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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 Education by Quality Instructors”
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 Instructors by prioritising their needs, using the support AFC provides to organise activities and create educational opportunities.
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

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, followed by the ‘B’ and ‘A’ Licence courses were introduced in 1996 and 1997 respectively.

AFC’s first panel of qualified Instructors was formed in 2005, officially marking the year as the Year of Instructors. AFC created panels for all Coaching and Specialised Instructors that same year, while the panel for Football for Disabled Persons Instructors was created in 2008.

In 2005 also, and in collaboration with FIFA, AFC started its Regional Instructors course, with the sole purpose of producing MA Instructors. Participants were required to have the ‘A’ Licence as a minimum requirement.

AFC Coach Education’s latest achievement came in 2010, with the creation of the first ever Grassroots Instructors Panel.
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 Instructors for all levels of football.

**AFC Coaching Instructors Progression Pyramid**

- **PRO Instructor**
- **‘A’ Cert Instructor**
- **Goalkeeping L3 Instructor**
- **Futsal L2 Instructor**
- **‘B’ Cert Instructor**
- **Goalkeeping L2 Instructor**
- **Conditioning Instructor**
- **Futsal L1 Instructor**
- **‘C’ Cert Instructor**
- **Goalkeeping L1 Instructor**
- **CDF Instructor**

CDF: Coaching for Disabled Footballers
L1: Level 1
L2: Level 2
L3: Level 3
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 Instructors. These are:

Instructor Courses:

- Coaching Instructors Course
- Conditioning Instructors Course
- Goalkeeping Instructors Course
- Futsal Instructors Course
- Grassroots Instructors Course

Refresher Courses:

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

3.1.1.2 All Asian Instructors must be holders of AFC certificates.

3.1.1.3 The table below shows the Instructors course duration in hours, as well as the compulsory number of Practical assessments and Theory examinations for each level.
### 3.1.2 AFC Courses

#### 3.1.2.1 Instructors Course

**3.1.2.1.1** Candidates who want to become Coaching Instructors must be holders of the AFC ‘A’ Coaching Certificate with valid licences, and pass an Instructors course. The course aims to “Train The Trainers”, meaning that as Instructors, the participants will learn how to deliver the courses and how to pass on their knowledge to the Coaches. Participants also get trained to meet the demands of the profession in the ever-developing game of football. The course focuses on how the participants (as Instructors) will teach the various aspects of team tactics and styles of play. The participants will also learn the importance of analysing a game as well as working in groups. The duration of the course is 85 hours, including Practical, Theory and Oral examinations. There are four levels of Instructorship in Coaching.

<table>
<thead>
<tr>
<th>Type of Certificate</th>
<th>Practical Hours</th>
<th>Theoretical Hours</th>
<th>Total Hours</th>
<th>Dissertation Per Candidate</th>
<th>Practical Assessments Per Candidate</th>
<th>Theory/Oral Examinations Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching Instructor</td>
<td>37’</td>
<td>48’</td>
<td>85’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
<tr>
<td>Conditioning Instructor</td>
<td>25’</td>
<td>35’</td>
<td>68’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
<tr>
<td>Level 1 GK Instructor</td>
<td>22’</td>
<td>18’</td>
<td>48’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
<tr>
<td>Level 2 GK Instructor</td>
<td>40’</td>
<td>25’</td>
<td>73’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
<tr>
<td>Level 3 GK Instructor</td>
<td>42’</td>
<td>28’</td>
<td>78’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
<tr>
<td>Futsal Level 1 Instructor</td>
<td>27’</td>
<td>25’</td>
<td>60’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
<tr>
<td>Futsal Level 2 Instructor</td>
<td>37’</td>
<td>35’</td>
<td>80’</td>
<td>1</td>
<td>1</td>
<td>1 + 1</td>
</tr>
</tbody>
</table>
3.1.2.1.2 The following are the criteria for entering a Coaching Instructors course:

<table>
<thead>
<tr>
<th>COACHING Instructors CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AFC ‘A’ Coaching Certificate with a valid licence</td>
</tr>
<tr>
<td>• Written and spoken English (continental and regional level)</td>
</tr>
<tr>
<td>• Able to conduct both the Theory and Practical Sessions</td>
</tr>
<tr>
<td>• Physically and medically fit</td>
</tr>
<tr>
<td>• Knowledgeable (well-informed), with good communication skills</td>
</tr>
<tr>
<td>• Convincing (able to convince), fair and objective</td>
</tr>
<tr>
<td>• Basic Powerpoint skills, computer literate</td>
</tr>
<tr>
<td>• Not exceeding the retirement age of 60</td>
</tr>
</tbody>
</table>

3.1.2.2 Conditioning Instructors Course

3.1.2.2.1 The AFC Conditioning Instructors course is for holders of the AFC ‘A’ Coaching Certificate with a minimum of a Bachelor’s degree in Physical Education/Sports Science or its equivalents, and a valid licence. This course also falls under the basic concept of “Train The Trainers”. Participating Instructors will specialise in the physical development of players, and are taught the importance of structuring, delivering the training sessions and planning ahead for the forthcoming football season. They also become familiar with conducting physical conditioning tests and all the football specific actions that relate to this aspect of the game. The duration of the course is 68 hours, with Practical, Theory and Oral examinations. There is only one level of Conditioning Instructorship.
3.1.2.2.2 The following are the criteria for entering a Conditioning Instructors course:

<table>
<thead>
<tr>
<th>CONDITIONING Instructors CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AFC ‘A’ Coaching Certificate/Conditioning Coaching Certificate with a valid licence</td>
</tr>
<tr>
<td>• Minimum Bachelors degree in Physical Education/Sport Science or its equivalent</td>
</tr>
<tr>
<td>• Playing and coaching experience (supporting CV)</td>
</tr>
<tr>
<td>• Written and spoken English (continental and regional level)</td>
</tr>
<tr>
<td>• Able to conduct both the Theory and Practical Sessions</td>
</tr>
<tr>
<td>• Physically and medically fit</td>
</tr>
<tr>
<td>• Knowledgeable (well-informed), good communication skills</td>
</tr>
<tr>
<td>• Convincing (able to convince), fair and objective</td>
</tr>
<tr>
<td>• Basic Powerpoint skills, computer literate</td>
</tr>
<tr>
<td>• Not exceeding the retirement age of 60</td>
</tr>
</tbody>
</table>

3.1.2.3 Goalkeeping Instructors Course

3.1.2.3.1 All participants in the AFC Goalkeeping Instructors Course must be holders of the AFC ‘A’ Coaching Certificate or Goalkeeping Level 3 Coaching Certificate with a valid licence. Ideally, they should also have playing experience so as to understand the demands of this special category of football individuals. It is a “Train The Trainers” course, which explores various learning styles as well as coaching ones. Participants are taught how to organise and teach a range of action plans that are crucial to the outcome of the game. They are also evaluated on their technical skills, tactical awareness, general handling, and above all on the psychology of how to maintain their composure under pressure. There are 3 levels of Goalkeeping Instructorship, covering approximately 200 hours in total, with Practical, Theory and Oral examinations.
3.1.2.3.2 The following are the criteria for entering a Goalkeeping Instructors course:

<table>
<thead>
<tr>
<th>GOALKEEPING Instructors CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AFC ‘A’ Coaching Certificate/Advanced (Level 3) GK Coaching Certificate with a valid licence</td>
</tr>
<tr>
<td>• Playing and coaching experience (supporting CV)</td>
</tr>
<tr>
<td>• Written and spoken English (continental and regional level)</td>
</tr>
<tr>
<td>• Able to conduct both the Theory and Practical Sessions</td>
</tr>
<tr>
<td>• Physically and medically fit</td>
</tr>
<tr>
<td>• Knowledgeable (well-informed), good communication skills</td>
</tr>
<tr>
<td>• Convincing (able to convince), fair and objective</td>
</tr>
<tr>
<td>• Basic Powerpoint skills, computer literate</td>
</tr>
<tr>
<td>• Not exceeding retirement age of 60</td>
</tr>
</tbody>
</table>

