



YOUTH ELITE PROGRAM HANDBOOK

2025
2026

**The Football Association of Hong Kong, China Limited –
Youth Elite Program Handbook (Season 2025-26)**

Acronyms and definitions

Academy	A structure for the development of youth players is established by the clubs.
Club	Recognized club member of HKFA.
Handbook	HKFA Youth Elite Program Handbook.
HKFA	The Football Association of Hong Kong, China Limited.
Premier Youth League	Hong Kong Premier Youth League.

Introduction

HKFA is committed to identifying and training the best elite youth players in Hong Kong through by setting up a unique and systematic youth elite program – including the Premier Youth League clubs and the academies.

The handbook governs the rights, duties and responsibilities of all parties involved in the youth elite program and defines the following:

- a) The requirements to be fulfilled by the club to be granted the accreditation by the HKFA as one of the essential criteria to be eligible for the Premier Youth League competition in 2025/26 onwards; and
- b) The application procedures to be followed by the club.

Objectives

The accreditation of club academies has the following objectives:

- a) Ensure clubs reach the top level in developing youth development structures in Hong Kong.
- b) To give continuous priority to the training and care of youth players.
- c) To improve the quality of management and training programs for elite players within the clubs.
- d) To develop youth players in a professional manner to sustain local football development.

Mission

This program provides a framework with enhanced training quantity and quality within the overall academy operations to achieve the required standard of an elite football academy, which will be considered as benchmarks and role models for the other clubs to follow.

Applicants

All HKFA member clubs are eligible to apply for the HKFA Youth Elite Program.

A club accreditation expires without prior notice at the end of the season for which it was accredited.

The accreditation will be granted to the successful applicant and cannot be transferred to another legal entity. The applicant club must provide the following documents for verification purposes when submitting the program application:

- List of both Members and/or Shareholders.
- List of both Executive Members and/or Board of Directors.
- The Statutes of Association or Memorandum/Articles of Association.
- Certificate of Registration of the Club.
- Other supporting documents as requested by the HKFA Youth Elite Program Administration.

HKFA Youth Development Panel (Decision-making Body)

The primary role of the HKFA Youth Development Panel is to approve or reject applications from clubs based on the documentation submitted by the relevant deadlines.

The members of the HKFA Youth Development Panel must not be associated with or connected to any football club registered under HKFA to ensure that decisions made by the committee are independent, transparent and accountable. Furthermore, all members must act impartially in the discharge of their duties.

The HKFA Youth Development Panel's quorum must have at least five (5) members, including the Chairman . In case of a tie, the Chairman has the casting vote.

A vote will be taken to decide whether each club's accreditation and funding application is approved (either in full or with sanctions according to the Protocols of Misconduct) or rejected by a simple majority of votes cast by panel members. Additionally, the HKFA Youth Development Panel may seek clarification or request additional documentation from the applicant club concerning the submission. The Applicants may be invited to give a presentation to the panel if necessary.

The decision will be informed to the applicant within two (2) working days after the decision is made by the HKFA Youth Development Panel.

The Panel has the authority to take any actions to against the club applicants according to the Protocols of Misconduct on an individual basis.

Roles and duties of the HKFA Youth Development Panel Members

Designation	Role	Vote
Technical Director	Convenor and Chairman	1
Head of Coach Education	Member/ Assessor	1
Coach Education Manager	Member/ Assessor	1
Grassroots Football Manager	Member/ Assessor	1
Head of Elite Youth	Member/ Assessor	1
Hong Kong, China Representative Team Coach 1	Member/ Assessor	1
Hong Kong, China Representative Team Coach 2	Member/ Assessor	1
Representative Teams Administrative Manager	Member/ Assessor	1
Women's Football Manager	Member/ Assessor	1
International Relations and Licensing Manager	Member/ Assessor	1

Role	Duties
Convenor and Chairman	Oversee the operations of the HKFA Youth Elite Program and the technical issues connected to the Premier Youth League squads; Assess and evaluate clubs' submissions in from a technical perspective.
Members	Assess and evaluate clubs' submissions.
Assessor	Prepare and submit reports to the HKFA Youth Development Panel for review and the related decision-making purpose.

HKFA Youth Elite Program Appeals Body

Should clubs disagree with the decision of the panel on accreditation, funding approval, or sanctions imposed, they have the right to appeal to the Appeals Body.

The decision would be made based on the evidence provided by the applicant before the Youth Development Panel meeting, and the written appeal request shall be made by the HKFA's set deadline. If the applicant club objects to the decision of the HKFA Youth Development Panel, the club can appeal to the HKFA Youth Elite Program Administration in writing within seven days of the formal notification of the decisions and submit a security of HKD 5,000. Only the successful applicant can have the security returned, or it will be forfeited.

The HKFA Youth Elite Program Appeals Body's quorum must have at least three (3) members, including the Chairman. Decisions are made by a simple majority of votes cast by Appeal Body members. In case of a tie, the Chairman has the casting vote. The decisions made by the Appeals Body are final and non-appealable.

Roles and duties of the HKFA Youth Elite Program Appeals Body Members

Designation	Role	Vote
General Secretary	Convenor and Chairman	1
Hong Kong, China Representative Team Head Coach	Member/ Assessor	1
Futsal Manager	Member/ Assessor	1
Consultant as Technical Adviser	Member	1
Head of Corporate Governance	Member	1

Role	Duties
Convenor and Chairman	Conduct the meetings, open and close the debates, and give the appeals body members the floor.
Members	Assess and evaluate clubs' submissions.
Assessor	Prepare and submit reports to the HKFA Youth Elite Program Appeals Body for review and the related decision-making purpose.

HKFA Youth Elite Accreditation

The HKFA Youth Elite Accreditation will be granted or rejected according to the documents submitted by the applicant before the assigned deadline.

Bronze Accreditation

Applicant clubs who have fulfilled all the mandatory criteria ('A' criteria) and scored 70% or above of the total marks (please refer to the part "Accreditation Review – Points" in the following section) will be granted the HKFA Youth Elite Bronze Accreditation. Applicant clubs are encouraged to fulfil as many 'B' & 'C' criteria as possible as to upgrade the operation and gain additional points in the scoring system.

Silver Accreditation

Applicant clubs who have fulfilled all the mandatory criteria ('A' criteria), all the advanced criteria ('B' criteria) and scored 80% or above of the total marks (please refer to the part "Accreditation Review – Points" in the following section) will be granted the HKFA Youth Elite Silver Accreditation. Applicant clubs are encouraged to fulfil 'C' criteria as they can to upgrade the operation and gain additional points in the scoring system.

