



Governing Body of Football in Himachal Pradesh

HPFA
Himachal Pradesh
Football Association

Academy Registration Criteria

The Academy registration process is a step taken by HPFA to strengthen and improve the Youth Development System in the state and country.

Football Academies are categorized under two separate heads:

1. Residential
2. Non-Residential

The Academy applying for registration is required to fulfill all criteria that are mandatory at the time of registration. The recommended criteria are not mandatory to be fulfilled at the time of applying for registration whereas they are mentioned for future development of Academy. The following criteria are set for Academy Registration.

1. Technical Staff

- I. Academy must have a Head of Youth Development with an AFC C-Certificate assuring to appear for AFC-B on eligibility.
- II. Head Coaches of respective age groups of U-18/19, U-16/15 and U-14/13 must have an AIFF D-Certificate, assuring to appear for AFC-C on eligibility.

Academy is recommended to appoint following licensed coaching staff:

- a. Head of Youth Development with an AFC B-Certificate assuring to appear for AFC-A on eligibility.
- b. Head Coaches of respective age groups of U-18/19, U-16/15 and U-14/13 having an AFC C-Certificate, assuring to appear for AFC-B on eligibility
- c. Coaches in other age groups also from U-12 to U-5 based on their licenses/coaching certificate
- d. Fitness / Conditioning Coach
- e. Goalkeeping Coach
- f. Video Analyst

2. Players

- I. All players registered under Academy must be registered with HPFA
- II. Academy must maintain proper records of players

3. Age-Verification Procedure

Academy must provide Attested Copy of Birth Certificate of all players issued by MC Executive / Secretary or Panchayat Secretary





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Academy is recommended to have:

- a. X-Ray Reports of all players
- b. MRI Reports of all players

4. Age-Group Teams

Academy must have a minimum of two age-groups in the Elite Youth category (U-18 to U-13) separated by a gap of at least 2 years.

Academy is recommended to have:

- a. More than 2 age groups for more engagements and participations in HPFA and other affiliated tournaments.
- b. As many Children's / Grassroots age-group (U-12 to U-5) as possible.

5. Scouting

Academy must describe the player sources for scouting and the process implemented for it

6. Schooling

Residential Academy must submit proof of schooling for all residential players in each age-group

7. Curriculum

Academy must produce a curriculum for each age-group under Elite Youth and Children's / Grassroots category. The curriculum must be provided for verification.

8. Facilities and Infrastructure

- I. Academy must have a full sized football field meeting the required FIFA dimensions (between 120m x 90m and 90m x 45m)
- II. Quality of the surface must be good in terms of level, safety, uniform grass cover, maintenance and drainage
- III. Residential Academy must submit details of Hostel / Accommodation provided to residential players
- IV. Residential Academy must submit details of Diet Facility provided to residential players
- V. Residential Academy must submit details of Safety and Security arrangements for residential players





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9. Medical

- I. Academy must have a qualified Physiotherapist (Diploma or Bachelors/Master's degree)
- II. Insurance is compulsory for all players. Insurance copies must be provided for all players in age-groups
- III. Academy must have First Aid Kit and AED

10. Management Structure

- I. Academy must have defined management structure with separate details of Technical, Administrative and Medical functions
- II. Academy must provide Contracts or Appointment Letters of all personnel employed under Technical, Administrative and Medical structure that should include the following:
 - a. Designation with Job Description
 - b. Remuneration
 - c. Term / Period of employment
 - d. Signature of authorization and agreement from both parties (employee and employer)

11. Other Norms

- I. The applicant must submit the Academy registration application in prescribed format along with the application fee
- II. Academies claiming to fulfill the set criteria are required to provide necessary proof along with supporting documents
- III. On receiving applications HPFA will review and shortlist the applications
- IV. HPFA may ask for additional information or documents from applicant Academy
- V. HPFA will conduct physical inspection of Academy
- VI. HPFA reserves the right to accept or reject any or every Academy registration application without giving any reason
- VII. HPFA reserves the right to cancel or amend the Academy registration criteria at any stage
- VIII. The approved Academies will be intimated separate
- IX. The approved Academies will be given provisional registration for period of two years
- X. Approved Academies must deposit the prescribed registration fee for the term
- XI. During the provisional registration period, the Academies will have to develop and improve their structure, facilities and functioning





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- XII. During the provisional registration period, if any Academy 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 Academy
- XIII. Only one Academy under a common umbrella/parent unit can get registered and participate in the age-group tournament
- XIV. Academy must provide updates of any technical or administrative change within 30 days of the same
- XV. On completion of term of provisional registration the review of the Academy will be conducted
- XVI. If the Academy qualifies the review process, the Academy will get accreditation from HPFA for a period of three years, which will be renewable
- XVII. Academy will have to pay the accreditation fee for the term of its accreditation
- XVIII. Academies will have to separately fulfill the norms of participation for Leagues and Tournaments
- XIX. Academies will not participate in any tournament / league in the state that is not recognized / registered by or affiliated to HPFA
- XX. The applicant will pay the following fees to HPFA

- a. Application Fee – Rs. 15,000/- (for Residential Academy) / Rs. 7,500/- (for Non-Residential Academy) to be deposited along with the application form (Non Refundable)
- b. Registration Fee – Rs. 25,000 (for Residential Academy) / Rs. 12,500/- (for Non-Residential Academy) per annum to be paid for minimum of 2 years of provisional registration period on approval of application (Non refundable)(Applicable Only for Himachal Pradesh Resident)
- c. Registration Fee – Rs. 50,000 (for Residential Academy) / Rs. 25,000/- (for Non-Residential Academy) per annum to be paid for minimum of 2 years of provisional registration period on approval of application (Non refundable) (Applicable Only for Non-Himachal Pradesh Resident)

HPFA Bank Account Details:

Account Name: Himachal Pradesh Football Association

Account Number: 4588 0001 0000 7601

Bank: Punjab National Bank

IFSC Code: PUNB0173300

