





sports season 2023 - 2024

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Definitions

Definitions	
ACLE	The AFC Champions League Elite.
ACL2	The AFC Champions League 2.
ACGL	The AFC Challenge League.
Accounting Policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
AFC Club Licensing Financial Handbook	The handbook issued by the AFC which provides operational and technical guidance in relation to the financial criteria in these Regulations. It is a compilation of explanations and templates to support the Licence Applicant in complying with the financial criteria.
AFC Club Licensing Quality Standard	The document issued by the AFC which defines the minimum requirements that a Licensor must comply with in order to operate the club licensing system.
AFC Stadium Regulations	These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC competitions.
Annual Financial Statements	A complete set of financial statements prepared as at the Statutory Closing Date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has Significant Influence and that is neither a Subsidiary nor an interest in a Joint Venture.
Audit	The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.
	In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance.
	The term "Audited" shall be interpreted accordingly.
Budget	The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
Consolidated Financial Statement(s)	Financial statements of a Group presented as those of a single economic entity.
CLAS or Club Licensing Administration System	The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations.
Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement. The terms "Controlled" and "Controlling" shall be interpreted accordingly.
Club Licensing Criteria	The requirements applicable to the grant of Licenses to Licence Applicants, as set out in these Regulations, which are divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial).
Event or Condition of Major Economic Importance	An event or condition is of major economic importance if it is considered Material to the financial statements of the Reporting Entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the Reporting Entity if it had occurred during the preceding Financial Year or Interim Period.
Financial Year	The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period.
Future Financial Information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going Concern	The 'going concern' concept, or assumption, is an accountancy term that describes an

	entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A Parent and all its subsidiaries.
Historic Financial Information	Information about the financial effects of past events on the entity concerned. Historic Financial Information is in respect of the financial performance and position prior to the licensing decision.
Interim Financial Statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an Interim Period.
Interim Period	A financial reporting period shorter than a Financial Year. It does not necessarily have to be a six-month period.
Joint Venture	A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.
License	Certificate granted by the Licensor confirming fulfilment of all minimum Club Licensing Criteria by the Licence Applicant as part of the admission procedure for entering AFC/SPL club competitions.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a License.
Licensee	Licence Applicant that has been granted a License by its Licensor.
Licensing Administration	The staff within the Licensor that deals with club licensing matters.
License Season	AFC/SPL season for which a Licence applies. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the AFC and lasts until the relevant deadline the following year.
Season to be licensed	The season which the license is issued for.
Licensor	The Body that operates the club licensing system and grants the Licenses in accordance with these Regulations.
List of Licensing Decisions	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the licensing process and been granted or refused a License by the Licensor in the format established and communicated by the AFC General Secretariat.
Material or Materiality	Omissions or misstatements of items or information are Material if they could, individually or collectively, influence the decisions of users taken on the basis of the financial information submitted by the Licence Applicant/Licensee. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.
Parent	An entity that has one or more subsidiaries.
Registered Member	Any legal entity according to national law and/or AFC Member Association statutes, which is member of the relevant AFC Member Association and/or its affiliated league.
Reporting Entity/ Entities	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.
Reporting perimeter	the entity or combination of entities in respect of which financial information (e.g., single entity, consolidated or combined financial statements) has to be provided.
Review	The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all Material respects, in accordance with an identified financial reporting framework.
	A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor's attention but it does not provide the

	evidence that would be required for an audit.
Significant Change	An event that is considered Material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant Influence	Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licensee's total revenue.
Stadium	Any stadium at which a match is played. For the avoidance of doubt, this includes:
	(i) the entire premises (to the extent that a valid accreditation card or ticket is required in order to gain access) of a stadium facility inside the outer stadium perimeter fence and (on matchdays and any day on which any official training takes place within the stadium) the aerial space above such stadium premises;
	(ii) parking facilities;
	(iii) VIP and hospitality areas (including any hospitality village);
	(iv) concession areas;
	(v) commercial display areas;
	(vi) buildings;
	(vii) the field of play;
	(viii) the media tribune;
	(ix) any broadcast compound;
	(x) the stadium media centre;
	(xi) the press conference room;
	(xii) the mixed zone;
	(xiii) any stands; and
Ctatutami	(xiv) any areas beneath the stands.
Statutory Closing Date	The annual accounting reference date of the Reporting Entity.
Subsequent Events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is Controlled by another entity (known as the Parent).
Supplementary Information	Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met.
	The supplementary information must be prepared on the basis of accounting, and Accounting Policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the Annual Financial Statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.
Training Facilities	The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.
FIFA	Fédération Internationale de Football Association
AFC	Asian Football Confederation, Including the general secretariat and any AFC committee/body.
SAFF	Saudi Arabian Football Federation
~ ,	
SPL	Saudi Pro League

- the singular shall include the plural and vice-versa;
- a) b) the masculine gender shall include the feminine and vice-versa;
- references to natural persons shall include any legal person or corporation; and c)
- all defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to d) them in the AFC Statutes. and the AFC Competition Operations Manual.

Article 1: Introduction and Scope of Application

- 1. These Regulations apply to the AFC & SPL license relating to the sporting season 2024-2025.
- These Regulations apply whenever expressly referred to in specific regulations and other rules governing club competitions to be played under the auspices of the AFC or / and SAFF or / and SPL.
- 3. These Regulations govern the rights, duties and responsibilities of all parties involved in the club licensing system and define in particular:
 - a) the minimum requirements to be fulfilled by an AFC Member Association in order to act as a Licensor for its clubs, as well as the minimum procedures to be followed by the Licensor in the assessment of the Club Licensing Criteria;
 - b) the Licence Applicant and the License required to enter the relevant AFC / SPL club competition(s); and
 - c) the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a License by a Licensor as part of the admission procedure to enter the relevant AFC / SPL club competition(s).

Article 2: Objectives

These Regulations aim to:

- a) safeguard the credibility and integrity of all AFC / SPL club football competitions.
- b) allow the development of benchmarking of clubs in sporting, infrastructure, personnel and administrative, legal and financial criteria;
- c) continuously improve the standard of all aspects of football and to give priority to the training and care of young players in every club;
- d) ensure that clubs have an adequate level of management;
- e) improve the financial capability of the clubs, increasing their transparency and credibility, and place the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with players, employees, social/tax authorities and other clubs punctually; and
- f) improve clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe Stadiums and facilities.

Article 3: Club Licensing Criteria

- 1. Subject to Article 3.2, the criteria defined in Articles 16 to 20 must be fulfilled by clubs in order for them to be granted a License to enter the AFC/ SPL Competitions.
- 2. The criteria described in Articles 16 to 20 are graded into 3 categories "A", "B" and "C".

a) Club Licensing Criteria Grade A

These are mandatory criteria to be fulfilled by the Licence Applicant. If the Licence Applicant does not fulfill any of the A - Club Licensing Criteria, then it shall not be granted with a License. Additionally, sanctions provided forth in Article (8) of these regulations shall apply.

b) Club Licensing Criteria Grade B

The Licence Applicant has to fulfill all B – Club Licensing Criteria. In case of non-compliance, the decision-making bodies, according to the criteria completion and the number of non-fulfilled criteria might either not grant the license or grant the license with imposing sanctions. In both cases, Additionally, sanctions provided forth in Article (8) of these regulations shall apply.

c) Club Licensing Criteria Grade C

These Club Licensing Criteria are best practice recommendations. Non-fulfillment of any "C" criteria does not lead to any sanction or to the refusal of the license. "C" criteria may become "Mandatory" criteria at a later stage.

Article 4: Exceptions Policy

The AFC General Secretariat may grant an exception to any provisions in these Regulations upon the Licensor request within the limit as set out in Annex 4.

Article 5: Licensor

- The Licensor is Saudi Pro League and it governs the club licensing system in accordance to SAFF's
 delegation of the Club Licensing responsibility. However, SAFF remains committed and responsible
 of the proper implementation of the club licensing system regardless of any delegation provided.
 The Licensor is obliged to use CLAS to govern the club licensing system.
- 2. The Licensor governs the licensing system, appoints the licensing bodies, and determines the necessary processes.
- 3. The Licensor shall ensure that all applicable provisions defined in the AFC club Licensing Regulations are integrated into its national club licensing Regulations which must be submitted in English to the AFC General Secretariat on CLAS for accreditation according to procedures defined in Annex 1.
- 4. In particular, the Licensor must:
 - a) establish an appropriate Licensing Administration as defined in Article 6;
 - b) establish at least two decision-making bodies as defined in Article 7;
 - c) set up a catalogue of sanctions as defined in Article 8;
 - d) define the core process as defined in Annex 2;
 - e) assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and define the assessment procedures as defined in Article 10;
 - f) ensure equal treatment of all clubs applying for a License and guarantee the clubs full confidentiality with regard to all information provided during the licensing process as defined in Article 11;
 - g) strictly follow the core process and the deadlines;
 - h) Prepare the necessary reports that determine whether each criterion has been met and what further information, if any, is needed for a License to be granted.
 - i) comply with the AFC Club Licensing Quality Standard
 - j) comply with all the requirements set out in Annex 7 of the AFC Club Licensing Regulations.

Article 6: The Club Licensing Administration (CLA)

- The Licensor must appoint a Club Licensing Manager who is responsible for managing the Licensing Administration.
- The Licensor must notify the AFC in writing of the appointment of the Club Licensing Manager, and of any changes to such appointment.
- 3. The tasks of the Licensing Administration include:
 - a) preparing, implementing and further developing the club licensing system;
 - b) accessing and administering the CLAS;
 - c) providing training and support for the Licence Applicants in using CLAS;
 - d) providing administrative support to the decision-making bodies;
 - e) assisting, advising, supporting and monitoring the Licensees during the License Season;
 - f) informing the AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor;
 - g) serving as the contact point for and sharing expertise with the licensing departments of other AFC Member Associations and with AFC.
- 4. Within the Licensing Administration, at least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognized by the appropriate national body (e.g., national trade association) or must have several years' experience in the above matters.

Article 7: The Decision-Making Bodies

- 1. The decision-making bodies are the First Instance Body (FIB) and the Appeals Body (AB). These bodies must be independent of each other and the Licensor. Both decision-making bodies shall receive administrative and financial support from the SPL in collaboration with SAFF.
- 2. The First Instance Body decides on whether a License should be granted to an applicant on the basis of the documents provided by the submission deadline set by the Licensor and on whether a License should be withdrawn upon the application of the licensing manager in the cases specified in article 14.
- 3. The Appeals Body decides on appeals and makes a final decision on whether a License should be granted/not granted or withdrawn.
- 4. Appeals may only be lodged by:
 - a) a Licence Applicant who received a refusal from the First Instance Body;
 - b) a Licensee whose License has been withdrawn by the First Instance Body; or
 - c) Club Licensing Manager.
- The Appeals Body shall make its decision based only on the case file and evidence provided by the Licence Applicant and Licensor before the First Instance Body. A request for appeal shall be made by the set deadline.

- 6. The Saudi Sport Arbitration Center (SSAC) specified in article (59) of SAFF's Statutes is the final appellate authority to decides against the Appeals body decisions, in this respect, particular attention must be paid to the relevant deadlines for entering the relevant AFC / SPL club competitions. The Appeal lodged to (SSAC) doesn't suspend the effects of the AB decision.
- 7. Members of the decision-making bodies shall be elected or appointed in accordance with the relevant SAFF/ SPL statutes and must:
 - a) act impartially in the discharge of their duties;
 - b) abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this regard the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
 - c) not act simultaneously as licensing manager;
 - d) not belong simultaneously to a judicial statutory body of the Licensor;
 - e) not belong simultaneously to the executive body or board of directors of SAFF/SPL;
 - f) not belong simultaneously to the management personnel of an affiliated club;
 - **g)** include at least one qualified lawyer and one qualified financial expert holding a qualification recognized by the appropriate national professional body.
- 8. The quorum of the decision-making bodies must be at least three (3) members including the legal and financial members. Each member has one vote and in case of a tie, the chairperson has the casting vote.
- 9. The decision-making bodies must operate according to the principles of natural justice and must as a minimum regulate the following standards:
 - a) deadlines (e.g., submission deadline, etc.);
 - **b)** safeguards of the principle of equal treatment;
 - c) representation (e.g., legal representation, etc.);
 - d) the right to be heard (e.g., convocation, hearing);
 - e) official language (if applicable);
 - f) time limit for requests (e.g., calculation, notification, compliance, interruption, extension);
 - g) time limit for appeal;
 - h) effects of appeal (e.g., no delaying effect);
 - i) type of evidence requested;
 - j) burden of proof (e.g., Licence Applicant has burden of proof);
 - **k)** decision (e.g., in writing with reasoning, etc.);
 - I) grounds for complaints;
 - m) content and form of pleading;
 - n) deliberation/hearings;
 - o) cost of procedure/administrative fee/deposit.