All accredited clubs will be monitored and assessed by the HKFA Youth Development Panel during the season to decide on their eligibility for the HKFA Youth Development Fund. Applicant clubs granted the Silver Accreditation at the beginning of the season may be downgraded if they do not fulfil the criteria throughout the season.

Maximum Accredited Clubs

The maximum number of accreditations granted is target for 14 (**Subject to further confirmation**). In case of receiving more applications, the final decision will be based on ranking scores. In the case of two or more clubs obtaining identical scores, the ultimate decision is at the sole discretion of the Panel.

Accreditation Review – Points

Applicant clubs would be scored by the HKFA Youth Development Panel according to a set of criteria while the total score will be considered for various purposes including but not limited to funding nominations. The percentage of different aspects in total scores are listed as follow:

Item	Percentage of Scores
1) Infrastructure	10%
2) Staffing	25%
3) Technical & Fitness	40%
4) Collaboration & Rules	10%
5) Audit & Finance	15%

The Panel has sole discretion to review and decide the applications with consensus from the majority of members. The panel has the right to make a final decision if there are an exceeding number of applicants for the available spots based on the previous record / sanctions / evaluation, etc.

HKFA Youth Development Fund

Applicant clubs who have received the accreditation and fulfilled the requirement of monitoring and evaluation during the year will be eligible to apply for the Fund once it is approved.

The Fund will be separated into two funding periods in a season, namely the first half of the season and second half of the season. The successful applicants of the Fund need to spend the amount according to the guidelines provided by the HKFA.

To be eligible for applying to the HKFA Youth Development Fund, the applicant clubs must fulfil **ALL** the following criteria:

Bronze Accreditation

The club must:

- Be granted accreditation by the HKFA Youth Development Panel according to the documents submitted.
- Maintain the standards of the mandatory requirements and have ensured the implementation of the submitted youth development plan for the accreditation granted or otherwise, the HKFA reserves the right to take necessary actions based on the Protocol of Misconduct.
- Score 70% or above of the total marks in the inspections conducted during the funding period concerned.
- Receive no more than one sanction in the spot checks conducted during the funding period concerned, or otherwise, the HKFA reserves the right to withdraw or reduce the funding amount concerning the improper operations.
- Ensure that a Semi full-time staff member has been performing their duties for the Head of Youth Development position.
- Spend a minimum of 40% of the subvention received by the club on the position of Head of Youth Development in exchange for expected services to reach the required standard.

Silver Accreditation

The club must:

- Be granted accreditation by the HKFA Youth Development Panel according to the documents submitted.
- Maintain the standards of the mandatory requirements and has ensured the implementation of the submitted youth development plan for the accreditation granted or otherwise, the HKFA reserves the right to take necessary actions based on the Protocol of Misconduct.
- Score 80% or above of the total marks in the inspections conducted during the funding period concerned.
- Receive no more than one sanction in the spot checks conducted during the funding period concerned, or otherwise, the HKFA reserves the right to withdraw or reduce the funding amount concerning the improper operations.
- Ensure that a full-time staff member has been performing their duties for the Head of Youth Development position.
- Spend a minimum of 40% (or HKD 240,000, whichever the lower) of the subvention received by the club on the position of Head of Youth Development in exchange for expected services of the position to reach the required standard.

Funding Allocation Guidelines (Bronze)

Funding Allocation	Eligible items
40% of the granted sum	Allowance of Head of Youth Development.
60% of the granted sum	Other expenses on U18, U16 and U14 squads.

Funding Allocation Guidelines (Silver)

Funding Allocation	Eligible items
40% (or HKD 240,000, whichever the lower) of the granted sum	Allowance of Head of Youth Development.
60% (or the rest after deduction of the above) of the granted sum	Other expenses on U18, U16 & U14 squads.

Monitoring and Evaluations during the season

The operation of the accredited academies will be reviewed and assessed at minimum twice a season by the HKFA Youth Development Panel members, staff, or coaches assigned by the **HKFA Youth Development** Panel Chairman. .

In the general operation format, the HKFA Youth Development Panel Assessor, staff or coaches assigned by the **HKFA Youth Development** Panel Chairman will visit at least on a bimonthly basis, to monitor or evaluate clubs' performance in terms of operational and technical aspects, as well as quality control and Youth Development Program implementation within the academy. Clubs must keep their training records, players evaluation and logbook of academy for HKFA Youth Development Panel Assessor, staff or coaches to review the progression and implementation of the submitted youth development program during the on-field evaluation. If the submitted youth development program is not being implemented, the case will be processed according to the Protocols of Misconduct in Appendix II. The clubs shall submit self-evaluation reports on their targets and training progress to the Youth Development Panel twice a season, namely in February and June, for consideration and assessment regarding the accreditation and funding application.

Application timeline

In the implementation of Season 2025-26, the visiting, meetings and on-field monitoring will be conducted by the HKFA Youth Development Panel Assessor, staff or coaches assigned by the **HKFA Youth Development** Panel Chairman. . The application and related activities timeline are as follows:

Activity	Period	Target group(s)
Handbook distribution to clubs	May 2025	HKFA member clubs
Program Introduction Meeting	May 2025	All interested HKFA member clubs
Deadline for application form submission	June 2025	All applicant clubs
Deadline for document submission	June 2025	All applicant clubs
Head of Youth Development Meeting/Interview (Club by club) (when necessary)	June 2025	Invited clubs
Accreditation decisions release	July 2025	All applicant clubs
Inspection(s) for 1 st funding period	September 2025 to January 2026	U18, U16 & U14 squads
Spot checks for 1 st funding period	September 2025 to January 2026	U18, U16 & U14 squads
Submission of Self-evaluation Report & Statement of expenditure covering July to January	February 2026	All successful applicant clubs
Funding Distribution to successful applicants (1 st period) (50% of the total amount)	February 2026	All successful applicant clubs
Inspection(s) for 2 nd funding period	February to June 2026	U18, U16 & U14 squads
Spot checks for 2 nd funding period	February to June 2026	U18, U16 & U14 squads
Submission of Self-evaluation Report & Statement of	June 2026	All successful applicant clubs

expenditure covering February to June		
Funding Distribution to successful applicants (2 nd period) (50% of the total amount)	June 2026	All successful applicant clubs
Summary Meeting with each accredited club and preparation for Season 2026-27 Application	July 2026	Representatives of accredited clubs
Submission of Audited accounts specially for funding received and expensed & Comparison table between the actual and budgeted amount	September 2026	All successful applicant clubs

*The application timeline for Season 2026-27 onwards might be amended

HKFA reserves the right to amend the contents of the program without advance notice. The amendment notice will be announced as soon as possible. In the event of any disputes, the HKFA reserves the right to the final decision.