3.1.2.4 Futsal Instructors Course

3.1.2.4.1 The AFC Futsal Instructors course is for holders of the AFC ‘A’ Coaching Certificate or AFC Futsal Level 2 Coaching Certificate with valid licences. In addition, participants have to undergo two levels of Instructorship. This is also a “Train The Trainers” course that teaches football’s in-depth development model based on the idea that Futsal should be considered the base of football, because it provides players with valuable skills. The course focuses on individual as well as team actions on both grassroots and professional levels, allowing the participants to learn the basics of teaching and the latest trends in the game’s strategies. Both levels of Futsal Instructorship cover approximately 140 hours and the assessments require examinations in all three Practical, Theory and Oral sessions.
3.1.2.4.2 The following are the criteria for entering the Futsal Instructors course:

<table>
<thead>
<tr>
<th>FUTSAL Instructors CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AFC ‘A’ Coaching Certificate/AFC Futsal Coaching Certificate II with a valid licence</td>
</tr>
<tr>
<td>• Playing and coaching experience (supporting CV)</td>
</tr>
<tr>
<td>• Written and spoken English (continental and regional level)</td>
</tr>
<tr>
<td>• Able to conduct both the Theory and Practical Sessions</td>
</tr>
<tr>
<td>• Physically and medically fit</td>
</tr>
<tr>
<td>• Knowledgeable (well-informed), good communication skills</td>
</tr>
<tr>
<td>• Convincing (able to convince), fair and objective</td>
</tr>
<tr>
<td>• Basic Powerpoint skills, computer literate</td>
</tr>
<tr>
<td>• Not exceeding retirement age of 60</td>
</tr>
</tbody>
</table>

3.1.3 Passing Marks

The passing marks for Instructors Courses are as follows:

<table>
<thead>
<tr>
<th>Practical</th>
<th>Theory</th>
<th>Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>70%</td>
<td>70%</td>
</tr>
</tbody>
</table>

• **Pass:** All candidates for Instructorship are required to pass all three examinations (Practical, Theory, Dissertation).

• **Fail:** If a candidate fails at least one examination, he/she must retake the course.

3.1.4 Elite Panel of Instructors

3.1.3.1 AFC shall select and appoint an Instructor(s) for all courses from its current Elite Panel of Instructors, which it maintains and updates frequently.

3.1.3.2 Instructors in the current AFC Elite Panel shall scout potential Instructors, make recommendations, as well as observe and moderate courses.
3.1.5 Development and Progression of AFC Instructors

3.1.5.1 All recommendations for new potential Instructors shall be done either through the MA Coaching Committees or through AFC Instructors. The AFC Coach Education Director shall make the final decision.

3.1.5.2 All candidates for AFC Instructorship must meet the stipulated requirements referred in Item 3.1.1.

3.1.5.3 Upon fulfilling the requirements, candidates will be certified as AFC Instructors. The passing mark shall be 80% for the Practical examination and 70% for the Theory examination.

3.1.5.4 AFC Chief Instructors shall be responsible for the supervision of Assistant Instructors, and in recommending the progression of the Instructors to any subsequent stage of Instructorship.

3.1.5.5 The new Instructors can now conduct both local and intercontinental AFC Certificate courses (by appointment). They shall also develop progressively from the ranks of National to AFC and eventually FIFA, where applicable.

3.1.6 Development and Progression Path of Coaching Instructors

3.1.6.1 Coaches who pass the Coaching Instructors Course need to assist in two ‘C’ Certificate Courses before proceeding to conduct two ‘C’ Certificate Courses under the supervision of an AFC Senior Instructor.

3.1.6.2 With the recommendation of an AFC Senior Instructor, the Coaching Instructors can conduct ‘C’ Certificate Courses independently.

3.1.6.3 The timeline for conducting and completing the above-mentioned procedure is set to a minimum of one year.

3.1.6.4 All Instructors are required to attend an AFC Refresher Course before proceeding to the next level.

3.1.6.5 After assisting in two AFC ‘B’ Certificate Courses, the Coaching Instructors can then conduct two AFC ‘B’ Certificate Courses under the supervision of an AFC Senior Instructor.
3.1.5.6 With the recommendation of an AFC Senior Instructor, the Coaching Instructors can conduct ‘B’ Certificate Courses independently.

3.1.5.7 Attendance to an AFC Refresher Course is required at this stage too.

3.1.5.8 After conducting at least three AFC ‘B’ Certificate courses as a Chief Instructor over a period of one year, the Coaching Instructors can then assist in the AFC ‘A’ Certificate Course.