Article 8: Catalogue of Sanctions

- Without prejudice to the provisions of Paragraph (4) of this Article, The First Instant Body (FIB) and/or Appeals Body (AB) may impose on The Licence Applicant one or more of the following sanctions:
 - a) Caution
 - b) Fine
 - c) Obligation to submit evidence or/and fulfil certain conditions with a deadline
 - d) Withhold or seizure grants/ prize money partially or totally
 - e) License withdrawal
 - f) Ban of player registration
 - g) Deduction of points
 - h) Any other sanctions as set out in SAFF/SPL regulations.

- 2. FIB or AB or CLA may refer to the national disciplinary bodies in respect of violations of the licensing regulations where appropriate (e.g., submission of false documents, non-respect of deadlines, sanctions against individuals).
- The Decision-Making Bodies may impose one or more of the above-mentioned sanctions
 on The Licence Applicant in case of submission of falsified documents, non-respect of
 deadlines, failure to cooperate with FIB or AB or CLA in any form.
- 4. In case the License Applicant fails to fulfil one or more of the license criteria grade A or B, the decision-making bodies shall impose on the License Applicant the appropriate sanction in accordance with the following table:

	Sanction / Fine CL Cycle 2023-2024	Sanction / Fine CL Cycle 2024-2025	Sanction / Fine CL Cycle 2025-2026	Sanction / Fine CL Cycle 2026-2027
Non-fulfillment of (1 to 5) criteria from A grade criteria	SAR 400,000	SAR 800,000	Right to Play	Right to Play
Non-fulfillment of (6 to 10) criteria from A grade criteria	SAR 800,000	SAR 1,500,000	(Relegation)	(Relegation)
Non-fulfillment of (11 or above) criteria from A grade criteria	SAR 1,500,000	SAR 2,500,000		
Non-fulfillment of (1 to 5) criteria from B grade criteria	SAR 200,000	SAR 500,000	SAR 800,000	SAR 1,500,000
Non-fulfillment of (6 or above) criteria from B grade criteria	SAR 400,000	SAR 800,000	SAR,1,500,000	SAR 2,500,000

Article 9: The Core Process

- 1. The core process must define the essential elements for the verification of the applicable criteria for issuing Licenses, as set out in Annex 2.
- 2. The core process starts at a time defined by the Licensor and ends on submission of the List of Licensing Decisions to the AFC General Secretariat by the deadline fixed by the AFC.
- 3. The core process consists of the following minimum key steps:
 - a) distribution of the licensing documentation to the Licence Applicants;
 - b) return of the licensing documentation to the Licensor;
 - c) assessment of the documentation by the Licensing Administration;
 - d) assessment and decision by the decision-making bodies;
 - e) submission of the List of Licensing Decisions to the AFC General Secretariat.
- 4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned in a timely manner by the Licensor.

Article 10: Assessment Procedures

The Licensor defines the assessment procedures, except those defined under these Regulations for which specific assessment processes must be followed as set out therein.

Article 11: Equal Treatment and Confidentiality

- 1. The Licensor shall ensure equal treatment of all Licence Applicant's during the core process.
- 2. The Licensor shall guarantee the Licence Applicant's full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the Licensor shall sign a confidentiality agreement before assuming their tasks.

Article 12: Licence Applicant and Two-Year Rule

- 1. A Licence Applicant shall only be a football club, i.e., a legal entity fully responsible for a football team participating in national and international competitions which either:
 - a) is a Registered Member of SAFF or/and SPL; or
 - b) is a football company which has a contractual relationship with a Registered Member.
- 2. The membership and/or the contractual relationship must have lasted at the start of the licensing process for at least two consecutive years.
- 3. Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colors) of a Licence Applicant during this period to the detriment of the integrity of a competition or to facilitate the Licence Applicant qualification for a competition on sporting merit or its receipt of a License is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

Article 13: Responsibilities of the Licence Applicant

- 1. The Licence Applicant must provide the Licensor with:
 - a) all necessary information and/or relevant documents to fully demonstrate that the licensing obligations are fulfilled; and
 - b) any other document relevant for decision-making by the Licensor.
- 2. This includes information on the Reporting Entity/Entities in respect of which sporting, infrastructure, personnel and administrative, legal and financial information is required to be provided.
- 3. Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change to the information previously submitted must be promptly notified to the Licensor, especially a change of legal form, legal Group structure or identity.

Article 14: License

- 1. Clubs which qualify for an AFC club competition(s) on sporting merit must obtain a License issued by Licensor according to the rules and provisions of these regulations in order to be eligible to participate in the aforesaid competition(s) except where Article 15 applies.
- Clubs which qualify for the Saudi Pro League competition on sporting merit must obtain a License issued by Licensor according to the rules and provisions of these regulations. Failure to obtain the License does not entail the non-participation of the club in question in the Saudi Pro League competition.
- 3. The provision of the previous paragraphs (1) and (2) of this article does not preclude the implementation of article (8) paragraph (4) of these regulations.
- 4. A License expires without prior notice at the end of the season for which it was issued.
- 5. A License cannot be transferred.
- 6. A License may be withdrawn by the AFC or the Licensor's decision-making bodies if:
 - a) any of the conditions for the issuing of a License are not satisfied; or
 - b) the Licensee violates any of its obligations under these regulations.

- 7. The AFC Entry Control Body shall make all final decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.
- 8. As soon as a License withdrawal is envisaged, the AFC Member Association or the Licensor must inform the AFC General Secretariat accordingly.

Article 15: Extraordinary Application

- 1. If a club qualifies for an AFC club competition(s) on sporting merit but has not undergone any licensing process at all or has undergone a licensing process which is lesser/not equivalent to the License required for the competition it became eligible for, the Licensor of the club concerned or SAFF or SPL may on behalf of such a club request an extraordinary application of the club licensing system in accordance with Annex 3.
- Based on such an extraordinary application, AFC may grant special permission to the club to enter the corresponding AFC club competition(s) subject to the relevant AFC club competition regulations. Such an extraordinary application applies only to the specific club and for the season in question.
- 3. The AFC Entry Control Body shall make all final AFC decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

Article 16: Sporting Criteria

S.01	Grade
Youth Development Programmes (YDP)	A

- The Licence Applicant must have a written youth development programme approved by the Licensor or the SAFF's competent body. the approving authority must evaluate the quality of the youth development programme before approving it and verify the implementation by periodic visits to the training and games.
- 2. The programme must cover at least the following areas:
 - a) Objectives, youth playing philosophy and youth development philosophy;
 - b) Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.);
 - c) Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
 - d) Infrastructure available for youth sector (training and match facilities, etc);
 - e) Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.);
 - f) Football education programme for the different age Groups (psychological, technical, tactical and physical):
 - g) Education programmes (Laws of the Game, anti-doping, integrity, anti-racism);
 - h) Medical support for youth players (including medical checks);
 - i) Individual performance evaluation of players in the programme;
 - Review and feedback process to evaluate the results and the achievements of the set objectives; and
 - k) Validity of the programme (at least three years but maximum seven).
- 3. The Licence Applicant must further ensure that:
 - a) every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and
 - b) no youth player involved in its youth development programme is prevented from continuing their non-football education.

1. Form (1)

- 2. Objectives, youth playing philosophy and youth development philosophy;
- 3. Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.);
- 4. Personnel (technical, medical, administrative, etc.) and minimum qualifications required;
- 5. Infrastructure available for youth sector (training and match facilities, etc);
- 6. Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.);
- 7. Football education programme for the different age Groups (psychological, technical, tactical and physical);
- 8. Education programmes (Laws of the Game, anti-doping, integrity, anti-racism);
- 9. Medical support for youth players (including medical checks);
- 10. Individual performance evaluation of players in the programme;
- 11. Review and feedback process to evaluate the results and the achievements of the set objectives; and
- 12. Validity of the programme (at least three years but maximum seven).
- 13. Proof of approval of the Youth Development Programme approved by the Licensor or the SAFF's competent body

S.02	Grade
Youth Teams	Α

- 1. The Licence Applicant must at least have the following youth teams within its legal entity, another legal entity included in the reporting perimeter or a club affiliated to its legal entity:
 - At least three youth teams of different age groups within the age range of 10 to 21; and
 - b) At least one Under 10 (U10) team.
- Each youth team, except the under 10s, must take part in official competitions or programmes played at national, regional or local level and recognized by SAFF.

- 1. Age range of Youth team 1 (within 10 to 21)
- 2. Youth team 1 List of Players / Form (2)
- 3. Youth team 1 Registration documents with MA or League
- 4. Proof of participation in competitions/events (images)
- 5. Age range of Youth team 2 (within 10 to 21)
- 6. Youth team 2 List of Players / Form (2)
- 7. Youth team 2 Registration documents with MA or League
- 8. Proof of participation in competitions/events (images)
- 9. Age range of Youth team 3 (within 10 to 21)
- 10. Youth team 3 List of Players / Form (2)
- 11. Youth team 3 Registration documents with MA or League
- 12. Proof of participation in competitions/events (images)
- 13. Age range of Youth team 4 (under 10)
- 14. Youth team 4 List of Players / Form (2)
- 15. Youth team 4 Registration documents with MA or League
- 16. Proof of participation in competitions/events (images)

lub Licensing Regulations

S.03	Grade
Medical Care of Players	A

- 1. The Licence Applicant shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following:
 - a) yearly medical examination including cardio vascular screening for all its players in its first squad; (PCMA annex 6)
 - b) yearly medical examination for all players above the age of 12; and (PCMA annex 6)
 - c) comprehensive medical insurance coverage for all its players in its first squad.

Criteria Requirements

- 1. No. of players registered with the club
- List of first team players Form (3)
- 3. Report of the yearly medical examination including cardio vascular screening for all its players in its first squad (PCMA annex 6)
- 4. List of above 12-year players Form (3)
- 5. Report of the yearly medical examination for all players above the age of 12 (PCMA annex 6)
- 6. Medical insurance coverage

S.04	Grade
Educational Programmes	A

- 1. The Licence Applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to:
 - a) sports integrity matters;
 - b) IFAB Laws of the Game;
 - c) doping control; and
 - d) other topics as required by the AFC or the Licensor.
- 2. These sessions or events must be provided either by the Licence Applicant, SAFF or/and SPL or a third party in collaboration with the Licence Applicant or Licensor, during the year prior to the season to be licensed.

Criteria Requirements

- Topic of event
- Date of event 2.
- List of speakers
- List of participants Form (4)
- Photos of event

S.05	Grade
Registration of Players	В
1. All the Licence Applicant's players, including youth players above the age of 10, must be registered	

with SAFF or/and SPL in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.

Criteria Requirements

Registration documents for all age groups with SAFF or/and SPL

S.06	Grade
Racial Equality Practice	В
1. The Licence Applicant must establish a policy to tackle racism in football. All players and staff of the Licence Applicant shall acknowledge the policy by signing the policy document.	

- Criteria Requirements
- 1. Policy document to tackle racism
- 2. Signed policy document by all players and staff of the Licence Applicant

S.07	Grade
Grassroots Programmes	В

- Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes.
- The main objectives of the Licence Applicant's grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.

Criteria Requirements

- 1. A brief description of the event
- Date of event
- 3. List of participants
- Five (5) images of the event

S.08	Grade
Child Protection and Welfare	С

1. The Licence Applicant must establish and apply measures, in line with any relevant AFC policies and quidelines, to protect and safeguard children from potential abuses and to promote their wellbeing within football when participating in activities organized by the Licence Applicant. The Licence Applicant should work with locally based child protection experts and have a child safeguarding officer within its administration to develop and implement such measures, including having a child safeguarding policy.

- 1. Written child safeguarding policy
- 2. CV of Child Safeguarding Officer

S.09 Grade Women's Football C

- 1. The Licence Applicant must support women's football by implementing measures and activities aimed at developing, professionalising and popularising women's football, such as:
 - a) having a women's team within its legal entity or another legal entity included in the reporting perimeter which takes part in official competitions played at the local, national and/or regional level, as recognised by SAFF or/and SPL;and/or
 - b) providing support to an affiliated women's football club; and/or
 - c) organizing other women's football initiatives.