Document checklist

Applicants are required to submit the following documents to the HKFA Youth Elite Program Administration for the related assessment in both accreditation and funding application:

- (a) Application Form.
- (b) A written commitment to the Academy by the owner/board.
- (c) Pre-assessment Form (checklist).
- (d) Annual budget (specifically for academy operations and the funding allocation upon receipt, if applicable).
- (e) Self-evaluation Report (twice a season).
- (f) Statements of Expenditure (twice a season).
- (g) Audited accounts specifically for funding received and expensed. (If applicable)
- (h) Comparison table between the actual and budgeted amount; and
- (i) Other supporting documents as requested by the HKFA Youth Development Panel.

Set of criteria

The requirements are essential elements included in the daily operations of a professional youth academy. The included contents are fundamental for a club in developing its youth players.

The criteria are divided into three categories: A Criteria, B Criteria and C Criteria.

A Criteria: “MANDATORY”: These are mandatory criteria for both Bronze and Silver accreditation. If the applicant does not fulfil any of the A-criteria, then it cannot be granted for the HKFA Bronze and Silver Accreditation.

B Criteria: “ADVANCED”: These are advanced criteria for Silver accreditation. If the Silver accreditation applicant does not fulfil any of the B-criteria, then it cannot be granted the HKFA Silver Accreditation.

Non-fulfilment of any B-criteria does not lead to any sanction or the refusal of the Bronze accreditation. B-criteria may become “MANDATORY” criteria at a later stage of this program.

C Criteria: “BEST PRACTICE”: C-criteria are best practice recommendations. Non-fulfilment of any C-criteria does not lead to any sanction or to the refusal of the accreditation. C-criteria may become “ADVANCED” criteria at a later stage of this program.

The detailed content of the criteria is listed as follows:

1) Infrastructure (10%)

A Criteria	I.01 Training Facilities
<p>The club must either own or have confirmed bookings to training fields or training facilities that are available throughout the year so that the U18, U16 & U14 Premier Youth League players of the club academy can conduct training on a regular basis.</p> <p>The training field must have:</p> <ul style="list-style-type: none">a) Ideally, a full-size 11-a-side grass football pitch of good quality (exceptions might be granted on a situational basis); Remarks: Within the academy, at least 2 trainings per week is suggested to be done in full-size pitch (1 of the trainings should be U18). The rest of the session for each age group must be on at least half of the full-size pitch. Preferably U18 and U16 will complete 2 training sessions on a full-size 11-a-side pitch and U14 at least 1 training session per week.b) Goalposts; andc) Necessary training equipment, such as balls, cones, bibs, etc., should be provided to the players. <p>Submission to HKFA:</p> <ul style="list-style-type: none">- List of training venues during the season, including the name and location address.- Images of training fields or training facilities, and equipment.	

Club's Internal Record:

- Documents confirming ownership or contract with the owner (to be submitted when requested by the HKFA. The provision of the requested confirmations will be treated as a fulfilment of the spot check)

2) Staffing (25%)

A Criteria	S.01 Head of Youth Development (Semi-Full Time)
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The applicant club must have appointed a Head of Youth Development who is responsible for managing and implementing all aspects of youth development matters, including the Youth Development Program (YDP).

The Head of Youth Development must:

- a) Hold at least the AFC A Coaching Certificate or its equivalent recognised and approved by the HKFA for registration; or
- b) Hold a Recognition of Experience and Current Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Head of Youth Development does not have the required certification as defined (a); or
- c) In the official progress of obtaining the required certificate as defined (a).

The Head of Youth Development must:

- d) Attend the meetings, seminars, activities organised by the HKFA regarding the HKFA Youth Elite Program, Premier Youth League teams matters, or other topics during the funding period.
- e) Hold internal workshops for staff, which target all age group coaches, physical performance coaches, and goalkeeping coaches, at least one time per funding period (total two times per season as a minimum). Not simultaneously be involved in any other club participating in the same competition.
- f) Not simultaneously be taking more than two positions in the club to ensure the quality of the service.
- g) Not simultaneously be taking the Academy Goalkeeping Lead Coach nor the Academy Physical Performance Lead Coach.
- h) Devote a minimum of 30 hours per week to the position to ensure the quality of the youth development program.
- i) A minimum of 40% of the granted amount received by the club must be spent on the position of Head of Youth Development in exchange for expected services of the position to reach the required standard.

Submission to HKFA:

- CV of the Head of Youth Development.
- Contract includes Job Descriptions, Working Hours, Type of Employment, Remuneration and Duration of contract for the Head of Youth Development.
- Sexual conviction record check result.
- Photocopy of HKFA coach ID Card or Proof of HKFA coach registration.
- Passport Sized Photo.

- Signed Head of Youth Development roles and responsibilities sheet.

B Criteria	S.01.1 Head of Youth Development (Full Time)
	<p>The applicant club must have appointed a Head of Youth Development who is responsible for managing and implementing all aspects of youth development matters, including the Youth Development Program (YDP).</p> <p>The Head of Youth Development must:</p> <ol style="list-style-type: none"> Hold at least the AFC A Coaching Certificate or its equivalent recognised and approved by the HKFA for registration; or Hold a Recognition of Experience and Current Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Head of Youth Development does not have the required certification as defined (a); or In the official progress of obtaining the required certificate as defined (a). <p>The Head of Youth Development must:</p> <ol style="list-style-type: none"> Attend the meetings, seminars, activities organised by the HKFA regarding the HKFA Youth Elite Program, Premier Youth League teams matters or other topics during the funding period. Hold internal workshops for staff, which target all age group coaches, physical performance coaches, and goalkeeping coaches, at least one time per funding period (total two times per season as a minimum). Not simultaneously be involved in any other club participating in the same competition. Not simultaneously taking more than two positions in the club to ensure the quality of the service. Not simultaneously be taking the Academy Goalkeeping Lead Coach nor the Academy Physical Performance Lead Coach. Devote a minimum of 40 hours per week to the position to ensure the quality of the youth development program. A minimum of 40% (or HKD 240,000, whichever the lower) of the granted amount received by the club must be spent on the position of Head of Youth Development in exchange for expected services of the position to reach the required standard. <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - CV of the Head of Youth Development. - Contract includes Job Descriptions, Working Hours, Type of Employment, Remuneration and Duration of contract for the Head of Youth Development. - Sexual conviction record check result. - Photocopy of HKFA coach ID Card or Proofs of HKFA coach registration. - Passport Sized Photo. - Signed Head of Youth Development roles and responsibilities sheet.