3.1.5.9 After assisting in at least two AFC ‘A’ Certificate Courses, the Coaching Instructors can then conduct two AFC ‘A’ Certificate Courses under the supervision of an AFC Senior Instructor.

3.1.5.10 With the recommendation of an AFC Senior Instructor, the Coaching Instructors can conduct ‘A’ Certificate Courses independently.

3.1.5.11 The timeline for conducting and completing the above-mentioned procedure is set to a minimum of two years.

3.1.5.12 Attendance to an AFC Refresher Course is compulsory at this stage also.

3.1.5.13 AFC shall accelerate the development of highly recommended potential candidates with the Professional Coaching Diploma.

3.1.5.14 AFC Instructors who are Professional Diploma holders and who have conducted at least three AFC ‘A’ Certificate Courses with extensive coaching background at the Elite, Professional or National Team level, shall develop into Pro-Diploma Instructors after assisting in two Pro-Diploma Courses and conducting two modules.
3.1.7 Development and Progression Path of Specialised Coaching Instructors

### Conditioning Instructor Progression

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Progression</th>
</tr>
</thead>
</table>
| 1 Year Instructor Course | ‘C’ Certificate | Assist in 2 ‘C’ Cert  
| 1 Year Refresher Course | ‘B’ Certificate | Conduct 2 ‘B’ Cert  
| Min. 2 Years Refresher Course | ‘A’ Certificate | Assist in 2 ‘A’ Cert  
| Min. 2 Years Yearly Refresher Course | PRO DIPLOMA | Extensive experience at PRO/National Team Level  
| | | Assist in 2 Pro Diploma  
| | | Conduct 1 Module |

**Acceleration for Pro Diploma holders shall be recommended by AFC Instructors**

3.1.7.1 Conditioning Instructor Progression

3.1.7.1.1 Coaches who pass the Conditioning Instructors Course need to assist in two Conditioning Certificate Courses and then proceed to conduct two Conditioning Certificate Courses under the supervision of an AFC Senior Instructor.

3.1.7.1.2 With the recommendation of an AFC Senior Instructor, the Conditioning Instructors can conduct courses independently.

3.1.7.1.3 The timeline for conducting and completing the above-mentioned procedure is set to a minimum of one year.

3.1.7.1.4 All Instructors are required to attend AFC Refresher Courses before progressing to the next level of instructorship.
3.1.7.1.5 AFC shall accelerate the progression for Pro Diploma holders upon the recommendation of AFC Instructors.

### Conditioning Instructor’s Progression

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>PROGRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. 1 Year Instructor Course</td>
<td>‘CONDITIONING’ CERTIFICATE</td>
</tr>
<tr>
<td>Yearly Refresher Course</td>
<td>Assist in 2 ‘Cond’ Cert</td>
</tr>
<tr>
<td></td>
<td>Conduct 2 ‘C’ Cert</td>
</tr>
<tr>
<td></td>
<td>Conduct ‘Cond’ Courses</td>
</tr>
</tbody>
</table>

*Acceleration for Pro Diploma holders shall be recommended by AFC Instructors*

3.1.7.2 Goalkeeping Instructor Progression

3.1.7.2.1 Coaches who pass the Goalkeeping Instructors Course need to assist in two Goalkeeping Level 1 Certificate Courses and then proceed to conduct two Goalkeeping Level 1 Certificate Courses under the supervision of an AFC Senior Instructor.

3.1.7.2.2 With the recommendation of an AFC Senior Instructor, the Goalkeeping Instructors can conduct Goalkeeping Level 1 Certificate Courses independently.

3.1.7.2.3 The timeline for conducting and completing this procedure is set to a minimum of one year.

3.1.7.2.4 All Instructors are required to attend an AFC Refresher Course before progressing to the next level of Instructorship.

3.1.7.2.5 Progression to Goalkeeping Level 2 is achieved by assisting in two Goalkeeping Level 2 Certificate Courses, and conducting two Goalkeeping Level 2 Certificate Courses under the supervision of an AFC Senior Instructor.
3.1.7.2.6 With the recommendation of an AFC Senior Instructor the Goalkeeping Instructors will be allowed to conduct three Goalkeeping Level 2 Certificate Courses independently.