Criteria Requirements

Proof of support given to women's football

S.10	Grade
Corporate Social Responsibility (CSR) Programmes	С

- 1. The Licence Applicant must establish strategies and implementation programmes to promote the club, the game and address current issues in football and society.
- 2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the Licence Applicant, SAFF, SPL, AFC and FIFA.
- 3. Such programmes connect and create links with the community which will facilitate the following:
 - a) establishment and enlargement of their fan base;
 - b) creation of a pool of volunteers;
 - c) organisation of grassroots football activities, initiatives and events for and within the community;
 - d) creation of strong links with the community; and
 - e) creation of a market base for branding, merchandising, sponsors and commercial partners.

Criteria Requirements

- A brief description of the event
- Date of event 2.
- List of participants
- Photos of the event

S.11	Grade
Club Youth Academy	С

1. The Licence Applicant must establish a Club Youth Academy with the required infrastructure and facilities as prescribed in the AFC Elite Youth Scheme.

- 1. Ownership documents of the academy
- 2. Address of the Club Youth Academy
- 3. List of Coaches and their Qualification
- 4. List of Students
- 5. Photos of the facilities
- 6. Organizational structure

Article 17: Infrastructure Criteria

I.01	Grade
Approved Stadiums for AFC/ SPL Club Competitions	A

- The Licence Applicant must have a Stadium available to play the relevant AFC/SPL club competitions.
 The Licence Applicant either:
 - a) owns the Stadium; or
 - b) can provide a written contract with the owner of the Stadium it will use. This contract must guarantee
 the use of the Stadium for the AFC/SPL matches for the coming season, for which the Licence
 Applicant qualifies in sporting terms.
- 2. The Stadium must meet the requirements expressly referred to by the:
 - a) AFC Stadium Regulations; and
 - b) respective AFC club competition regulations/AFC Competition Operations Manual.
- 3. The Stadium must be approved by the Licensor and located in the same city where the Licence Applicant is based. If the Stadium is not located in the Licence Applicant's base city, a justifiable reason should be provided.

- Ownership document or contract with owner
- 2. Name of the stadium
- 3. Address of stadium
- 4. Capacity of stadium
- Floodlight (Lux)
- Floodlight certificate
- 7. Images of various parts of the stadium

I.02	Grade
Stadium – Safety Certification	A

- 1. The Stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the Licensor shall establish the content of the Stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g., local safety and security authorities, the local hospital, fire brigade, police, etc.)
- 2. The certificate shall comply with the requirements in the AFC Safety and Security Regulations and must provide at least the following information:
 - a) safety status of the Stadium structure and building fitness;
 - b) compliance statement regarding the safety/security regulations of the competent civil authority;
 - c) approval of the entire Stadium capacity (individual seats, terraces and total number);
 - d) approved evacuation plan which ensures that the whole Stadium can be emptied in a case of emergency according to the applicable national law;

e) a colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium; and

- f) an approved match security plan covering the organisational measures intended to ensure safety and security strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.
- 3. The certificate issued by the appropriate body shall be valid for a maximum of two (2) years and shall be valid throughout the licensing season and the season to be licensed for.

Criteria Requirements

- Name of the safety certificate issuing authority
- 2. Stadium safety certificate
- 3. Date of issuance
- Date of expiry

1.03	Grade
Stadium – Approved Evacuation Plan	A

- 1. The appropriate body (e.g., safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole Stadium can be emptied in case of an emergency according to the applicable national law.
- 2. If such law does not exist, the Licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close cooperation with the appropriate civil body (e.g., local safety and security authorities, the local hospital, fire brigade, police, etc.).
- 3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium.
- 4. Risk analysis specific to the Stadium.
- 5. The Safety and Security Officer, stewards and club & Stadium employees shall be briefed on the evacuation plan.

- 1. Name of the approving authority
- 2. Evacuation plan
- 3. Date of approval
- 4. Colour coded floor plan diagram
- Risk analysis specific to the Stadium
- 6. Evidence of the required personnel being briefed on the evacuation plan

1.04	Grade
Training Facilities – Availability	A

- 1. The Licence Applicant must have Training Facilities available throughout the year. The Licence Applicant either:
 - a) owns the Training Facilities; or
 - b) shall provide a written contract with the owner of the Training Facilities.

Club Licensing Regulatio

2. It must be guaranteed that the Training Facilities can be used by all teams of the Licence Applicant during the License Season, taking into account its youth development programme.

Criteria Requirements

- Documents confirming ownership or contract with owner
- Name of training facilities 2.
- Address of training facilities
- Images of training facilities

1.05	Grade
Training Facilities for Player Development – Minimum Infrastructure	В
1. As a minimum, the infrastructure of the Training Facilities for Player Development mu	st include:
a) outdoor Training Facilities;b) indoor Training Facilities;c) dressing rooms; andd) medical room(s) or direct access to first aid at the training site.	

Criteria Requirements

- Ownership documents or contract with owner
- 2. Name of outdoor training field
- 3. Address of outdoor training field
- 4. Images of outdoor training field
- 5. Name of indoor training facilities
- Address of indoor training facilities 6.
- Images of indoor training facilities 7.
- Images of dressing rooms 8.
- Images of the medical room(s) or first aid box 9.

I.06	Grade
Stadium – Ground Rules	В

- 1. Ground rules must be visibly affixed at each stadium and made available online to spectators. These rules must provide information on at least the following:
 - a) admission rights;
 - b) abandonment or postponement of events;
 - c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behavior, etc;
 - d) restrictions with regard to smoking, alcohol, fireworks, banners, etc;
 - e) seating rules; and
 - causes for ejection from the ground

- Stadium ground rules 1.
- Images showing stadium ground rules in display (Max: 10) 2.
- Link to the stadium ground rules

Article 18: Personnel and Administrative Criteria

P.01	Grade
Club Secretariat	Α

- 1. The Licence Applicant must have an office space sufficiently spacious to run its administration with the required infrastructure.
- 2. The Licence Applicant must have appointed an adequate number of skilled secretarial staff according to its needs to run its daily business.
- 3. It must ensure that its office is open to communicate with the Licensor and the public and that it is equipped, as a minimum, with phone, email facilities and a website.

Criteria Requirements

- 1. Form (6)
- 2. Document of ownership or tenancy
- 3. Address of the club secretariat
- 4. Official email address of club
- 5. Official website of club
- Official phone number of club
- 7. Official fax number of club (if available)
- 8. Images of premise with allocated infrastructure
- 9. Club's organizational structure and football activity organizational structure

P.02	Grade
General Manager	Α

- 1. The Licence Applicant must have appointed a General Manager responsible for running its daily business (operational matters).
- 2. The General Manager must:
 - a) Be a full time
 - b) Holds a bachelor degree or/and at least 3 years' experience in top positions.
 - c) Perform his duties in the same area where the other administrative employees' offices located in the club.
 - d) Be Responsible of all executive and operational football matters.
- 3. The appointment must have been done by the appropriate body (e.g., Executive Board) of the Licence Applicant.

- 1. Form (7)
- 2. Name of the General Manager
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of General Manager (signed) Form (23)
- 6. Qualification documents
- 7. Appointment letter by board of directors
- 8. CV
- 9. Passport size photo

P.03	Grade
Finance Officer	Α

- The Licence Applicant must have appointed a qualified Finance Officer responsible for its financial matters.
- 2. The Finance Officer must hold as a minimum one of the following qualifications:
 - a) a degree in accountancy, finance or related field; or
 - b) a recognition of competence issued by an organization recognized by the Licensor.

Criteria Requirements

- 1. Form (8)
- 2. Name of the Finance Officer
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Finance Officer (signed) Form (23)
- 6. Qualification documents
- 7. CV
- 8. Passport size photo

P.04	Grade
Security Officer	A

- The Licence Applicant must have appointed a qualified Safety and Security Officer being responsible for safety and security matters and to be fully supervising all security and safety arrangements, including attending match coordination meetings.
- 2. The safety and security officer shall be present and performs his tasks and undertakes his duties effectively in all license applicant home matches within the AFC and SPL competitions.
- 3. The safety and security Officer must hold as a minimum one of the following qualifications:
 - a) a certificate as policeman or security person according to national law;
 - b) a safety and security diploma based on a specific course issued by SAFF / SPL or by a state recognized organization; or
 - c) a recognition of competence approved by SAFF or SPL, which is based on the participation in specific safety and security course of SAFF or SPL and at least one (1) year experience in such matters.
- 4. The Safety and Security Officer must be duly registered with SAFF or/and SPL.

- 1. Form (9)
- 2. Name of the Security Officer
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Security Officer (signed) Form (23)
- 6. Qualification documents
- CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.05 Grade

Media Officer A

- 1. The Licence Applicant must have appointed a qualified Media Officer responsible for media matters. and to be fully supervising all match day media arrangements, including attending press conferences and other media activities.
- 2. The Media officer shall be present and performs his tasks and undertakes his duties effectively in all license applicant within the AFC and SPL competitions.
- 3. The Media Officer must hold as a minimum one of the following qualifications:
 - a) diploma in journalism;
 - b) concluded a media officer education course provided by SAFF or SPL or an organization recognized by SAFF or SPL; or
 - c) a recognition of competence approved by SAFF or SPL, which requires at least one (2) years' experience in such matters.
- 4. The Media Officer must be duly registered with SAFF or/and SPL.

Criteria Requirements

- 1. Form (10)
- 2. Name of the Media Officer
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Media Officer (signed) Form (23)
- 6. Qualification documents
- 7. CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.06	Grade
Team Doctor	A

- The Licence Applicant must have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention.
- 2. The Team Doctor must hold as minimum qualification of a bachelor's degree in human medicine or orthopedics medicine or surgery medicine or sport medicine or other equivalent degree.
- 3. The Team Doctor shall be present and performs his tasks and undertakes his duties effectively in all license applicant within the AFC and SPL competitions.
- 4. The qualification of the Team Doctor must be recognized by the appropriate national health authorities.
- 5. The Team Doctor must be duly registered with SAFF or/and SPL.

- 1. Form (11)
- 2. Name of the Team Doctor
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Team Doctor (signed) Form (23)
- 6. Qualification documents
- 7. CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.07 Grade

Physiotherapist A

- 1. The Licence Applicant must have appointed at least one (1) Physiotherapist responsible for medical treatment and massages for the first squad during training sessions and matches.
- 2. The Physiotherapist must hold as minimum qualification of a bachelor's degree in Physiotherapy (the educations program duration must not be less than three years).
- 3. The Physiotherapist shall be present and performs his tasks and undertakes his duties effectively in all license applicant within the AFC and SPL competitions.
- 4. The qualification of the Physiotherapist must be recognized by the appropriate national health authorities.
- 5. The Physiotherapist must be duly registered with SAFF or/and SPL.

Criteria Requirements

- 1. Form (12)
- 2. Name of the Physiotherapist
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Physiotherapist (signed) Form (23)
- 6. Qualification documents
- 7. CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.08	Grade
Head Coach of First Team	A

- 1. The Licence Applicant must appoint a Head Coach with a valid coaching diploma/License responsible for all football matters of the first team.
- 2. The Head Coach must:
 - a. hold at least AFC ('PRO License') Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or
 - hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above; or
 - c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.
- 3. The Head Coach must be duly registered with SAFF or/and SPL.

- 1. Form (13)
- 2. Details of the First Team Head Coach
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Head Coach of First Team (signed) Form (23)
- 6. Qualification documents (at least AFC 'Professional Coaching Diploma' Coaching Certificate/ RECC)
- 7. CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.09	Grade
Assistant Coach of First Team	Α

- 1. The Licence Applicant must appoint an Assistant Coach with a valid coaching diploma/License assisting the Head Coach in all football technical matters of the first team.
- 2. The Assistant Coach must:
 - a. hold at least AFC <u>('A License')</u> Coaching Certificate or an equivalent foreign training diploma recognized and approved by AFC; or
 - b. hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above; or
 - c. already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.
- 3. The Assistant Coach must be duly registered with SAFF or/and SPL.

Criteria Requirements

- 1. Form (14)
- 2. Details of the Assistant Coach of First Team
- Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Assistant Coach of First Team (signed) Form (23)
- 6. Qualification documents (at least AFC A license/RECC)
- 7. CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.10	Grade
Head of Youth Development	A

- 1. The Licence Applicant must appoint a Head of Youth Development (HYD) with a valid coaching diploma/License responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme (YDP).
- 2. The Head of the Youth Development must:
 - a) hold at least the AFC 'A' diploma/License or its equivalence recognized and approved by AFC; or
 - b) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above;
 - c) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; and
 - d) have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel.
- 3. The Head of the Youth Development must be duly registered with SAFF or/and SPL.