A Criteria	S.02 Head Coaches of U18, U16 and U14
	<p>The applicant club must have appointed Head Coaches for its U18, U16 and U14 team, who are responsible for all the sporting matters of the respective team.</p> <p>The Head Coaches of U18, U16 and U14 must be taken by different coaches.</p> <p>The Head Coaches must:</p> <ol style="list-style-type: none"> a) Hold at least the AFC B Coaching Certificate or its equivalent recognised and approved by the HKFA for registration; or b) Hold a Recognition of Experience and Current Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Head Coach does not have the required certification as defined (a). <p>The Head Coaches must:</p> <ol style="list-style-type: none"> c) Not simultaneously involved in any other club participating in the same competition. d) Not simultaneously be taking more than two positions in the club to ensure the quality of the service can be met with the required standard. <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - CV of the Head Coaches. - Contract includes Job Descriptions, Working Hours, Type of employment, Remuneration and Duration of contract for the Head Coaches. - Sexual conviction record check results. - Photocopy of HKFA coach ID Card or Proofs of HKFA coach registration. - Passport Sized Photo.

A Criteria	S.03 Assistant Coaches of U18, U16 and U14
	<p>The applicant club must have appointed Assistant Coaches for its U18, U16 & U14 team, who are responsible for assisting the Head Coaches with all the sporting matters of the respective team. Reserve coach(es) with the required qualifications could be assigned in exceptional cases for each age group to take up the role when one of the regular coaches is unavailable to attend the session(s).</p> <p>The Assistant Coaches must:</p> <ol style="list-style-type: none"> a) Hold at least the AFC C Coaching Certificate or its equivalent recognised and approved by the HKFA for registration; or b) Hold a Recognition of Experience and Current Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Assistant Coach does not have the required certification as defined (a). <p>The Assistant Coaches must:</p> <p>Not simultaneously involved in any other club participating in the same competition.</p>

Submission to HKFA:

- CV of the Assistant Coaches.
- Contracts include Job Descriptions, Type of employment, Remuneration and Duration of contract for the Assistant Coaches.
- Sexual conviction record check results.
- Photocopy of HKFA coach ID Card or proof of HKFA coach registration.
- Passport Sized Photo. The same submission as listed above for the reserve assistant coach(es).

A Criteria

S.04 Academy Goalkeeping Lead Coach

The applicant club must have appointed the Academy Goalkeeping Lead Coach with the responsibility to develop the standard of all academy goalkeepers. The appointed personnel will design and deliver the Goalkeepers Development Program. This criterion is aiming the academies to centralise the leading role (especially when there is more than one Goalkeeper Coach within the club) to specific staff to ensure a systematic pathway to develop Goalkeepers along different age groups. HKFA will provide support to develop Goalkeepers Development programs and staffing through this key position which will be scaled down to the academy coaches.

The Academy Goalkeeping Lead Coach must:

- a) Hold at least the AFC Goalkeeping Coaching Certificate (Level 1) or HKFA Goalkeeping Coaching Certificate or its equivalent recognised and approved by the HKFA for registration; or
- b) Hold a Recognition of Experience and Current Competence (RECC) issued by the AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach does not have the required certification as defined (a); or
- c) In the official progress of obtaining the required certificate as defined (a).

The Academy Goalkeeping Lead Coach must:

- d) Attend at least a total of one (1) training session for each age group per week (total of three training sessions per week as a minimum).
- e) Attend at least one (1) workshop organised by HKFA for Goalkeeping or Youth Coaching. which will accrue HKFA coach education points.
- f) Develop the goalkeepers development program.
- g) Not simultaneously be taking the Head of Youth Development nor the Academy Physical Performance Lead Coach.

Submission to HKFA:

- CV of the Academy Goalkeeping Lead Coach
- Contract includes Job Descriptions, Remuneration and Duration of contract for the Academy Goalkeeping Lead Coach.
- Sexual conviction record check result.
- Photocopy of HKFA coach ID Card or proof of HKFA coach registration.

- Passport Sized Photo. The same submission as listed above for the assistant academy GK coach(es).
- Goalkeepers development program.

A Criteria	S.05 Academy Physical Performance Lead Coach
	<p>The applicant club must have appointed a qualified Physical Performance Lead Coach to design and lead the Physical Development Program implementation throughout the academy.</p> <p>The Academy Physical Performance Lead Coach must hold at least 1 of the following:</p> <ol style="list-style-type: none"> a) The AFC Fitness Coaching Certificate Level 1, or in the official progress of obtaining; or b) A degree in Sports Science or a related field; or c) Recognition of Experience and Current Competence (RECC) issued by HKFA, which may include certifications from 'recognised/trusted' fitness education organisations; or d) A Strength and conditioning qualification from one of the following associations, National Strength and Conditioning Association [NSCA], Australian Strength and Conditioning Association [ASCA], or United Kingdom Strength and Conditioning Association [UKSCA]. <p>The Academy Physical Performance Lead Coach must:</p> <ol style="list-style-type: none"> e) Design and implement physical development programs for the U18, U16 & U14 squads, to provide further clarification, the Academy Physical Performance Lead Coach is not required to deliver the program directly, their intervention can be implemented by guidance and prescription to age groups coaches. It is highly suggested that the fitness specialist delivers specific fitness sessions. f) Attend at least one workshops a year organised by the HKFA according to T.03. g) Be registered as an HKFA coach*. *RECC cases can be exempted. h) Deliver at least one workshop involving the three age groups on a Nutrition or Recovery based topic to enhance young player's knowledge and understanding of those key areas. <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - CV of the Academy Physical Performance Lead Coach. - Contract includes Job Descriptions, Remuneration and Duration of contract for the Academy Physical Performance Lead Coach. - Qualification documents. - Sexual conviction record check result. - Photocopy of HKFA coach ID Card or Proof of HKFA coach registration.* *Would be exempted from RECC case. - Recently taken photo. Other academy fitness coaches can be submitted here as assistant academy fitness coaches with the same required items above. - An outline of the physical aims and objectives for each age group.