3.1.7.2.7 The timeline for conducting and completing this procedure is set to a minimum of one year.

3.1.7.2.8 Instructors are required to attend a Refresher course at this stage too.

3.1.7.2.9 Final progression to Goalkeeping Level 3 is achieved by assisting in two Goalkeeping Level 3 Certificate Courses and conducting two Goalkeeping Level 1 Certificate Courses under the supervision of an AFC Senior Instructor.

3.1.7.2.10 With the recommendation of an AFC Senior Instructor, the Goalkeeping Instructors can proceed to conduct Goalkeeping Courses independently.

3.1.7.2.11 The timeline for conducting and completing this procedure is set to a minimum of two years.

3.1.7.2.12 Attendance to an AFC Refresher Course is required at this stage too.

3.1.7.2.13 AFC shall accelerate the progression for Pro Diploma holders upon the recommendation of AFC Instructors.
3.1.7.3 Futsal Instructor Progression

3.1.7.3.1 Coaches who pass the Futsal Instructors Course need to assist in two Futsal Certificate Courses and then proceed to conduct two Futsal Certificate Courses, under the supervision of an AFC Senior Instructor.

3.1.7.3.2 With the recommendation of an AFC Senior Instructor, the Futsal Instructors will be allowed to conduct Futsal Level 1 Certificate Courses independently.

3.1.7.3.3 The timeline for conducting and completing this procedure is set to a minimum of one year.

3.1.7.3.4 All Instructors are required to attend an AFC Refresher Course before progressing to the next level of Instructorship.

3.1.7.3.5 Progression to Futsal Level 2 is achieved by assisting in two Futsal Level 2 Certificate Courses, and conducting two Futsal Level 2 Certificate Courses under the supervision of an AFC Senior Instructor.

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**Goalkeeping Instructor’s Progression**

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>PROGRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. 1 Year Instructor Course</td>
<td>‘GK’ LEVEL 1</td>
</tr>
<tr>
<td>Min. 1 Year Refresher Course</td>
<td>Assist in 2 ‘GK’ L.1 Cert</td>
</tr>
<tr>
<td></td>
<td>Conduct 2 ‘GK’ L.1 Cert</td>
</tr>
<tr>
<td>Min. 2 Years Refresher Course</td>
<td>‘GK’ LEVEL 1</td>
</tr>
<tr>
<td></td>
<td>Assist in 2 ‘GK’ L.2 Cert</td>
</tr>
<tr>
<td></td>
<td>Conduct 2 ‘GK’ L.2 Cert</td>
</tr>
<tr>
<td></td>
<td>‘GK’ LEVEL 1</td>
</tr>
<tr>
<td></td>
<td>Assist in 2 ‘GK’ L.3 Cert</td>
</tr>
<tr>
<td></td>
<td>Conduct 2 ‘GK’ L.3 Cert</td>
</tr>
</tbody>
</table>

*Acceleration for Pro Diploma holders shall be recommended by AFC Instructors*
3.1.7.3.6 With the recommendation of an AFC Senior Instructor, the Futsal Instructors will be allowed to conduct Futsal Level 2 Certificate Courses independently.

3.1.7.3.7 The timeline for conducting and completing the above-mentioned procedure is set to a minimum of two years.

3.1.7.3.8 The Instructors are then expected to attend Refresher Courses.

3.1.7.3.9 AFC shall accelerate the progression for Pro Diploma holders upon the recommendation of AFC Instructors.

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**Futsal Instructor’s Progression**

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>PROGRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. 1 Year Instructor Course</td>
<td>‘FUTSAL’ LEVEL 1</td>
</tr>
<tr>
<td>Min. 2 Years Refresher Course</td>
<td>‘FUTSAL’ LEVEL 2</td>
</tr>
</tbody>
</table>

Acceleration for Pro Diploma holders shall be recommended by AFC Instructors

3.1.8 Medium of Instruction

3.1.8.1 The medium of instruction and assessments for all courses shall be English, unless organised by the MA, where the prevailing common language shall be used by the National Instructor(s).

