



Objectives of Professional Clubs are to:

- Ensure top quality football players are being developed and produced continuously
- Establish progressive development structures with clear pathways
- Design and implement club-specific, quality-driven youth development programs
- Provide elite player technical education, supported by football related education and supplementary academic education for youth players
- Provide comprehensive medical support services for all players
- Ensure that qualified personnel are engaged in the development and management of elite footballers.

(A) Sporting Criteria	
Teams	<p>The applicant club must at least have the following teams within its legal entity or affiliated to its legal entity</p> <ol style="list-style-type: none"> 1. First Team 2. Minimum One Youth Team 3. Minimum One Grassroots Team 4. <p>The First Team and Youth Team(s) must take part in official competitions or programs recognized by the HPFA and AIFF and play on national, state, zonal, district or local level.</p> <p>There is no obligation for the Grassroots Team(s) in children football to take part in official competitions. For these teams suitable events should be organized (mini-tournaments, youth gathering on local level etc.) in order to provide fun and give them the opportunity to gain experience playing with other children teams. No mandatory registration of these players is required.</p>
Player Registration	Each player of First Team and Youth Team(s) must be registered with HPFA
Professional Player Contract	All applicant clubs' professional players must have a written contract with the license applicant in accordance with the relevant provisions of the AIFF regulations for the status and transfer of players and shall incorporate all key provisions required by the national law and FIFA, AFC and instructions
Player Transfer	1. The applicant club will agree to not directly approach a





	<p>player currently contracted to another club. However if the said players contract is set to expire in less than 6 months then the player and the club interested in him can negotiate directly</p> <ol style="list-style-type: none"> 2. A player can take transfer from one club to another only on obtaining NOC from both the clubs and by following the norms and procedures prescribed by HPFA. 3. A player can also be transferred through loaning system from one club to another for a specified period or tournament period
<p>Medical Care</p>	<p>The applicant club must ensure that</p> <ol style="list-style-type: none"> 1. All registered players in the first team and youth team(s) undergo an annual medical examination in any hospital that is recognized by the ministry of health 2. The applicant must also ensure all registered players in the first team and youth team(s) undergo a cardiovascular screening 3. All medical records including injury and health records for all players are well stored and transferable (medical passports) 4. Provide medical cover for all registered players in the first team and youth teams through a Medical Insurance Scheme till the time as such the player is contracted to the club
<p>Development Programs</p>	<p>Applicant Clubs must have written development programs and plans for development activities, which ensure top quality football players are being developed and produced continuously. It must include</p> <ol style="list-style-type: none"> 1. Development Activities Plan 2. Youth Development Program 3. Grassroots Development Program <p>An important part of the youth program will be the provisions the Club will make to ensure that all youth players receive regular schooling and are not prevented from following their education.</p> <p>Furthermore, the Club must ensure that youth players who are not resident with their parents are provided with adequate care and accommodation to ensure their well being. The Clubs provisions for this must be set out in</p>





Governing Body of Football in Himachal Pradesh

HPFA
Himachal Pradesh
Football Association

Professional Club Registration Criteria

	detail in the program.
(B) Infrastructure Criteria	
Club Office	<ol style="list-style-type: none">1. The applicant club must have sufficient office space available to run its administration.2. The required surface of the office(s) & the required technical minimum infrastructure including computers, phone, fax, printer, internet & email must be available.3. The applicant club must appoint appropriate number of skilled secretarial staff according to its needs to run its daily business.4. It must also ensure that its office is open during office hours to communicate with licensor and public
Ground	<p>The applicant club must have a ground for training and playing purposes. The applicant can either</p> <ol style="list-style-type: none">1. Own the ground or2. Provide a written contract with owner of the ground <p>The ground must have following defined areas with specifications</p> <ol style="list-style-type: none">1. Playing Field2. Dugout and Technical Area3. Spectators Area4. Match Officials Area5. Media and Guests Area
Training Facilities	<p>The applicant club must have following facilities for the players and officials</p> <ol style="list-style-type: none">1. Outdoor training facilities2. Indoor training facilities3. Dressing Rooms4. Medical Rooms5. Shower6. Toilets7. Football playing kit for players
Safety and Security	<p>The applicant club must ensure the following safety and security norms are followed in the ground during training and matches</p> <ol style="list-style-type: none">1. Clearly defined entry and exit points2. Players, Officials and VIP entry and exit plans3. Crowd management and dispersal strategy4. Accessibility for People with Disability