- An outline of pre-season fitness testing protocols [for example, yoyo test level 1] and an ability to show collected data from pre-season testing [subject to request]
- A Physical Development Program outlining how the club will develop players in the following areas with attention to 'what will be done', and 'when will it be done', and providing examples.
 1. Strength [upper, lower, trunk];
 2. Speed and Agility;
 3. Power;
 4. Mobility and Flexibility;
 5. Endurance;
 6. Balance and Stability;
 7. Landing Mechanics;
 8. Recovery Knowledge and Understanding; and
 9. Nutrition and Lifestyle Knowledge.

Club's Internal Record:

- An internal record of material used as evidence and the attendance record with in the academy logbook. HKFA administration may request to spot-check the logbook records occasionally. No submission is required.

C Criteria	S.06 First Aid Trained Coaching Staff
<p>The applicant club must provide First Aid training to their coaching staff or prove that at least one coach (either Head Coach or Assistant Coach) in each age group holds a qualified First Aid certificate by a recognised authority or organisation. The applicant club should ensure that at least one qualified coach who has undertaken first-aid training will always be present in future football activities.</p> <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - Evidence of First Aid trained coaching staff who hold an official and recognised certificate by the local authorities. Alternatively, at least host an internal seminar on First Aid specifically for contact sport delivered by a certified and recognised institution or instructor. 	

3) Technical & Fitness (40%)

- Technical

A Criteria	T.01 Approved Youth Development Program
	<p>The applicant club must design and implement a club-specific, quality-driven Youth Development Program (YDP) with the validity of a minimum of three (3) years for the youth academy.</p> <p>The YDP must include but is not limited to the following:</p> <ul style="list-style-type: none">a) The validity with a minimum of 3 years.b) Clubs' objectives.c) Clubs' youth player development philosophy.d) A clear player pathway from youth to senior, including the entire youth set-up (before or after premier youth league age groups), main age group target, training or match frequency, and types of competition they enter.e) Playing style and main idea in 4 moments; Descriptive explanation of how the club academy wants football to be played by their players. Priorities and main idea in 4 moments of the game. A visual explanation example needs to be attached.f) Football training curriculum. Main learning targets for each age group. Progressive age group structure. Training periodisation with main topics ortargets for the 2025-26 season in Macro-, Meso-, Micro-cycles (Micro-cycle can be a few examples). This needs to be delivered and reviewed by the relevant personnel to develop talented players from technical, tactical, physical, and mental perspectives.g) Coaching methodology and daily training session plan example with main components (such as HKFA session planner with ABCDs).h) Review and feedback processes to evaluate players' performance. (This will be a part of IDP process)i) Method of ensuring the implementation and regular reviews by the Head of Youth Development and other relevant personnel on the contents to be kept with the trends of the game.j) Educational programs (Laws of the Game, anti-doping, integrity, anti-racism).k) Goalkeepers' development program (as per the S.04 submission).l) An outline of the Physical Aims and Objectives. Physical Development Program (as per the S.05 submission).m) The Individual Development Plan (IDP) constitutes a player-specific, quality-oriented framework to be developed and maintained for each player enrolled in the academy. The IDP shall be updated no less than twice within each funding period. The plan must explicitly include the percentage of planned playing time and actual playing time for each player, which shall encompass, but is not limited to, participation in premier youth league matches. Internal games conducted during training sessions shall not be included in this calculation.n) The IDP must also incorporate measurable targets and key performance indicators to assess the quality of academy operations and their productivity. While the specific topics may be determined at the discretion of the club, the following metrics are mandatory: the ratio or number of players progressing to

first-team-level football after completing the U18 age group, and the ratio or number of players retained from the U16 and U14 age groups to the next respective age groups following the conclusion of the current season.

Submission to HKFA:

- Youth Development Program (YDP), including items a-l as listed above.
- Organizational chart showing bodies involved in youth teams.
- Details of personnel involved including name, qualification.
- Report on the results of the program for last year (last year self-evaluation reports can be included).
- Medical support for youth players (either yearly medical examination, insurance, or access to physiotherapist support within the club structure).
- Goalkeepers' development program (as per the S.04 submission).
- An outline of the physical aims and objectives. Physical Development Program (as per the S.05 submission).
- At least two (2) Individual Development Plans (IDP) for each player in each funding period, including items h,m,n as listed above. (Please see the template in the Appendix IV.)

Club's Internal Record:

- Record of each player planned playing minutes and actual playing minutes.
- Meeting record for at least 2 meetings per season for all individual meetings.

B Criteria

T.01.1 Match Day Protocol

The applicant club must develop a match day protocol to ensure the continuity and consistency from training to the match for the player's long-term development: Club's match day protocol must include:

- a) A preparation plan or match preparation template for the official league and competition matches. The plan could include a game plan, individual focus, substitution plan, in-game analysis method and staff responsibilities.
- b) A match reviewing structure from a long-term player development perspective. The reviewing structure should include at least video feedback and two-way communication about the performance.
- c) Keep internal records of the implementation of the Match Day Preparation and Review processes (i.e., match day preparation forms, post-match evaluation reports, feedback sessions, etc.). HKFA administration may request to check the evidence records occasionally during academy visits or under request. No submission is required.

Submission to HKFA:

- Matchday protocol for post-game reviewing structure form or template.

Club's Internal Record:

- The implementation of the match day preparation and review processes (i.e., match day preparation forms, post-match evaluation reports, feedback sessions, etc.). HKFA administration may request to spot-check the evidence records occasionally during academy visits or under request. No submission is required.

B Criteria	T.01.2 Performance Analysis
<p>The applicant club must:</p> <ol style="list-style-type: none"> Employ a performance analyst(s) or designate performance analysis duties to the existing coaching staff to provide performance analysis support to U18, U16 and U14 age groups. Have a platform for video analysis and feedback with players (such as Sportscore, NacSport, Metrica, Longomatch, Hudl, etc.) Establish an intervention or involvement protocol of the analyst or analysed information. Keep internal records of the implementation of the Performance Analysis Support processes (i.e., match or training reports, feedback video sessions, etc.). HKFA administration may request to check the evidence records occasionally during academy visits or under request. No submission is required. <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - Clarification on staff responsible for performance analyst duties for each age group or group of players. - Evidence of video analysis software. - Intervention/involvement protocol of the analyst/analysed information. <p>Club's Internal Record:</p> <ul style="list-style-type: none"> - The implementation of the performance analysis support processes (i.e., match or training reports, feedback video sessions, etc.). HKFA administration may request to check the evidence records occasionally during academy visits or under request. No submission is required. 	