1. Form (15)

- 2. Details of the Head of Youth Development
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Head of Youth Development (signed) Form (23)
- 6. Qualification documents (at least AFC A License/RECC)
- 7. CV
- 8. Passport size photo
- 9. Proof of registration with the SAFF or/and SPL

P.11	Grade
Youth Coaches	A

- 1. For each mandatory youth team, the Licence Applicant must have appointed at least one qualified coach who is responsible for all football matters related to that team.
- 2. At least two (2) Youth Coaches must:
 - a) hold at least AFC 'B' coaching diploma/License or its equivalence recognized and approved by AFC;
 - b) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above;
 - have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; and
 - d) have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
- 3. The other Youth Coaches must hold the minimum qualification as defined by SAFF which shall not be below SAFF's 'C' coaching diploma/License or its equivalence recognized and approved by AFC.
- 4. The youth coaches must be duly registered with SAFF or/and SPL.

Criteria Requirements

- 1. Form (16)
- 2. No. of Youth Coaches
- 3. Details of the Youth Coaches
- Youth coach (1) documents (contract, job descriptions, certificates, registration, CV, Photo)
- 5. Youth coach (2) documents (contract, job descriptions, certificates, registration, CV, Photo)
- 6. Youth coach (3) documents (contract, job descriptions, certificates, registration, CV, Photo)
- 7. Youth coach (4) documents (contract, job descriptions, certificates, registration, CV, Photo)

P.12	Grade
Safety and Security Organization - Stewarding	A

- 1. The Licence Applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:
 - a) employ the stewards; or
 - b) conclude a written contract with the Stadium owner providing the stewards; or an external security company providing stewards.

- 1. Form (17)
- 2. Appointment letter or contract
- 3. Duration of appointment
- 4. Photo(s)

P.13	Grade
Rights, Responsibilities and Duties	A

1. The rights, responsibilities and duties of the Licence Applicant's personnel mentioned in these Regulations must be defined in writing.

Criteria Requirements

 Declaration that the rights, responsibilities and duties of the Club's personnel mentioned in these Regulations are defined in writing and acknowledged by each personnel

P. 14	Grade
Duty of Replacement During the Licensing Season	Α

- 1. If a function defined in these Regulations becomes vacant during the season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.
- In the event that a function becomes vacant due to illness or accident, the Licensor 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.
- 3. The occurrence of vacancy and replacement must be notified to the licensor within seven (7) working days of the respective event.

Criteria Requirements

 Signed undertaking that any vacancy shall be notified within seven (7) days and replacement of such roles shall be made within sixty (60) days

P. 15	Grade
Club Licensing Officer	Α

- The Licence Applicant must appoint a Club Licensing Officer, this person must be a full time or part time employee, and should be responsible for the Licence Applicant's fulfillment of club licensing criteria.
- 2. The Club Licensing Officer must confirm that he has sufficient time to execute the tasks. He should have a computer & English language skill to deal with the CLAS system.
- 3. The Club Licensing Officer must act as a point of contact between the Licence Applicant and licensor. This person must be readily contactable via email, telephone and/or fax during normal business hours.
- 4. The Club may decide to combine responsibility for this position with another role within the club except the positions specified in the personnel criteria of these regulations - if they believe that the person has the ability to oversee both positions. In case the role is combined with another role, the Licence Applicant must make sure that the above responsibilities are reflected in the job description of the other position.

- 5. The role and responsibilities should be set out in a job description; however, they are expected to include:
 - a) Ensuring the licensing requirements are properly communicated internally within the relevant personnel in the Club;
 - b) Coordinating the preparation of the licensing application and the associated documentation across the different departments in the Club;
- 6. The Club Licensing Officer should set up a Club Licensing Working Group to manage and implement the Club Licensing system within the Club. This person should delegate tasks and responsibilities among the members of the Working Group and monitor the performance of the Club in fulfilling the licensing requirements.

Criteria Requirements

- 1. Form (18)
- 2. Name of the Club Licensing Officer
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job descriptions of Club Licensing Officer (signed) Form (23)
- 6. Qualification documents
- 7. CV
- 8. Passport size photo

P.16	Grade
Legal Advisor	В

- 1. The Licence Applicant must appoint a qualified legal advisor who is responsible for handling all legal matters in the Licence Applicant's activities.
- 2. The legal advisor shall have the necessary legal qualifications.

- 1. Form (19)
- 2. Name of the Legal Advisor
- 3. Appointment letter or contract
- 4. Duration of contract
- 5. Job description of the Legal Advisor (signed) Form (23)
- 6. Qualification documents
- 7. CV
- Passport size photo

P.17	Grade
Club Technical Director	В

- 1. The Licence Applicant must employ a Club Technical Director.
- 2. He should have at least an (AFC 'A') Coaching diploma/License and supplementary qualities like an extensive playing and work experience at the professional club level or have been a long serving dedicated member of the club as a player, coach, manager or advisor.
- 3. He must have strong management skills, be a visionary and lead the technical development of the club.
- 4. He shall be responsible for but not limited to the following:
 - a) establish and/or implement club philosophy;
 - b) establish Youth and Player Development Structures and Programmes;
 - c) ensure technical standards are maintained and enhanced;
 - d) monitor and evaluate all technical and developmental programmes;
 - e) talent scouting;
 - management of Club's Youth Academies;
 - g) recruitment and management of coaches and talent scouts; and
 - h) management of match analysis processes.
- 5. The Club Technical Director must be duly registered with SAFF or/and SPL.

Criteria Requirements

- 1. Form (20)
- 2. Name of the Club Technical Director
- 3. Appointment letter or contract
- 4. **Duration of contract**
- 5. Job descriptions of the Club Technical Director (signed) - Form (23)
- Qualification documents (at least AFC A license/RECC) 6.
- 7.
- Passport size photo 8.
- Proof of registration with the SAFF or/and SPL

P.18	Grade
Goalkeeper Coach of First Team	В

- 1. he Licence Applicant must have appointed a qualified Goalkeeper Coach with a valid coaching diploma/License for the first team.
- 2. The Goalkeeper Coach must:
 - a) hold at least AFC Goalkeeping Certificate (A) as stipulated by the AFC Competition Operations Manual or its equivalence recognized and approved by AFC; or
 - b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach does not have the required certification as defined under (a) above; or
 - c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.
- The Goalkeeper Coach must be duly registered with SAFF or/and SPL.

- Form (21)
- 2. Details of the First Team Goalkeeper Coach
- 3. Appointment letter or contract
- **Duration of contract** 4.
- Job descriptions of the First Team Goalkeeper Coach (signed) Form (23) 5.
- Qualification documents (at least AFC Goalkeeping Certificate A/ RECC)
- 7. CV
- 8. Passport size photo
- Proof of registration with the SAFF or/and SPL

P.19	Grade
Fitness Coach of First Team	В

- 1. The Licence Applicant must have appointed a qualified Fitness Coach with a valid coaching diploma/License for the first team.
- 2. The Fitness Coach must:
 - a) hold at least AFC Fitness Certificate (Level 2) as stipulated by the AFC Competitions Operations Manual; or
 - b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Fitness Coach does not have the required certification as defined under (a) above; or
 - c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.
- 3. The Fitness Coach must be duly registered with SAFF or/and SPL.

- Form (22) 1.
- Details of the First Team Fitness Coach 2.
- Appointment letter or contract 3.
- **Duration of contract** 4.
- Job descriptions of the Fitness Coach (signed) Form (23) 5.
- Qualification documents (at least AFC Fitness Certificate Level 2 / RECC) 6.
- 7. CV
- Passport size photo 8.
- Proof of registration with the SAFF or/and SPL

lub Licensing Regulations

Article 19: Legal Criteria

L.01	Grade
Declaration in Respect of the Participation in AFC/SPL Club Competitions	Α

- 1. The Licence Applicant must submit a legally valid declaration confirming that:
 - a) it recognizes as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, SAFF and SPL as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes;
 - b) it recognizes the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;
 - c) it recognizes the prohibition on recourse to ordinary courts under the FIFA, AFC, SAFF and SPL Statutes;
 - d) at the national level, it will play in competitions that are recognized and endorsed by SAFF or SPL (e.g., national league, national cup);
 - e) at the international level, it will participate in competitions recognized and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;
 - f) it will abide by and observe the provisions and conditions of these regulations;
 - g) its reporting perimeter is defined in accordance with Article 20.1 of these Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration.
 - h) all submitted documents and information are complete and correct;
 - i) it authorizes the competent Licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; and
 - j) it acknowledges that the AFC and the licensor reserves the right to execute compliance audits at the national level in accordance of article 21.2.
 - k) Inform the licensor about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation.
 - Provide the licensor with the supporting documents in regard of the signed settlement agreements with clubs or employees or players which were submitted to fulfil Criteria F.03 and F.04 of these regulations.
 - m) Submit all supporting documents to fulfill the club licensing criteria requirements uniquely throughout 'CLAS' except the clubs subject to exceptional criteria as per to article (15) of these Regulations.
 - n) Provide the licensor in a regular manner with the supporting documents in regard of the cases and claims listed on the "Overdue Payables" section in CLAS, as well as adding any new claim/case

lodged by other clubs, players, technical and medical staff, employees in case that the claim was not added by the licensor or AFC.

This declaration must be executed by an authorized signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.

Criteria Requirements

- 1. Name of the authorized signatory
- 2. Title of the authorized signatory
- 3. Signed declaration
- 4. Date of signature

L.02	Grade
Legal Documents	A

- 1. The Licence Applicant must submit the following documents:
 - a) a copy of its current company articles, constitution, statutes or similar governing document;
 - b) an extract from a public register (e.g., trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following minimum information;
 - i. registered name;
 - ii. popular name;
 - iii. address of headquarters;
 - iv. legal form;
 - v. list of authorized signatories and;
 - vi. type of signature (e.g., individual, collective).
 - c) (if applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions SAFF or/and SPL.

Criteria Requirements

- 1. Registered name of the Licence Applicant
- 2. Popular name of the Licence Applicant
- 3. Registered address of the Licence Applicant
- 4. Date of registration
- 5. Club logo
- 6. Is the legal entity registered as an Association?
- 7. Is the legal entity registered as a Company?
- 8. Copy of Statutes or Company Articles
- 9. Certificate of registration or extract from public register
- 10. List of authorized signatories
- 11. Was there any changes in the Licence Applicant's legal form or company structure, including it headquarter, name, club color, ownership structure or shareholders in the last two year?

L.03	Grade
Ownership and Control of Clubs	Α

 To safeguard the integrity of national matches and competitions, Licence Applicants must be committed to ensuring that they conform to the highest ethical and sporting standards regarding matters of ownership and Control.

In this regard, the Licence Applicant must comply with the following criteria:

a) the Licence Applicant shall not, either directly or indirectly:

i. hold or deal in the securities or shares of any other participating club(s) in the same national competition:

- ii. be a member of any other participating club(s) in the same national competition;
- iii. be involved in any capacity whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition; and/or
- iv. have any power whatsoever in the management, administration and/ or sporting performance of any other participating club(s) in the same national competition,

if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition;

- No one connected to the Licence Applicant shall simultaneously be involved, either directly or indirectly, in any capacity whatsoever in the management, administration and/or sporting performance of the Licence Applicant and any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition.
- c) No individual or legal entity connected to the Licence Applicant shall have Control or influence over any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition. In assessing whether or not Control or influence exists in this context, the following factors shall be taken into account:
 - i. holding a majority of the shareholders' voting rights in the relevant clubs;
 - ii. having the right to appoint or remove a majority of the members of the administrative, management, or supervisory body of the relevant clubs;
 - iii. being a shareholder and alone controlling a majority of the shareholders' voting rights pursuant to an agreement entered into with other shareholders of the relevant clubs; and/or
 - iv. being able to exercise by any means a decisive influence in the decision- making of the relevant clubs.
- The Licence Applicant shall submit a legally valid and binding declaration outlining the ownership structure and Control mechanism of the club, and confirming its compliance with the criteria set out above. If the Licence Applicant considers that it may contravene any of the criteria, this should be explained in the declaration (with evidence). The declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.

- 1. Name of Chairman/President of Club
- 2. List of executive members and/or board of directors
- 3. List of members and/or shareholders
- 4. Name of the authorized signatory
- 5. Title of the authorized signatory
- 6. Signed declaration
- 7. Date of declaration
- 8. Is the Licence Applicant part of a group of structure?

