limitation, the following:
 - 18.1.1 to manage and coordinate the overall implementation of Football Technology ("FT" systems such as the VAR system and Referee audio devices) in the Stadium and at the Referees' training site;
 - 18.1.2 to act as a liaison between key partners (including system technology providers, Host Organisation, broadcast manager and Referees);
 - 18.1.3 to work with the Host Organisation to secure the proper implementation of the FT systems;

- 18.1.4 to ensure the testing and sign-off of the VAR system ahead of the Match in accordance with FIFA guidelines;
- 18.1.5 to identify and solve FT systems operational issues on site; and
- 18.1.6 to attend to any other FT-related matters as required and/or instructed by the AFC.

19. Medical Officer

- 19.1 The duties and functions of a Medical Officer include, without limitation, the following:
 - 19.1.1 to provide primary care to Participating Players, Participating Officials, AFC Delegates and other stakeholders in accordance with international medical practice and professional standards;
 - 19.1.2 to oversee medical services and medical infrastructure in accordance with the relevant AFC regulations and guidelines;
 - 19.1.3 to provide guidance and recommendations on best practices for on-pitch emergency medical treatment and management in accordance with the relevant policies and guidelines; and
 - 19.1.4 to attend to any other medical-related matters as required and/or instructed by the AFC.

20. Doping Control Officer

- 20.1 The duties and functions of a Doping Control Officer include, without limitation, the following:
 - 20.1.1 to conduct doping control tests at the Match;
 - 20.1.2 to be responsible for the correct application of all procedures related to doping control, as described in the AFC Anti-Doping Regulations and any directives and circulars issued by the AFC;
 - 20.1.3 to submit detailed reports to the AFC via AFCAS immediately after each Match; and
 - 20.1.4 to attend to all other doping-related matters as required and/or instructed by the AFC.

21. Competitions Commercial Officer

- 21.1 The duties and functions of a Competitions Commercial Officer include, without limitation, the following:
 - 21.1.1 to act as the AFC's official commercial operations representative at the Match;

- 21.1.2 to be responsible for on-site delivery of the contractual rights of the AFC Commercial Affiliates;
- 21.1.3 to ensure and manage the implementation of all commercial activities approved by the AFC at the Match;
- 21.1.4 to submit detailed reports to the AFC via AFCAS immediately after each Match; and
- 21.1.5 to attend to all other commercial-related matters as required and/or instructed by the AFC.



SECTION 3 | CLOSING PROVISIONS

22. Disciplinary Measures

- 22.1 The AFC expects all Delegates to know and follow these Guidelines. All disciplinary measures in relation to these Guidelines shall be undertaken in accordance with the current AFC Statutes, AFC Disciplinary and Ethics Code, the relevant Competition regulations and any relevant AFC circular and, if applicable, any employment/service-related contracts and policies.

23. Prevailing Regulations

- 23.1 To the extent that these Guidelines are inconsistent with any other AFC rules, circulars or regulations (including, without limitation, the AFC Statutes, the AFC Disciplinary and Ethics Code, the AFC Code of Conduct, the AFC Competitions Operations Manual and any Competition regulations), such other rules, circulars or regulations shall prevail.

24. Enforcement

- 24.1 These Guidelines were issued by the General Secretary on 31 March 2023, and come into force immediately.
- 24.2 The General Secretary may amend these Guidelines at any time.

Datuk Seri Windsor John
General Secretary





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