A Criteria	T.02 Youth Squads Training
<p>The applicant club must have training sessions at least 3 times a week (minimum 2 of them as football training sessions) (1.5 hours for each session) for each age group (U18, U16 and U14) on average.</p> <p>Within the academy, at least 2 trainings per week is suggested to be done in full-size pitch (1 of the trainings should be U18). The rest of the session for each age group must be on at least half of the full-size pitch. Preferably U18 and U16 will complete 2 training sessions on a full-size 11-a-side pitch and U14 at least 1 training session per week.</p>	

To achieve the requirement, a minimum of 52 training sessions (minimum of 36 football training sessions plus 16 'other format' sessions. Maximum of 8 of them could be friendly matches, while the remaining must be physical development sessions) for the first funding periods (From September 2025 to January 2026).

In the second funding period (From February 2026 to June 2026), a minimum of 50 training sessions (minimum of 34 football training sessions plus 16 'other format' sessions. Maximum of 8 of them could be friendly matches, while the remaining must be physical development sessions).

For training sessions that are conducted on the same day back-to-back, they are only counted as a single session.

In case of unforeseen season duration change occurred a proportional amount of above figures will be counted. The modified minimum session requirements are providing a greater and more than sufficient margin towards the total sum of the average trainings requested under the scheme policy of 3 trainings average per week.

An academy not achieving the minimum number of trainings, even marginally, will not be eligible to receive the subsidies.

Friendly matches are not counted within football training but will be recognised as 'other format' sessions.

At least 2 coaches (including the head coach) need to attend each football training session in order to enhance the quality of the training as well as the safety of the players. (I.e. Head coach + Asst coach or Head coach + GK coach, or Head coach + Physical Performance coach). The Head Coach is expected to attend every football session unless emergencies with prior notice to the program administration.

For Fitness training sessions, Head Coach or Physical Performance Coach needs to attend the training with another 1 coach (I.e. Head coach + Physical Performance coach or Physical Performance coach + Assistant Coach).

Academies must keep players and coaching staff's attendance, and activities schedule recorded and up to date in the academy logbook. No submission is required. HKFA administration may request to check the evidence records occasionally during academy visits or under request.

Submission to HKFA:

- Monthly training schedule for each age group (At least 2 working days before the start of the month) *Any updates within the month need to be informed at least 2 days prior to the training dates for the HKFA to conduct spot checks which verify the quantity of the training as well as the credibility of document submission.
- Declaration of "Duty to notify changes in training schedule".

Club's Internal Record:

- Player's and coaching staff attendance and activities' schedule need to be recorded and up to date in the academy logbook. No submission is required. HKFA administration may request to spot-check the evidence records occasionally during academy visits or under request. No submission is required.

B Criteria

T.02.1 Youth Squads Training (Minimum four times a week)

The applicant club must have training sessions at least 4 times a week (minimum 3 of them as football training sessions) (1.5 hours for each session) for each age group (U18, U16 and U14) on average.

Within the academy, at least 2 trainings per week is suggested to be done in full-size pitch (1 of the trainings should be U18). The rest of the session for each age group must be on at least half of the full-size pitch. Preferably U18 and U16 will complete 2 training sessions on a full-size 11-a-side pitch and U14 at least 1 training session per week.

To achieve the requirement, a minimum of 69 training sessions (minimum of 53 football training sessions plus 16 'other format' sessions, 8 of them could be friendly matches, while the 8 remaining must be physical development sessions) for both funding period (From September 2025 to January 2026 for first funding period, and from February 2026 to June 2026 for second funding period)

For training sessions that are conducted on the same day back-to-back, they are only counted as a single session.

In case of unforeseen season duration change occurred a proportional amount of above figures will be counted. The modified minimum session requirements are providing a greater and more than sufficient margin towards the total sum of the average trainings requested under the scheme policy of 3-4 trainings average per week.

An academy not achieving the minimum number of training sessions, even marginally, will not be eligible to receive the subsidies.

Friendly matches are not counted as football training but will be recognised as 'other format' sessions.

At least 2 coaches (including the head coach) need to attend each football training session in order to enhance the quality of the training as well as the safety of the players. (I.e. Head coach + Asst coach or Head coach + GK coach, or Head coach + Physical Performance coach). The Head Coach is expected to attend every football session unless emergencies with prior notice to the program administration.

For Fitness training sessions, Head Coach or Physical Performance Coach needs to attend the training with another 1 coach (I.e. Head coach + Physical Performance coach or Physical Performance coach + Assistant Coach).

Academies must keep players and coaching staff attendance and activities' schedule recorded and up to date in the academy logbook. No submission is required. HKFA administration may request to spot check the evidence records from time to time during academy visits or under request.

Submission to HKFA:

- Monthly training schedule for each age group (At least 2 working days prior to the start of the month) *Any updates within the month need to be updated at least 2 days prior to the training dates for the HKFA to conduct spot checks which verify the quantity of the training as well as the credibility of document submission.
- Declaration of "Duty to notify changes in training schedule".

Club's Internal Record:

- Player's and coaching staff attendance and activities' schedule need to be recorded and up to date in the academy logbook. No submission is required. HKFA administration may request to spot-check the evidence records occasionally during academy visits or under request. No submission is required.

A Criteria	T.03 HKFA Workshop Participation and Internal Workshop Delivery
	<p>The applicant club must assign the Head of Youth Development, U18, U16 and U14 squads' coaches (Head Coaches, Assistant Coaches), Academy Goalkeeping Lead Coach and Academy Physical Performance Lead Coach as representatives to attend workshops during the season regarding the HKFA Football Philosophy, trends of the game or other Goalkeeping and Sports Science related topics. The workshop will include content such as Playing Style, Talent ID, Demands on players at the highest level, Position-based training, Hong Kong Youth Goalkeepers Development and Physical Development for Hong Kong Elite Youth Players etc. The information gained should be transferred to the youth coaches within the club through internal meetings or communications. Each workshop attendance will accrue HKFA coach education points.</p> <p>Minimum Requirement of workshop attendance:</p> <p>Head of Youth Development:</p> <ul style="list-style-type: none"> - HKFA workshop participation: Attend at least 2 workshops per year. - Internal workshop delivery: Hold At least 1 workshop per funding period involving coaching staff, 2 workshops per year. <p>Age group coaches:</p> <ul style="list-style-type: none"> - Each club is required to send representative coaches to at least 2 workshops.