L.04 **Grade Legal Group Structure and Ultimate Controlling Party** Α

- 1. The Licence Applicant must provide the Licensor with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by management. The Licensor must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the Licensor.
- 2. This document must clearly identify and include information on:
 - a) the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL;
 - b) any Subsidiary of the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL:
 - c) any Associate entity of the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL:
 - d) any direct or indirect Controlling entity of the Licence Applicant, up to and including the ultimate Controlling party;
 - e) any party that has 10% or greater direct or indirect ownership of the Licence Applicant, or 10% or greater voting rights;
 - f) any party with a Significant Influence over the Licence Applicant;
 - g) any other football club, in respect of which any of the parties identified in (a) to (f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies; and
 - h) The reporting perimeter as defined in Article 20.1 must also be clearly identified in the document.
- 3. If deemed relevant the Licensor may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g., information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity).
- 4. The following information must be provided in relation to all entities included in the legal Group structure:
 - a) Name of legal entity;
 - b) Type of legal entity:
 - c) Main activity of legal entity; and
 - d) Percentage of ownership interest (and, if different, percentage of voting power held).
- 5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of SAFF or/and SPL, the following information must also be provided:
 - a) Share capital;
 - b) Total assets:
 - c) Total revenues; and
 - d) Total equity.
- 6. Without prejudice to the foregoing, the Licensor shall ensure that it assesses the information provided by the Licence Applicant under Criterion L.04 to determine the accuracy of the Licence Applicant's declaration under Criterion L.03.

Accordingly, the Licence Applicant shall ensure that it clearly identifies and includes information regarding its compliance with the various components of the declaration under Criterion L.03 when providing the Licensor with information on its legal Group structure under Criteria L.04.

Criteria Requirements

1. Chart of the Licence Applicant's group structure

L.05	Grade
Written Contract with Professional Players	Α

- The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and (or for amateur players, a valid memorandum of understanding with the Licence Applicant) shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC, and SAFF.
- 2. The license applicant must provide the licensor with all player's contracts registered in the official list of the first team and must notify the licensor with any updates or changes on the information provided in a regular manner.

Criteria Requirements

- 1. List of the professional players Form (24)
- 2. Contract of each professional player

L.06	Grade
Disciplinary Procedure and Code of Conduct for Players and Officials	В

- 1. The Licence Applicant shall establish a legally binding code of conduct for players and officials in compliance with the relevant national law, and the Statutes of FIFA, the AFC and SAFF.
- The code of conduct should be supplemented by a legally binding disciplinary Regulations under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.

- 1. Code of conduct for players & officials
- 2. Disciplinary regulations
- 3. Proof of receipt of the code of conduct and disciplinary regulations from players and employees
- 4. Signed undertaking that the disciplinary regulations are in compliance with the national law, FIFA, AFC, SAFF's rules & regulations

Article 20: Financial Criteria

- Reporting Entity/Entities and reporting perimeter
 - a) The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e., the entity or combination of entities in respect of which financial information (e.g., single entity, consolidated or combined financial statements) has to be provided.
 - b) The reporting perimeter must include:
 - i. the Licence Applicant and, if different, the Registered Member of-SAFF or/and SPL:
 - ii. any Subsidiary of the Licence Applicant and, if different, the Registered Member of SAFF or/and SPL
 - any other entity included in the legal Group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph c) iii. to x. below;
 - iv. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph c) i. and ii. below.
 - c) Football activities include:
 - employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - ii. acquiring/selling players' registrations (including loans);
 - iii. ticketing;
 - iv. sponsorship and advertising;
 - v. broadcasting;
 - vi. merchandising and hospitality;
 - vii. club operations (e.g., administration, matchday activities, travel, scouting, etc.);
 - viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
 - ix. use and management of Stadium and Training Facilities; and
 - x. youth sector.
 - d) An entity may be excluded from the reporting perimeter only if:
 - i. its activities are entirely unrelated to the football activities defined in paragraph c) above and/or the locations, assets or brand of the football club; or
 - ii. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph c) i. and ii. above; or
 - iii. the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.
 - e) The Licence Applicant must submit a declaration by an authorized signatory which confirms:
 - that all revenues and costs related to each of the football activities indicated in paragraph c). have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
 - ii. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph d).
- 2. For further information on the mandatory reporting period and the minimum requirements on the format of reporting and accounting, as well as a detailed explanation of each of the criteria below, please refer to the AFC Club Licensing Financial Handbook.

F.01	Grade
Annual Financial Statements - Audited	Α

- 1. Regardless of the legal structure of the Licence Applicant, Annual Financial Statements based on the local legislation for incorporated companies shall be prepared and Audited by an independent auditor.
- 2. The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to the AFC and must consist of:
 - a) a balance sheet:
 - b) a profit and loss account;
 - c) a cash flow statement;
 - d) notes, comprising a summary of significant Accounting Policies and other explanatory notes; and
 - e) a financial Review by management.
- 3. The Audited Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook.
- 4. If the Audited Annual Financial Statements do not meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook, then Supplementary Information must be prepared by the Licence Applicant and assessed by the auditor.

Criteria Requirements

- 1. Audited Financial Statement
- 2. Period of Audited Financial Statement
- 3. Date of audit report
- 4. Exchange Rate (Local Currency to USD)
- 5. Are the player registration costs capitalized under the National Accounting Practice?
- 6. Are the player registration costs expensed under the National Accounting Practice?
- 7. What is the audit opinion on the Annual Financial Statements?
- 8. Player identification table (Template 7 of AFC CL Financial Handbook Reference Library)
- 9. Sponsorship income details Form 25
- 10. Income/Expenses fill out in CLAS

F.02	Grade
Financial Statements for the Interim Period - Reviewed	Α

- 1. The licence applicant must prepare and submit additional financial statements covering the six (6) months interim period preceding the deadline for submission of the List of Licensing Decisions to the AFC after the official statutory closing date (i.e., from 1 July to 31 December).
- 2. The Interim Financial Statements must be Reviewed or Audited by an independent auditor and shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook.

- 1. Statutory closing date of the licence applicant
- 2. Interim financial statements reviewed by external auditor
- 3. Period covered in interim financial statements

4. Date of the interim financial statements

- 5. Is the interim financial statements reviewed by the auditor?
- 6. Is the interim financial statements audited by the auditor?
- 7. What is the audit opinion on the Interim Financial Statements?

F.03	Grade
No Overdue Payables Towards Football Clubs Arising from Transfer Activities	Α

- 1. The Licence Applicant must prove that it has no overdue payables towards football clubs arising from transfer activities as at 31 December preceding the season to be licensed, unless by the following 31 March they have been:
 - a) fully settled, or
 - b) deferred by mutual agreement with the creditor, or
 - c) are subject to a not obviously unfounded dispute submitted to a competent authority, e.g. (the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber, the Court of Arbitration for Sport "CAS", local "Saudi" Dispute Resolution Chamber, and local "Saudi" the Court of Arbitration for Sport).
- Payables to Clubs include those amounts due to football clubs as a result of transfer activities, including official training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players.
- 3. The Licence Applicant shall comply with the obligations stipulated in the signed settlement agreements with creditors- if any- and shall provide the licensor with the related supporting documents.

- 1. Declaration of No overdue payables towards other clubs as a result of transfer activities
- 2. List of overdue payables towards clubs with supporting documents
- 3. List of final decisions and ongoing cases with supporting documents

F.04	Grade
No Overdue Payables Towards Employees and Social / Tax Authorities	Α

- The Licence Applicant must prove that, in respect of contractual and legal obligations with its current/former employees and social/tax authorities it has no overdue payables as at 31 December preceding the season to be licensed, unless by the following 31 March they have been:
 - a) fully settled, or
 - b) deferred by mutual agreement with the creditor, or
 - c) are subject to a not obviously unfounded dispute submitted to a competent authority, e.g. (the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber, the Court of Arbitration for Sport "CAS", local "Saudi" Dispute Resolution Chamber, and local "Saudi" the Court of Arbitration for Sport).
- 2. The term "employees" shall include but not limited to:
 - a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and
 - b) the administrative, technical, medical and security staff within the football activity sector including the Staff specified in Personnel criteria of these regulations.

- 3. Payables to employees include all forms of consideration, wages, salaries, image rights payments, bonuses and other benefits including to former employees.
- 4. The Licence Applicant shall comply with the obligations stipulated in the signed settlement agreements with creditors-if any- and shall provide the licensor with the related supporting documents.

Criteria Requirements

- Declaration that there are no dues payable to Players/Employees
- 2. Confirmation letters from its current and former Players/Employees
- 3. Declaration that there are no dues towards social / tax authorities
- 4. List of overdue payables towards Players with supporting documents
- 5. List of overdue payables towards Employees with supporting documents
- 6. List of final decisions and ongoing cases with supporting documents

F.05	Grade
Written Representations Prior to the Licensing Decision	A

- 1. Within seven (7) days prior to the date on which the licensing decision is to be made by the First Instance Body, the Licence Applicant must make written representations to the Licensor.
- 2. The written representations shall confirm:
 - a) That all documents submitted to the Licensor are complete and correct;
 - b) Whether or not any Significant Change in relation to all the licensing criteria has occurred;
 - c) Whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the Licence Applicant's financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any Events or Conditions of Major Economic Importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and
 - d) Whether or not the Licence Applicant (or the Registered Member of SAFF or/and SPL which has a contractual relationship with the Licence Applicant within the meaning of Article 12) or any Parent company of the Licence Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the License Season.
- Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.

- 1. Management representation letter
- 2. Date of signature

F.06 Grade

Future Financial Information A

- 1. The Licence Applicant must prepare and submit Future Financial Information in order to demonstrate to the Licensor its ability to continue as a Going Concern until the end of the License Season.
- 2. If a Licence Applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:

a) Indicator 1: Going Concern

The auditor's report in respect of the Annual or Interim Financial Statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern

b) Indicator 2: Negative equity

The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.

- 3. Future Financial Information must cover the period commencing immediately after the later of the Statutory Closing Date of the Annual Financial Statements or, if applicable, the balance sheet date of The Interim Financial Statements, and it must cover at least the entire License Season.
- 4. Future Financial Information consists of:
 - a) a budgeted profit and loss account, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable);
 - b) a budgeted cash flow, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable); and
 - c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of Historic Financial Information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.
- 5. Future Financial Information must be prepared, on a quarterly basis.
- 6. Future Financial Information must be prepared on a consistent basis with the Audited Annual Financial Statements and follow the same Accounting Policies as those applied for the preparation of the Annual Financial Statements, except for accounting policy changes made after the date of the most recent Annual Financial Statements that are to be reflected in the next Annual Financial Statements, in which case details must be disclosed.
- 7. Future Financial Information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Financial Handbook. Additional line items or notes must be included if they provide clarification or if their omission would make the Future Financial Information misleading.
- 8. Future Financial Information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the Reporting Entity.

- 1. Budgeted Profit and loss statement
- 2. Budgeted cash flow statement
- 3. Explanatory notes on assumptions and risk
- 4. Period covered in the Future Financial Information

SUBSEQUENT INFORMATION

Criteria F.08 and F.09 apply to Licensees after the Licensing Decision. Criterion F.08 (duty to notify Subsequent Events) applies to all Licensees. Criterion F.09 (duty to update Future Financial Information) only applies to those Licensees who exhibited a breach of one or more of the indicators.

F.08	Grade
Duty to Notify Subsequent Events	A

- Following the licensing decision by the decision-making body, the Licensee must promptly notify the Licensor in writing about any Subsequent Events that may cast significant doubt upon the Licensee's ability to continue as a Going Concern until at least the end of the season for which the License has been granted.
- 2. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.

Criteria Requirements

- 1. Description of the event with an estimate of financial effect
- 2. Statement regarding estimate

F.09	Grade
Duty to Notify Future Financial Information	A

- If the Licensee is in breach of one or more of the below indicators, then the Licensee must prepare and submit an updated version of the Future Financial Information (prepared according to F.06). In addition, the prepared information shall include a comparison of Budget to actual figures including explanations of variances. The updated version of the Future Financial Information must be prepared, as a minimum, on a six (6) month basis.
- 2. Indicator 1: Going concern

The auditor's report in respect of the Annual or Interim Financial Statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.

Indicator 2: Negative equity

The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.

- 3. The updated Future Financial Information shall meet the minimum disclosure requirements set out in the AFC Club Licensing Financial Handbook.
- Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.

- Original budgeted profit and loss account and cash flow figures in respect of 6 month before the interval date
- 2. Actual profit and loss account and cash flow figures for six months before the interval date
- 3. Brief explanation of significant differences between the budgeted and actual result

F.10	Grade
Appointment of an Auditor	A

- 1. The licence applicant must submit and provide the Licensor with a copy of the auditor appointment contract
- 2. The auditor appointment contract must cover at least the following periods:
 - a) The license applicant's financial year starting from 1 July until 30 June (Audited)
 - b) The interim period following the license applicant's official statutory closing date until 31 December (Audited or reviewed)

Criteria Requirements

1. The auditor's appointment contract

Article 21: Final Provisions

1. ANNEXES

All annexes to the present Regulations form an integral part thereof.