3.1.8.2 All Specialised Courses, 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.

3.1.8.3 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)

3.2.1 CONES Overview

AFC issues all Instructor Certificates under its CES, while all Instructor Licences are issued by the MAs. Stressing the importance of continuous learning, AFC devised the CONES to help Instructors maintain and increase their knowledge of football by remaining active in their field. CONES also ensures the continual upgrading of Instructors and the availability of different means of retaining their licences. The AFC will keep statistics on the number of Instructors at each level and their activities.

3.2.2 Licence Acquisition

In order to acquire their Instructor Licence, all candidates must meet the stipulated requirements:

3.2.2.1 All candidates must first pass the AFC Instructors Course.

3.2.2.2 Upon passing the course, they must first assist in two ‘C’ Certificate Coaching Courses; whereas those certified for the Specialised Courses must assist at the first level of the Specialised Courses.

3.2.2.3 Subsequently, candidates must conduct one ‘C’ Certificate Coaching Course or the first level of any of the Specialised Courses according to their designation, under the supervision of an AFC Senior Instructor.

3.2.2.4 Alternatively, they can conduct other relevant activities as recognised and approved by AFC such as:

- Conducting Coaching Seminars
- Workshops
- Technical Study Group

3.2.2.5 In order to help Instructors remain active, AFC shall closely monitor their appointment and ensure equal distribution of courses according to qualification and geographical, language and logistical reasons.
3.2.3 Validity Period of Licences

3.2.3.1 The proposed validity period of all Instructor Licences is four years for all AFC Instructor Certificate holders.

3.2.3.2 The licence shall be valid from the the issue date of the AFC Instructor Certificate.

3.2.4 Licence Renewal

3.2.4.1 In order to renew their licences, all AFC Instructors must attend AFC Refresher Courses.

3.2.4.2 The minimum learning hours of the AFC Refresher Course are as follows:

<table>
<thead>
<tr>
<th>Type of Licence</th>
<th>Minimum Theory Hours</th>
<th>Minimum Practical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor's Licence</td>
<td>26</td>
<td>24</td>
</tr>
</tbody>
</table>

3.2.4.3 In order to remain active, all AFC Instructors must regularly conduct/assist in AFC Coaching Courses (at least two per year).

3.2.4.4 Instructors failing to meet the above-mentioned requirements shall be removed from the AFC Panel of Instructors and lose their active status.

3.2.5 Renewal Procedures

3.2.5.1 The AFC shall remind all Instructors of the expiry date of their licences.

3.2.5.2 Holders of expiring licences must approach the AFC for renewal at least six months before the expiry date.

3.2.5.3 The AFC shall verify the validity of these documents before inviting the Instructors for a Refresher Course.

3.2.5.4 This information shall be updated in the CEMS.

3.2.5.5 Licence holders who fail to renew their license one year after the expiry date they will have to retake the specific Instructors Certificate course.
3.2 Quality Control

3.3.1 Work Ethics

3.3.1.1 Instructors 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 instruction, their priority being the development of the Coaches and the game.

3.3.1.4 Instructors 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 Instructors 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 The AFC reserves 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 Foreign Qualifications

3.3.2.1 Instructors with foreign qualification cannot conduct any AFC courses without an AFC Instructor’s Certificate.

3.3.2.2 Instructors with foreign qualifications must seek the AFC equivalent (in writing) for acquiring an AFC Instructor Certificate. They must meet all stipulated requirements.

3.3.2.3 From 2012 onwards, all AFC ‘A’ Certificate courses shall be conducted by AFC Instructors who hold the Professional Coaching Diploma.
3.3.2 Monitoring

3.3.2.1 The AFC Coach Education Director will monitor all Coach Education activities in Asia with the collaboration of the MAs’ Coaches Committees/Coach Education Department.

3.3.2.2 The development of Instructors will also be monitored through the Coach Education Management System (CEMS). CEMS is a software that stores 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’ progression and the certification scheme. CEMS also generates useful reports and statistics necessary for evaluating the status of coaching in Asia.

3.3.2.3 AFC also requires each MA to establish and maintain a database of all Instructors 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 Instructors 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 Instructors.

Based on its motto “Quality education by quality Instructors,” AFC focuses on the importance of the Instructors’ education and their excellence in their teachings. These can only be achieved through constant monitoring and with the employment of advanced tools, such as the Coach Education Management System. Cooperation with the MAs is essential in this area.

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.