	<ol style="list-style-type: none"> 5. Emergency preparedness 6. Emergency evacuation plan 7. Medical aid and support 8. Fire safety 9. Law and Order arrangements
(C) Personnel and Administration Criteria	
CEO / MD	The applicant club must appoint a CEO/MD who will be responsible for running and managing the club
Club Manager	<p>Club Manager will be responsible for</p> <ol style="list-style-type: none"> 1. Administrative matters 2. Operational matters 3. Development activities and programs 4. Players related matters e.g. registration, contracts etc. 5. Ensuring compliance with the statutes of HPFA, AIFF, AFC and FIFA
Marketing Manager	<p>The main responsibilities of Marketing Manager are to</p> <ol style="list-style-type: none"> 1. Develop commercial revenue plans 2. Identify potential commercial sponsors and building relations with them 3. Manage relations with commercial sponsors 4. comply with all sponsorship requirements and commitments 5. Manage the merchandising revenues of the Club 6. Event management 7. Management of stadium related commercial activities
Media Manager	<p>The role and responsibilities of Media Manager are</p> <ol style="list-style-type: none"> 1. Managing all press and media relations as well as external relations 2. Preparing press releases related to the Club, players and match results 3. The organization of interviews with players and coaches and distribution of information of the team during and after matches 4. The organization of regular press conferences during the Sporting season 5. Being present at all the official matches of the Club 6. The issue of regular press release concerning the club
Finance Officer	The roles and responsibilities of Finance Officer is





	<ol style="list-style-type: none"> 1. Preparation of the documentation requested for in the financial criteria 2. Maintaining books of accounts 3. Handling and dealing with all financial matters of the club
Coaches	<p>The applicant club must have</p> <ol style="list-style-type: none"> 1. One Head Coach having C-License from AFC 2. Two Assistant Coaches having D-License from AIFF 3. One Grassroots Leader having certificate from AIFF
Medical Doctor	<p>The applicant club must appoint at least one doctor who is responsible for the medical support and advice for the club as well as for doping prevention policy. The doctor must be licensed and registered with the Ministry of Health, to practice medicine in India and hold a recognized medical qualification.</p> <ol style="list-style-type: none"> 1. The medical doctor arranges for the first team and youth team(s) players to undergo medical examinations. 2. The doctor must be present during matches and must ensure his services during training (It is not necessary for a doctor to be present during all the trainings as long as appropriate emergency procedures are defined and implemented). 3. For away matches the applicant club may arrange with the home team to share the home team doctor. 4. The doctor is responsible for ensuring the medical facilities at the club are fully equipped and functional and in compliance with the Ministry of Health 5. The doctor must ensure that players receive the required medical treatment including periodical examinations as required 6. The doctor must ensure that comprehensive medical records are maintained and updated for each player (medical passport) 7. The doctor must be familiar with anti-doping rules and regulations and educate the license applicant's players of their responsibilities regarding such issues
Physiotherapist	<p>The applicant club must appoint at least one physiotherapist being responsible for medical treatment</p>





and massages for the players during trainings and matches. The qualification of the physiotherapist must be recognized by the appropriate health authorities. The physiotherapist must be duly registered with the HPFA or the affiliated league. The applicant club must ensure that the physiotherapist is present at every match and training and ensure medical support is provided.