- Each club is required to send representative coaches at least 4 attendances per year, an individual coach can attend more than one or all of the sessions if available. Ideally shared equally between club coaches.

Academy Goalkeeping Lead Coach:

- HKFA workshop participation: Attend at least 1 workshop per year.

Academy Physical Performance Lead Coach:

- HKFA workshop participation: Attend at least 1 workshops per year.
- Internal workshop delivery: Hold at least 1 workshop on a Nutrition or Recovery based topic involving the three age groups.

Submission to HKFA:

- Evidence of the internal sharing or workshop conducted by the Head of Youth Development.
- Evidence of the conducted internal sharing or workshop for Nutrition or Recovery based topic.

A Criteria	T.04 Selection and Deselection Criteria
	<p>The applicant club must design and implement club-specific selection and deselection criteria that complies with the club's playing and development philosophy on and off the pitch. The criteria should be uploaded to websites for open viewing for fairness and transparency in the selection and deselection processes.</p> <p>The selection and deselection criteria must include but not be limited to the following:</p> <ol style="list-style-type: none"> Attributes highlighted for players selection and scouting. Evaluations process and protocols for selection and deselection; and Relevant information to be distributed to the coaches, players and parents. Attendance policy for players <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - Selection policy, selection criteria and evaluation process. - Deselection policy, deselection criteria and evaluation process. - Proof of the above contents being distributed to the coaches, players and parents. - Evidence of the criteria being uploaded to websites or social media platforms for open viewing.

C Criteria	T.05 Sport Psychological Support
	<p>The applicant club must provide sport psychological support or guidance to players and coaches along with the three age groups to work on psychological aspects (i.e.,</p>

leadership, concentration, mental health, emotional stability, confidence, motivation, behaviour, etc.)

Submission to HKFA:

- Outline of the sport psychological support or guidance provided.
- Proof of implementation of the sport psychological support provided.

(If an external provider or personnel is engaged)

- CV of the personnel.
- Qualification document.
- Sexual conviction record check result.
- Passport Sized Photo.

- **Fitness**

A Criteria	F.01 Physical Performance Benchmark Testing
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The applicant club must comply with the HKFA in their long-term Physical Performance Benchmarking program. The HKFA, to track the development of Hong Kong players, longitudinally physically request to test every club and their respective age groups, U18, U16 and U14s, once per year between December and January. The HKFA will seek to communicate with each club to organise a preferable and suitable time for both parties. Preference will be made to test all clubs at the same facility [the FTC], but if this cannot be achieved, the HKFA testing officers will perform the testing at your specified training venue.

Data collected will remain anonymous, and the results, Hong Kong averages, and best performances will be provided to each club following the end of the testing period.

Clubs are requested to perform the YOYO Intermittent recovery test level 1 for each age group, twice per season under their own provision, at both the beginning of the season and at the end of the season.

Submission to the HKFA:

- Two testing date options [1st preference and 2nd Preference] within the time frame proposed by the HKFA [December and January] unless subject to change due to unforeseen circumstances. * Failure to comply will result in criteria non-fulfilment.
- Player YOYO IRT Level 1 results to be disclosed upon request from the HKFA within October and April / May

C Criteria	F.02 Program delivery by Academy Physical Performance Lead Coach
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The Academy Physical Performance Lead Coach must:

- a) Deliver at least 1 'on-field' warm-up or conditioning-based session per age group, per week.
- b) Preferably deliver at least 1 'resistance' based session per age group per week.
- c) Keep the records that reflect fitness program sessions within the Logbook, clarifying which sessions the Academy Physical Performance Lead Coach delivers within the program.

Club's Internal Record:

- Records that reflect fitness program sessions within Logbook with clarification on which sessions the Academy Physical Performance Lead Coach delivers the program. No submission is required.

4) Collaboration & Rules (10%)

A Criteria	C.01 Duty of replacement during the accredited year
	<p>If a function defined in criteria S.01 to S.06 becomes vacant during the accredited year, the accredited clubs must ensure that, within a period of a maximum of thirty (30) days, the function is taken over by someone who holds the required qualification.</p> <p>In the event that a function becomes vacant due to illness or accident, the HKFA may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.</p> <p>The occurrence of vacancy and replacement must be notified to the HKFA within seven (7) working days of the respective event.</p> <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - A signed undertaking that any vacancy and replacement must be notified to the HKFA within seven (7) days and replacement of such roles within thirty (30) days. - Written notification within seven (7) working days when there is an occurrence of vacancy and replacement.

A Criteria	C.02 Duty to notify significant changes
	<p>Any event occurring after the submission of the accreditation documentation to the HKFA compared to the information previously submitted must be notified to the HKFA within seven (7) working days of the concerned changes.</p> <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - A signed undertaking that all changes shall be notified within seven (7) working days. - Written notification within seven (7) working days when there is an occurrence of changes.

A Criteria	C.03 Parents meeting(s) at the beginning of the season
<p>The applicant club must organise parents meeting(s) for their U18, U16 and U14 players at the beginning of the season to build mutual trust between the club, coaches, players and parents in supporting the youth development programs.</p> <p>The parents' meetings must cover the following contents:</p> <ol style="list-style-type: none"> a) Code of conduct for players and parents b) Training program c) Player development pathway d) Attendance policy <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - Evidence that a guardian of each player from the U18, U16 and U14 squads attended the meetings (written explanation and evidence of understanding of meetings content for the absence guardians is required). 	

A Criteria	C.04 Code of conduct for players, parents and officials
<p>The applicant club must establish a code of conduct with the disciplinary regulations stated for players, parents and officials in compliance with the law within the academy structure and appropriate match day behaviour, including being respectful of the technical area on match days.</p> <p>The fulfilment of these criteria helps clubs to satisfy AFC requirements in the same aspect of programs (i.e. Club Licensing, Elite Youth Scheme) in the future.</p> <p>Submission to HKFA:</p> <ul style="list-style-type: none"> - Code of conduct or disciplinary regulations for players, parents and officials. 	