2. COMPLIANCE AUDITS

- a) The AFC and/or the licensor or their nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the License Applicant/ Licensee.
- b) Compliance audits aim to ensure that the Licensor, as well as the Licence Applicant/Licensee, have fulfilled their obligations as defined in these Regulations and that the Licence was correctly awarded at the time of the final decision of the Licensor. Non-cooperation of the Licensor or the Licensee to execute a compliance audit shall be referred to the AFC judicial bodies for its appropriate action.
- c) In the event of a discrepancy between the AFC Club Licensing Regulations and the club licensing regulations of an AFC Member Association, The AFC Club Licensing Regulations shall be authoritative.

3. DISCIPLINARY PROCEDURES

Should the AFC discover that any licensing decision has been made in violation of the AFC Club Licensing Regulations, the AFC may refer the Licensor to the AFC judicial bodies for their further action in accordance with the relevant regulations.

4. IMPLEMENTING PROVISIONS

The AFC General Secretariat shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these Regulations. The AFC reserves the right to make amendments to any part of these Regulations for any reason whatsoever. Such amendments shall be duly communicated in due course.

5. MATTERS NOT PROVIDED FOR

Matters not provided for in these Regulations shall be decided by the AFC Executive Committee. Such decisions are final and binding and not appealable.

6. ADOPTION AND ENTRY INTO FORCE

- a) These Regulations have been adopted by the SAFF Board of Directors on 12/10/2023 pursuant to Article 68 of the SAFF Statutes.
- b) These Regulations were ratified by the AFC Executive Committee on 30/10/2023 and came into force immediately.
- c) These Regulations shall be applicable for the granting of Licenses to participate in all AFC or/and SPL club competitions for the sporting season 2024-2025.
- d) These Regulations replaces the club licensing Regulations for the season 2022-2023.

Annex 1: Integration of the AFC Club Licensing Regulations into National Club Licensing Regulations

A. PRINCIPLE

The Licensor must define in its national club licensing regulations the parties involved, their rights and duties, the criteria and the necessary processes in in these regulations for entering the relevant AFC / SPL club competitions.

B. THE PROCESS

- The licensor must finalize the wording of the national club licensing regulations in English and submit it in CLAS (unless exempted by the AFC), to the AFC General Secretariat for review.
- The Licensor is responsible for ensuring, and must demonstrate to the AFC General Secretariat, that all applicable provisions of AFC Club Licensing Regulations have been integrated in its national club licensing Regulations. Exceptions may be granted by the AFC General Secretariat according to Article 4 of these regulations.
- 3. The Licensor is free to increase or introduce additional minimum criteria in its national club licensing regulations for the purpose of entering the relevant AFC/SPL club competitions.
- 4. Where introduced by the Licensor in its national club licensing regulations, any increased or additional minimum criteria shall apply to entry in the relevant AFC club competitions.
- 5. The licensor must confirm to the AFC General Secretariat that all provisions contained in the national club licensing regulations are in compliance with the applicable national law.
- 6. The AFC General Secretariat reviews the final version of the national club licensing regulations and accredits it by approving it on CLAS which confirms that:
 - a) the applicable provisions of AFC Club Licensing Regulations for the purpose of entering the relevant AFC club competitions are integrated in the national club licensing regulations;
 - b) the License issued by the competent national bodies according to the national club licensing regulations is based on the minimum criteria set out in Articles 16 to 20 of these regulations.
- 7. The national club licensing regulations must be approved by SAFF and shall be communicated to the Licence Applicants before the start of the licensing process and they cannot be amended during the latter process, unless duly ratified by the AFC.
- 8. The Licensor is required to apply a club licensing system and monitoring requirements to govern participation in its domestic competitions. For this purpose, the licensor is free to increase, decrease, or introduce additional minimum criteria in its national club licensing regulations for the purpose of entering the domestic competitions.

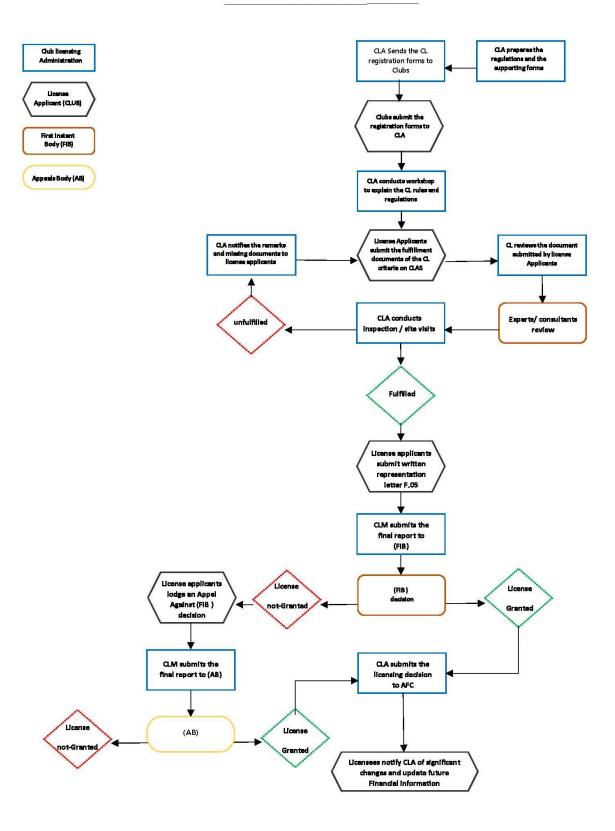
Annex 2: Core process and Core process Timeline

1. CORE STEPS:

- The club licensing manager shall prepare the regulations and the supporting forms for each criterion and upload it on Club Licensing Administration System (CLAS) for AFC's Approval.
- b) A written invitation letter along with the application pack shall be sent via e-mail to the Licence Applicants. The Licence Applicant is requested to acknowledge receipt of these items.
- c) The Licence Applicant completes the application forms and must return these required forms to the official email of the Club licensing administration within the assigned deadlines.
- d) The Licensor shall create a "Club Administrator" username and password for each Licence Applicant. The Licence Applicant can and must only submit documents to the Licensor via the "Club Administrator's" account.
- The Licence Applicant completes the required documents with providing the compulsory evidence for each criterion via the AFC Club Licensing Administration system' CLAS'.
- f) The club licensing manager reviews the documents submitted by the Licence Applicant and ensures that they are complete, compliable, and submitted before the assigned deadlines. The club licensing manager will respond to the Licence Applicant with an initial report contains the remarks and missing documents for each criterion. Such reports are considered a preliminary report and it does not mean in any way that these notes and remarks are final. The criteria are still under review and is may subject to inspection by consultants and experts.
- g) If the documents are complete and submitted within the assigned deadline, the club licensing manager sorts the information received, records it and forwards it to the appointed experts. Each expert will have responsibilities for specific types of criteria.
- h) Experts/ consultants receives the Licence Applicant's documents from the club Licensing manager, the experts review the documents, check the fulfillment of the criteria and then report back to the club Licensing manager within the agreed deadline and according to prepared forms. The checks have to be justified by supporting documents (the required evidence that the criterion has been filled) or performed during a site visit if necessary.
- i) If experts identify areas that require further information, they contact the Licence Applicant to discuss any issue to obtain clarifications and reaches a mutual agreement on the actions to be taken. If the club Licensing manager identifies areas that require further review (non-compliance with certain criteria, errors, lack of information, etc.) he contacts the Licence Applicant to discuss any concerns. The club Licensing manager may require further explanation or supporting documents or may decide to perform a site visit for the purpose of further investigation. If a site visit is planned, the club Licensing manager and/or the expert meet with the Licence Applicant and address the concern areas and identify potential actions by the applicant to rectify these areas within the deadlines.
- j) The club Licensing manager reviews and verifies that the reports of the experts are complete and received within the agreed deadline.
- k) The club Licensing manager assesses the Licence Applicant documentations on the basis of the expert's reports, he may identify areas of concern that require further investigation.
- I) The club Licensing manager prepares a report for the consideration of the First Instant Body (FIB). This report contains an analysis of the Licence Applicant's supporting documentation, an analysis of the expert's reports, and any supplementary forms. It will also include also a recommendation by the club Licensing manager on whether to issue a license, issue a license with sanctions, refuse a license, or apply other sanctions as laid down in Article (8) The club Licensing manager will send a copy of the report and a meeting notice to each member of the (FIB).

- m) The Licence Applicant submits a written representation letter as per criteria F.05 of these regulations which must states whether or not any significant and/or material events or conditions of major economic importance have occurred. This letter shall be included to his report. According to the results of the review, the report will include the recommendation to grant or to refuse a license.
- The (FIB) receives the report of the club Licensing manager, reviews it and, if necessary, asks the club Licensing manager to contact the Club Licensing Officer in the club for further clarifications; the burden of proof rests with the Licence Applicant. The (FIB) meets to decide on the licence applications and then makes its decision on whether to issue the license, issue the license with sanctions, refuse the license or applies any other sanctions as laid down in Article 8. If necessary, The Club Licensing Officer in the club or other specified club's officers may also be invited to represent the Licence Applicant to provide any final evidence or explanations requested by the (FIB).
- After a careful review of the Licence Applicant's documents and the club Licensing manager 's reports, the (FIB) takes its final decisions for granting/not-granting the licenses. Granting a license is subject to the condition that the Licence Applicant fulfills all mandatory criteria defined in these regulations. The license may also be issued with providing comments and remarks on the development areas that needs to be improved by the Licence Applicant. In case of the license is not granted, the (FIB) decision shall contain the refusal details as well as the appeal right to lodge an appeal to the Appeals Body (AB).
- The club Licensing manager receives the decisions from the (FIB) and officially communicates the decisions to the Licence Applicants by email.
- After issuing the license and up until it's expiry date, the licensee must promptly notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern.
- If the licensee breaches one or more of the indicators specified in criteria F.06 of these regulations, then the licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six-month
- If the Licence Applicant wishes to lodge an appeal against the (FIB) decision, the appeal must be sent to the Club Licensing Administration's official email cld@spl.com.sa within Five days after the notification of the (FIB) decision. The appeal fees are 50,000 Saudi Riyals and shall be deposited in the Saudi Pro League (SPL) bank account. The club licensing manger notifies the (AB) with the meeting date. The licensor's club licensing manager can also lodge appeals against (FIB) before (AB).
- The club licensing manager prepares a report to the (AB) which shall contain the Licence Applicant request of appeal and the (FIB) license refusal reasons and any other necessary information to be presented.
- The (AB) meets and reviews the Licence Applicant's appeal. The (AB) will only review the decision of the (FIB) and will base its decision upon the documents furnished to the FIB. For the avoidance of doubt, no additional documents, information and/or evidences can be submitted to the (AB) by the Licence Applicant and/or the licensing administrator for review.
- After careful review of the License Application and the report of the Licensing Manager, the (AB) refuses/accepts to issue a License for the club. The (AB) decision must detail all of the reasons for granting/not granting the license and make specific reference to particular conditions and/or criteria that have not been fulfilled (in case of refusal). The club Licensing manager notifies the decision to the Licence Applicant. If the decision was in the Licence Applicant's favor the appeal fees will be refunded to the club.
- The club licensing manger prepares a list of licensed/unlicensed clubs for AFC/SPL club competitions and send it to AFC within the respective deadlin

Core Process



Club Licensing Regulation

2. CORE PROCESS TIMELINE:

- a) The Club licensing administration will determine the timetable for the Club Licensing core process This considers the start date of club licensing season and the deadline to inform AFC with the licensed/unlicensed clubs for the participation in AFC/SPL club competitions.
- b) The timeline below contains the final deadlines that the Licence Applicant must comply with when submitting the documents in order to fulfill the deferent club licensing criteria specified in these regulations and that through the club licensing administration system "CLAS". It is highly recommended for the licence applicant to submit the documentation before the expiry of each criteria deadline shown below to allow license applicants to have more time to amend the licensor's notes and remarks before the final expiry of deadlines.
- In case that the Licence Applicant did not submit any documents or evidence for a particular criterion, then the Licence Applicant will be automatically failed to fulfill the criteria.