(D) Legal Criteria

<p>Procedures</p>	<ol style="list-style-type: none"> 1. The applicant club must be a legal entity 2. The applicant club must submit the club registration application in prescribed format along with the application fee 3. On receiving applications HPFA will review and shortlist the applications 4. HPFA may ask for additional information or documents from applicant club 5. HPFA reserves the right to accept or reject any or every club registration application without giving any reason 6. HPFA reserves the right to cancel or amend the club registration criteria at any stage 7. The approved clubs will be intimated separately 8. The approved clubs will be given provisional registration for a period of two years 9. Approved clubs must deposit the prescribed registration fee for the term 10. During the provisional registration period, the clubs will have to develop and improve their structure, facilities and functioning 11. During the provisional registration period, if any club does not fulfill the criteria or does not operate as per norms or remains dormant, HPFA reserves the right to terminate the registration of such club 12. On completion of term of provisional registration the review of the club will be conducted 13. If the club qualifies the review process, HPFA will issue Club License for a period of three years, which will be renewable. 14. Club will have to pay the License fee for the term of its license 15. Clubs will have to separately fulfill the norms of participation for Leagues and Tournaments.
<p>Documents</p>	<ol style="list-style-type: none"> 1. Copy of the registration certificate and statutes of





	<p>the applicant club</p> <ol style="list-style-type: none"> 2. An updated list of all shareholders and directors with the contact details and professional background will have to be submitted and have to be provided whenever required by HPFA 3. Records of players, teams, contract with professional players, medical record of players, medical insurance of players 4. Copy of development program 5. Infrastructure details, ownership documents or contract with owner of the facility 6. Documents with regard to use of office space 7. Details of the appointment of /contract with the personnel hired along with the complete profile and bio-data. 8. Documents required to fulfill financial criteria
<p>Declarations</p>	<ol style="list-style-type: none"> 1. Fulfillment of all Club Registration criteria 2. Adhering to the statutes, rules, regulations, orders, guidelines and norms of HPFA, AIFF, AFC and FIFA 3. Following the Laws of the Game 4. Disclosure of true and correct information 5. Protection of the interest of Players, Officials and Public 6. Maintaining and following code of conduct 7. It recognizes the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA and/or AFC 8. It recognizes the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes 9. At state level, it will play in competitions that are recognized and endorsed by HPFA 10. It authorizes the competent club licensing/ registering authority to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national or state law 11. It acknowledges that HPFA through its Official(s) reserves the right to execute spot – checks reviewing the assessment process and the decision making 12. It acknowledges that AIFF through Club Licensing





	<p>Manager reserves the right to execute spot – checks reviewing the assessment process and the decision making</p> <p>13. It acknowledges that AFC reserves the right to execute spot-checks at national level reviewing the assessment process and the decision making</p> <p>14. It acknowledges that FIFA reserves the right to execute spot-checks at national level to review the assessment process and the decision making</p> <p>15. Club will not participate in any tournament / league in the state that is not recognized / registered by or affiliated to HPFA</p>
(E) Financial Criteria	
Financial Documents	<p>The applicant club must submit following documents</p> <ol style="list-style-type: none"> 1. Annual audited financial reports 2. Bank details 3. Permanent Account Number of Income Tax 4. Registration with other authorities (if applicable) 5. Disclosure of budgets available 6. Disclosure of sources of funds
Future Financial Information	<p>Future financial information to be prepared and submitted by the license applicant consisting of</p> <ol style="list-style-type: none"> 1. A budgeted profit and loss account 2. A budgeted cash flow 3. Explanatory notes including assumptions and risks and comparison of budget to actual figures
Applicable Fees	<p>The applicant club will pay the following fees to HPFA</p> <ol style="list-style-type: none"> 1. Application Fee – Rs. 15,000/- to be deposited along with the application form (Non Refundable) 2. Registration Fee – Rs. 25,000 per annum to be paid minimum for 2 years of provisional registration period on approval of application (Only for registered club from Himachal Pradesh) (Non refundable) and Rs. 25,000 per annum to be paid minimum for 2 years (Only for registered club from Outside Himachal Pradesh)(Investors) (Non Refundable) <p>HPFA Bank Account Details Account Name: Himachal Pradesh Football Association Account Number: 4588 0001 0000 7601 Bank: Punjab National Bank IFSC Code: PUNB0173300</p>