5) Audit & Finance (15%)

A Criteria	A.01 Annual Budget and Audited accounts of the funding
<p>The applicant club must submit the annual academy budget and the funding deployment budget according to its development plan, strategies and training plans under criteria T.01. The applicant club must submit the audited accounts of the funding (if granted) for HKFA assessment as a measurement of adequate resources for the academy development at the end of the season. The audited accounts of the funding shall cover the funding only and shall be submitted together with the comparison table, which indicates the final and the budgeted amount of the distributed funding.</p> <p>Auditor should ensure the spending criteria and guidelines in this program handbook were met.</p>	

The submission will be taken into account for funding distributions and future applications.

Submission to HKFA:

- Annual academy budget including funding deployment plan according to its development plan, strategies and training plans in criteria T.01.
- Audited accounts of the funding (if granted).
- Comparison table indicating the final and budgeted amount of the distributed funding.

Appendix I

HKFA Youth Elite Program – Staffing Minimum Qualification Requirement Table

Staffing	Minimum Qualification Requirement
Head of Youth Development	Semi-full time basis with a minimum of 30 working hours per week (Bronze); or Full-time basis with a minimum of 40 working hours per week (Silver) AFC A Coaching Certificate
Head Coach of U18, U16, U14	Part time basis AFC B Coaching Certificate
Assistant Coach of U18, U16, U14	Part time basis AFC C Coaching Certificate
Academy Goalkeeping Lead Coach	Part time basis AFC Goalkeeping Coaching Certificate (Level 1); or HKFA Goalkeeping Coaching Certificate
Academy Physical Performance Lead Coach	Part time basis AFC Fitness Coaching Certificate (Level 1); or A degree in Sports Science or Recognition of Experience and Current Competence (RECC) issued by HKFA, which may include certifications from 'recognised/trusted' fitness education organisations; or Recognised certificate from one of the following associations NSCA,ASCA,or UKSCA.

Appendix II

HKFA Youth Elite Program – Protocols of Misconduct

Criteria	Violation	Sanction(s)
Youth Elite Program Criteria	The judgment of the violation severity is at the sole discretion of the HKFA Youth Development Panel.	<p>According to the severity, there are different levels of sanctions:</p> <p>1st level = Warning 2nd level = Organization placed under review* 3rd level = Removal of Accreditation / Suspension of future applications**</p>
Maintaining the approved youth development plan	Failure to achieve the requirements as stated in the submitted Youth Development Plan.	<p>According to the severity, there are different levels of sanctions:</p> <ol style="list-style-type: none"> 1. Development or revision of Youth Development Plan 2. Meeting with the HKFA Youth Development Panel Representative(s) 3. Written warning 4. Monetary Sanction (Fine/Deduction of funding) 5. Removal of Accreditation 6. Suspension of future applications**

* Organizations placed under review may forfeit all or some accreditation benefits such as funding deduction during the period under review at the sole discretion of the HKFA Youth Development Panel. Organizations meeting the expectations outlined in the Action Plan developed to support the review process in the timelines indicated within the Action Plan will have the full accreditation benefits restored.

Organizations placed under review multiple times may face additional sanctions at the sole discretion of the HKFA Youth Development Panel, up to and including removal of the Accreditation.

**The duration of the suspension will be decided at the sole discretion of the Youth Development Panel based on the violations that occurred.

All the misbehaviour or misconduct will be documented for future considerations including but not limited to accreditation, funding applications and Premier Youth League competitions participations in future applications.

The extent of offense and violations will be determined by the HKFA Youth Development Panel after the review of evidence. The Panel has sole discretion to review and decide the case with consensus from the majority of members.

If the applicant club objects to the decision of the HKFA Youth Development Panel, the club can appeal to the HKFA Youth Elite Program Administration in writing within 7 working days of the formal notification of the decisions and submit a deposit of HKD 5,000. Only the successful applicant can have the deposit returned or otherwise it will be forfeited.

Appendix III

HKFA Youth Elite Program – Abstract of the criteria and accreditation

Criteria #	Criteria	Bronze	Silver
Infrastructure			
I.01	Training Facilities	✓	✓
Staffing			
S.01 / S.01.1	Head of Youth Development	✓ Semi Full-Time	✓ Full-Time
S.02	Head Coaches of U18, U16 and U14	✓	✓
S.03	Assistant Coaches of U18, U16 and U14	✓	✓
S.04	Academy Goalkeeping Lead Coach	✓	✓
S.05	Academy Physical Performance Lead Coach	✓	✓
S.06	First Aid Trained Coaching Staff	X	X
Technical			
T.01	Approved Youth Development Plan	✓	✓
T.01.1	Match Day protocol	X	✓
T.01.2	Performance Analysis	X	✓
T.02 / T.02.1	Youth Squad Training	✓ 3 times a week	✓ 4 times a week
T.03	HKFA Workshop Participation and Internal Workshop Delivery	✓	✓

T.04	Selection and Deselection Criteria	✓	✓
T.05	Sport Psychological Support	X	X
Fitness			
F.01	Physical Performance Benchmark Testing	✓	✓
F.02	Program delivery by Academy Physical Performance Lead Coach	X	X
Collaboration & Rules			
C.01	Duty of replacement during the accredited year	✓	✓
C.02	Duty to notify significant changes	✓	✓
C.03	Parents meetings in the beginning of season	✓	✓
C.04	Code of conduct for players, parents and officials	✓	✓
Audit & Finance			
A.01	Annual Budget and Audited accounts of the funding	✓	✓

Appendix IV Individual Development Plan Guidelines

Additional Guidance	Individual Development Plan (IDP)
	<p>IDP is a player-specific, quality-driven program for each player in the academy and it should be updated at least twice in each funding period.</p> <p>The IDP must include but is not limited to the following:</p> <ul style="list-style-type: none">a) Short Term Goals of the Player agreed by both players and coachesb) Long Term Goals of the Player agreed by both players and coachesc) Personal Information of the Player, including Preferred Position, Age Group and Dominant Foot of the player.d) Percentage of planned playing time and actual playing time of each player.e) The academy coach should have at least two (2) individual meetings in each funding period, and the dates should be marked in the IDP. <p>The IDP can also include the following:</p> <ul style="list-style-type: none">f) Player’s Self Notes after training/match. Player Notes after observing the players in training/match by the coaching staff of the academy.