Activity	Ву	Deadline
Sending the necessary forms to clubs for applying in the club licensing system		27 September 2023
Clubs to fill out the registration forms for applying to the licensing system	Club	1 October 2023
CLA holds workshop and visits to clubs to start the CL cycle and explain the new rules and changes of the licensing system	CLA	October 2023
Clubs to submit the legal criteria documents	Club	30 November 2023
Clubs to submit the financial criteria F.01, F.06, F.10 documents	Club	30 November 2023
Clubs to submit Personnel/administration criteria documents	Club	31 December 2023
Clubs to submit Sporting criteria documents	Club	31 January 2024
Clubs to submit Infrastructure criteria documents	Club	29 February 2024
Clubs to submit the financial criteria F.02 documents	Club	29 February 2024
Clubs to submit the financial criteria F.03, F.04 documents for the period ending at 31 December 2023	Club	31 March 2024
Assessment on the License Applicants (inspection, site visit, etc.)	CLA	April 2024
Clubs to submit the financial criteria F.05 documents	Club	8 May 2024
CL Administration (CLA) submits the final reports to FIB	CLA	13 May 2024
First Instant Body (FIB) decision	FIB	15 May 2024
Clubs to lodged an appeal request against the FIB decision	Club	20 May 2024
Appeals Body (AB) decision	AB	25 May 2024
CL Administration (CLA) to inform AFC of the Club(s) which is/are issued with license, license issued with sanctions and license not issued	CLA	31 May 2024

Annex 3: Extraordinary Application of the Club Licensing System to enter AFC club competitions:

- 1. The minimum licensing criteria applicable shall be the same as in Articles 16 to 20 and of these regulations.
- 2. The Licensor must notify the AFC of any potential extraordinary applications in writing latest by 31 January preceding the season to be licensed.
- 3. The licensor must provide the criteria for the extraordinary application to the club(s) concerned. They must prepare the club(s) concerned for the extraordinary application procedure.
- 4. The club(s) concerned must provide the necessary documentary proof to the Licensor. The Licensor will assess the club(s) against the minimum criteria in Articles 16 to 20 of these regulations.
- 5. The Licensor shall forward the following documents (in English) to the AFC by the 30 April preceding the season to be licensed:
 - a) a written petition to the AFC Entry Control Body duly signed and dated by the club requesting it to grant a License to participate in the corresponding AFC club competition (s). Such request must provide:
 - i. the name and address of the club;
 - ii. the identity of any club(s) directly affected by its petition;
 - iii. its full written argument with reference to the relevant Regulations s;
 - iv. all documentary evidence provided to the Licensor;
 - b) a recommendation by the Licensor (including the dates and names of the persons that assessed the club);
 - c) any other documents requested by the AFC.
- 6. If during this extraordinary application procedure any such club is eliminated on sporting merit, the Licensor or SAFF or SPL shall notify the AFC General Secretariat immediately, and the procedure will be immediately terminated, without further decision. Any such terminated procedure cannot be resumed or restarted at a later stage.

Annex 4: Exceptions Policy

A. PRINCIPLE

- 1. The AFC General Secretariat may, in accordance with Article 4, grant exceptions on the following matters:
 - a) non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 7 due to national law or any other reason;
 - b) non-applicability of a minimum requirement concerning the core process defined in Article 9 due to national law or any other reason;
 - c) non-applicability of a minimum assessment procedure defined in Article 10 due to national law or any other reason;
 - d) non-applicability of a certain criterion defined in Articles 16 to 20, due to national law or any other reason;
 - e) extension of the introduction period for the implementation of a criterion or a category of criterion defined in Articles 16 to 20;
 - f) non-applicability of the two-year rule defined in Article 12.2 in case of change of legal form or company structure of the Licence Applicant on a case-by-case basis.
- Exceptions related to items a) to e) are granted to an AFC Member Association or/and the Licensor and may apply to all clubs which are registered with SAFF/SPL and which submit a licensing application to enter the relevant AFC/SPL club competitions. Exceptions related to item f) are granted to the individual club that applies for a Licence.
- 3. In principle an exception is granted for a period of one Licence Season. Under specific circumstances this period may be extended and the AFC Member Association or/and the Licensor may be placed on an improvement plan.
- 4. A renewal of the exception is possible upon a new request.

B. THE PROCESS

- 1. The AFC General Secretariat acts as the first instance decision making body on exception requests.
- 2. An exception request must be in writing, clear and well-founded.
- 3. Exceptions related to items defined under A (1) a) to e) must be submitted by the AFC Member Association or the licensor to the AFC General Secretariat thirty (30) days prior to the start of the core process.
- 4. Exceptions related to the item defined under A (1) f) can be submitted at any time. A Licensor notified of the reorganization or restructuring of an affiliated club (e.g., change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the AFC General Secretariat accordingly as soon as it becomes aware of it.
- 5. The AFC General Secretariat shall exercise necessary discretion to grant any exception within the limits of these Regulations.
- 6. The status and situation of football within the territory of the AFC Member Association will be taken into account when granting an exception. This encompasses, for example:
 - a) Size of the territory, population, geography, economic background, force majeure;
 - b) size of AFC Member Association (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
 - c) the level of football (professional, semi-professional or amateur clubs);

d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);

- e) the AFC and FIFA ranking;
- f) Stadium ownership situation (club, city/community, etc.) within the association;
- g) support (financial and other) from the national, regional and local authorities, including the national sports ministry;
- h) protection of creditors;
- i) legal Group structure and reporting perimeter;
- j) club identity.
- 7. The decision will be communicated to the SAFF or/and SPL. The decision shall be in writing and state the reasoning. The Licensor shall then communicate it to all Licence Applicants concerned.
- 8. Appeals can be lodged against decisions made by the AFC General Secretariat in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.

Annex 5: Forms

Form 1 S.01 Youth Development Programs (YDP)	
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Club:			
Requirements for the Program	applicant	Page Number	Notes
Objectives, playing philosophy and development philosophy	Yes / No		
Organization of youth sector	Yes / No		
Personnel	Yes / No		
Infrastructure available for youth sector	Yes / No		
Financial resources	Yes / No		
Football education Programs for the different age Groups	Yes / No		
Education programs	Yes / No		
Medical support	Yes / No		
Individual performance evaluation for players	Yes / No		
Review and feedback process to evaluate the results	Yes / No		
Validity of the programs	Yes / No		
Verification of the program's validity	Yes / No		
Proof of Approval	Yes / No		

*Attach Youth Development Programs (YDP) with the Form	
Name:	Signature:
Position:	Seal:
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Form 2		S.02 Youth Tea	ıms	A
Club:				
Age group: Coach Name:				
	competitions in which they par	ticipate:		
t of names o	of players of each age grou			
Number	Players Names	Date of Birth	Registration Number	Notes
he form mus	st be filled out for each fou	r age groups		
lame:		Signature	::	
osition:		Seal:		
SPL				2

Form 3 S.03 Medical Care of Play	rers A
----------------------------------	--------

e Group	o: (First team/U-19/ U-17/ U-	19/ U-15/ U-13		
0.	Players Names	PCMA	ECG	Notes
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	
		Yes / No	Yes / No	

^{*} All players in the first team and players over 12 years old must undergo a medical examination (PCMA) and ECG examination annually

Name:	Signature:



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Club:		
Programme topic:		
Location:		
Number	Attendance Names	Signature

Lecturer's signature: Signature of the first team coach:

Seal:



^{*}If there is more than one educational program, please fill out the same form for the other programs.

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Form 5		S.09 Women's	Team	С
Club:				
Coach Name: Names of the co	ompetitions in which they part	ticipate:		
	, , , , , , , , , , , , , , , , , , ,			
Number	Players Names	Date of Birth	Registration Number	Notes
rvamber	r layers realines	Dute of Birth	Negistration realises	Notes
	s's team players			
Name:		Signatur	e:	
Position:		Seal:		
* C				

P.01 Club Secretariat A

- *The following date shall be filled with the information related to football activities
- *An organizational chart for the entire club and the football activity shall be provided

Club:	
Secretaries' names	
Secretary address	
Number of departments	
Departments names	
Administrative employees (First Team)	
Number of technical and medical staff (First Team)	
Administrative employees total salaries (SAR) - (First Team)	
technical and medical staff total salaries (SAR) - (First Team)	
Administrative employees (youth teams)	
Number of technical and medical staff (youth teams)	
Administrative employees total salaries (SAR) -(youth teams)	
technical and medical staff total salaries (SAR) -(youth teams)	

Name:	Signuture:
Position:	Seal:



Form 7	P.02 General Manager	Α

Club:
General manager name:
Mobile:
Email address:
Recruitment date:

*For the use of SPL club licensing department:

requirements	Received	Notes
Contract	Yes / No	
Qualifications	Yes / No	
Board of directors' assignment letter	Yes / No	
CV	Yes / No	
Duties and responsibilities	Yes / No	
Photo	Yes / No	
Full time	Yes / No	

*Attach the General	Manager Contract.	Qualifications.	CV, Photo and Duties a	ind responsibilities.
Attach the Othera	Manager Contract,	Quantications,	C 1, I HOLO WHA DUNES	ma responsibilities.

Name: Signature:



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Form 9	P.04 Security Office	r A
Club name:		
Officer name:		
Mobile:		
Email Address:		
Recruitment date:		
*For the use of SPL club licensing de Requirements	partment: Received	Notes
570		110103
Contract	Yes / No	
Qualifications	Yes / No	
CV	Yes / No	

*Attach the Security Officer Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Yes / No

Yes / No

Yes / No

Name: Signature:

Position: Seal:



Photo

Duties and Responsibilities

Proof of registration with

the SAFF or/and SPL

Form 10	P.05 Media Officer		A
Club name:			
Officer name:			
Mobile:			
Email Address:			
Recruitment date:			
NOSCOSIONES - 25 - 25 - 25 - 25 - 25 - 25 - 25 - 2			
For the use of SPL club licensing depa	rtment:		
Requirements	Received	Notes	
Contract	Yes / No		
Qualifications	Yes / No		
CV	Yes / No		
Photo	Yes / No		
Duties and Responsibilities	Yes / No		
Proof of registration with the SAFF or/and SPL	Yes / No		
Attach the Media Officer Contract, Q egistration.	ualifications, CV, Photo and Duties, re	esponsibilities, and Proof	of
Name:	Signature:		
Position:	Seal:		
SPL		-	10

P.06 Team Doctor	A

Club name:	
Team Doctor Name:	
Mobile Number:	
Telephone Number:	
Email Address:	
Recruitment date:	

^{*}For the use of SPL club licensing department:

Requirements	Received	Notes
Contract	Yes / No	
Qualifications	Yes / No	
CV	Yes / No	
Photo	Yes / No	
Duties and Responsibilities	Yes / No	
Proof of registration with the SAFF or/and SPL	Yes / No	

^{*}Attach the Team Doctor Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Name:	Signature:



Form 12	P.07 Physiotherapist	A
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Club name:
Physiotherapist Name:
Mobile:
Email Address:
Recruitment date:

*For the use of SPL club licensing department:

Requirements	Received	Notes
Contract	Yes / No	
Qualifications	Yes / No	
CV	Yes / No	
Photo	Yes / No	
Duties and Responsibilities	Yes / No	
Proof of registration with the SAFF or/and SPL	Yes / No	

^{*}Attach the Physiotherapist Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

nature:
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P.08 Head Coach of First Team	A

Club name:
Head Coach Name:
Email Address:
Training certificate type:
Recruitment date:

^{*}For the use of SPL club licensing department:

Requirements	Received	Notes
Contract	Yes / No	
Certificate (Pro License) from the AFC or any equivalent	Yes / No	
CV	Yes / No	
Photo	Yes / No	
Duties and Responsibilities	Yes / No	
Proof of registration with the SAFF or/and SPL	Yes / No	

^{*}Attach the Head Coach of First Team contract, Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Name:	Signature:



*For the use of SPL club licensing department:

Email Address:

Training certificate type: Recruitment date:

Requirements	Received	Notes
Contract	Yes / No	
Certificate (A) from the AFC or any equivalent	Yes / No	
CV	Yes / No	
Photo	Yes / No	
Duties and Responsibilities	Yes / No	
Proof of registration with the SAFF or/and SPL	Yes / No	

*Attach the Assistant Coach of First Team Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Name:	Signature:



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Club Licensing Regulation

Form 15	P.10 Head of Youth Development	А
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Club name:
We sale de cale and a second
Youth developers name:
Email Address:
Training certificate type:
Training Certificate type.
Recruitment date:

*For the use of SPL club licensing department:

Requirements	Received	Notes
Contract	نعم / لا	
Certificate (A) from the AFC or any equivalent	نعم / لا	
CV	نعم / لا	
Photo	نعم / لا	
Duties and Responsibilities	نعم / لا	
Proof of registration with the SAFF or/and SPL	Yes / No	

^{*}Attach the Head of Youth Development Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Name:	Signature:

Position: Seal:



15

P.11 Youth Coaches A

registration	Duties and Responsibilities	Photo	CV	Receipt of the training certificate	Contract	Coach Certificate	Coach Names	Age Groups
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			

^{*}Attach the 4 Youth Coaches Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Signature:



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P.12 Safety and Security Organization - Stewarding

A

Requirements	Pick (1) Requirements Only	Notes
Employee security personnel		
written contract with the stadium owner to provide security personnel		
written contract with an external security company to provide security personnel		

*Attach a detailed job description that explains the basic duties of the security personnel in addition to the employment contract and a copy of the contract with the external security company that includes the tasks described in the licensing list.

Name: Signature:



Form 18 P.15 Club Licensing Office	er A
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Club:	
Licensing Officer name:	
Mobile:	
Email address:	
Recruitment date:	

*For the use of SPL club licensing department:

requirements	Received	Notes
Contract	Yes / No	
Qualifications	Yes / No	
CV	Yes / No	
Photo	Yes / No	
Duties and responsibilities	Yes / No	
Full Time .1		
Part Time .2		

Name:	Signature:		
Position:	Seal:		



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Form 19	P.16 Legal Advisor		В
Club name:			
Legal Advisor name:			
Number:			
Email Address:			
Recruitment date:			
Recruitment date.			
*For the use of SPL club licensing department	artment:		
Requirements	Received	Notes	
Contract	Yes / No		
Qualifications	Yes / No		
CV	Yes / No		
Photo	Yes / No		
Duties and Responsibilities	Yes / No		
*Attach the Media Officer Contract, Q	vualifications, CV, Photo and Duties and	l responsibilities.	
Name:	Signature:		
Position:	Seal:		

Form 20	P.17 Club Technical Director	В
Club name:		

Club name:	
Technical Director name:	
Number:	
Email Address:	
Recruitment date:	

^{*}For the use of SPL club licensing department:

Requirements	Received	Notes
Contract	Yes / No	
Certificate (AFC A) from the AFC or any equivalent	Yes / No	
CV	Yes / No	
Photo	Yes / No	
Duties and Responsibilities	Yes / No	
Proof of registration with the SAFF or/and SPL	Yes / No	

^{*}Attach the Club Technical Director Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Name:	Signature:
riame.	Signatui



Position:

Form 21 P.18 Goalke	eper Coach of Firs	t Team	В
Club name:			
Coach name:			
Mobile:			
Email Address:			
Recruitment date:			
*For the use of SPL club licensing department:			
Requirements	Received	Notes	
Contract	Yes / No		
(AFC A) Certificate or any equivalent approved by AFC	Yes / No		
CV	Yes / No		
Photo	Yes / No		
Duties and Responsibilities	Yes / No		
Proof of registration with the SAFF or/and SPL	Yes / No		
*Attach the Goalkeeper Coach of First Team Contra Proof of registration.	ect, Qualifications, CV, P	hoto and Duties, responsi	bilities, and
	0.		
Name:	Signature:		

Seal:

Club Licensing Regulations Club Licensing Regulations

Form 22 P.19 Fitn	ess Coach of First Team	1	В
Club name:			
Coach name:			
Mobile:			
Email Address:			
Recruitment date:			
For the use of SPL club licensing department:			
Requirements	Received	Notes	
Contract	Yes / No		
AFC LEVEL 2 Certificate or any equivalent approved by AFC	Yes / No		
CV	Yes / No		
Photo	Yes / No		
Duties and Responsibilities	Yes / No		

*Attach the Fitness Coach of First Team Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Yes / No

Name: Signature:

Position: Seal:

Proof of registration with the SAFF

or/and SPL



Job Descreption / Duties and Responsibilities A

Name of Employee:					
Job Title:					
Criteria No. :					
Job Descreption / Duties and Responsinilities					
1. 2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Employee Signuture:					
Date of Signuture:					
Name:	Signature:				
Job title:	Seal:				



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Club Licensing Regulation

L.05 Written contracts with professional players A

No.	Player Name	Registration Number	Nationality	Start of Contract	End of Contract	Duration of the Contract (number of seasons)	Advanced Payments	Monthly Salaries	Bonuses	Total Contract Value	Notes
1		1446457785	Saudi	01/07/2019	30/06/2021	2	\$ 10,000	\$ 10,000		\$ 100,000	
2											
3											
4											
5											
6											
7											
8											
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30						_					
							\$ 10,000	\$ 10,000		\$ 100,000	

Players loaned to other dubs must also be added to the above list
 You must write a note when the name of the player loaned from another dub, for example: (loaned from a club ----) in the notes field
 3- All players who signed contracts must be added, with all contracts uploaded in the designated field

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Form 25	Sponsorship details F.01	A
---------	--------------------------	---

No.	Sponsors Name	Sponsorship Sector (1)	Start of contract	End of contract	Entire contract amount (2)	Amount during the fiscal year 30 June 2023 (3)	Notes
1	(4)						
2	(4)						
3	(4)						
4	(4)						
5	(4)						
6	(4)						
7	(4)						
8	(4)						
9	(4)						
10	(4)						
					-	-	

- (1) Write the sector of the sponsorship e.g. telecome, insurance, food and baverage, banks, cars or other (2) write the entire sponsorship contract amount (3) write the amount details for the sponsorships as per to the total of sponsorship income in the financial statements 30 June 2023 (4) add all sponsors names even if the deal starts after the closing date 30 June 2023

Confirmed on behalf of License Applicant that the information in the table above is accurately compiled and completed and as per to the financial statements as of 30 June 2023

	Finance Manager		General Manager		
Name		Name			
Signature		Signature			
date		date			

Annex 6: PRE-COMPETITION MEDICAL ASSESSMENT (PCMA)







PRE-COMPETITION MEDICAL ASSESSMENT (PCMA)

PLAYER:	
FAMILY NAME:	
FIRST NAME:	
DATE OF BIRTH:	(DAY / MONTH / YEAR)
PLAYER NATIONALITY:	
Local Club:	

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tions	Club
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1. Сомретитом Нізтон	₹Y				
Position on the field		goalkeeper midfielder	☐ defend	ler	
Dominant leg		left	☐ right		both
Matches in the last 12 m	onths		_		
2. MEDICAL HISTORY 2.1 PRESENT AND PAST COMPLAINTS					
General	no	yes, w	ithin		prior to
Flu-like symptoms	no	tile last 4	Weeks	the las	t 4 weeks
Infections (esp. viral)					
Rheumatic fever					
Heat illness					
Concussion		+			
Allergies to food, insects		-			
Allergies to drugs					
Heart and lung	no	within the last at restdu		prior to last at restdu e	4 weeks ring/after xercise
Chest pain or tightness	Ш				
Shortness of breath					
Asthma	Ш				
Cough	Ш				
Bronchitis					
Palpitations					
Arrhythmias					
Other heart problems					

yes, within the last 4 weeks

no

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Dizziness

Syncope

Hypertension

Heart murmur

Diarrhoea illness

Abnormal lipid profile Seizures, epilepsy

Advised to give up sport More quickly tired than team mates

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yes, **prior** to the last 4 weeks

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Musculoskeletal system

Severe i play/traiı		to more than four wee	ks of limited p	participation or absend	ce from
□no	ves	groin strain		when?	(year)
	, ,,,,,	strain of m. quadri	ceps femoris		(year)
		strain of hamstring			(year)
		ligament injury of t	•		(year)
		☐ ligament injury of t	he ankle		(year)
		others, please spe	cify:	when?	(year)
For othe	rs please pro	vide diagnosis:			_
Operati	ions of the r	nusculoskeletal sys	stem:		
no	ves,	☐ hip joint		when?	(year)
_	,	groin (due to puba	lgia)		(year)
		knee ligaments	,		(year)
		knee meniscus or	cartilage		(year)
		Achilles tendon			(year)
		ankle joint			(year)
		other operations		when?	(year)
□ no	yes, plea	s, aches or pain: use specify body parts head / face cervical spine thoracic spine lumbar spine sternum / ribs abdomen pelvis / sacrum and treatment:	shouldd upper a elbow forearn wrist hand fingers	arm gro thig n - kne low Act	in gh ee er leg nilles tendon
□ no	pubalgia			□ mby calable a namy	
	hamstrin quadrice knee spr	g strain ps strain ain s lesion is of Achilles tendon rain on		physiotherapy	surgery surgery surgery surgery surgery surgery surgery surgery

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2.2 FAMILY HISTORY (MALE	RELATIVES <				
6 11 5 1 11	no	father	mother	sibling	other
Sudden cardiac death		Ш	_		Ш
Sudden infant death			ᆜ	⊢⊢	
Coronary heart disease					
Cardiomyopathy		H		<u> </u>	
Hypertension			<u> </u>	<u> </u>	
Recurrent syncope				_ ∐	
Arrhythmias			<u>U</u>	Ц	
Heart transplantation		<u> </u>	<u> </u>	_ Ц	
Heart surgery			$\underline{\hspace{1cm}}$		
Pacemaker/Defibrillator			Ш	Ш	
Marfan syndrome					
Unexplained drowning					
Unexplained car accident					
Stroke					
Diabetes					
Cancer					
Others (arthritis etc.)					
Asthma medication Antihypertensive drugs Lipid lowering drugs					
Antidiabetic drugs					
Psychotropic drugs					
Other					
2.4 VACCINATION					
Tetanus,diphtheria, pertussis	(Td/Tdan)			П	
Varicella	(1 a/ 1 a a p)				
Human papillomavirus (HPV) Male				
Human papillomavirus (HPV					
Zoster) i emale				
Measles, mumps, rubella (M	MR)				
Pneumococcal (polysacchai					
Meningococcal	ide)				
Hepatitis A					
Hepatitis B					
•					
Other		. 🗆			

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3. GENERAL PHYSICAL EXAMINATION

Height	_cm/i	nch Weigh	t:	_kg/	_lbs		
Thyroid gland Lymph nodes/	spleen	normal normal] abnormal] abnormal			
L ungs Percussion		normal] abnormal			
Breath sounds	6	normal] abnormal			
Abdomen Palpation		normal] abnormal			
Marfan Criter	ia	no	□ y	es, please s chest de long arm flat foote scoliosis lens disl	eformities ns and le edness ocation		
ENT no	ormal	abnorm	al				
f abnormal re	sults:						
Ophthalmolo	_	rmal	abno	ormal			
4. BLOOD I	RESULTS (F	ASTING)					
Hae Hae Glud Ferr Sedi Uric		ng/dL	n/hr	Normal Normal Normal Normal Normal Normal Normal		igh igh igh igh igh igh	Low Low Low Low Low Low Low
	IV test tis screening			Positi	sitive ve [Negative Negative	e

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4.2 URINE TEST					
DIPSTICK TEST RESULTS:					
GENERAL URINE ANALYSIS RE	ESULTS:				
5. CARDIOVASCULAR S	SYSTEM				
Rhythm	normal	arrhythmic			
Heart sounds	normal	☐ abnormal, please specify: ☐ split ☐ paradoxically split ☐ 3 rd heart sound ☐ 4 th heart sound			
Heart murmurs	no	yes, please specify: systolic - intensity:/6 diastolic - intensity:/6 clicks changes during Valsalva manoeuvre changes when abruptly stands up			
Peripheral oedema	□ no	yes			
Jugular veins (45° position)	normal	abnormal			
Hepato-jugular reflux	no	yes			
Heart rate after 5 Minutes rest					
	/min				
Blood Pressure in Supine Position after 5 minutes rest					
Right arm	Right arm/mmHg				
Left arm/mm					

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(TO BE FILLED BY CARDIOLOGIST) 5.1 12-LEAD RESTING ECG* IN SUPINE POSITION AFTER 5 MINUTES REST * Please attach copy **Rhythm**/Conduction In normal abnormal, please specify: premature ventricular beats premature supraventricular beats supraventricular tachycardia 🗌 ventricular arrhythmia atrial flutter/fibrillation delta wave atrio-ventricular block, please specify: first degree second degree type I second degree type II third degree Time indices PQ QRS ms broader in V1, V2 QTc ms Atrial enlargement | no yes, left (negative portion of the P wave in lead V1≥0.1mV in depth and ≥0.04 s in duration) yes, right (peaked P wave in leads II and III or V1≥0.25mV in amplitude) Depolarisation/QRS complex Axis normal ☐ abnormal (≥+120° or -30° to -90°) Voltage normal abnormal a ☐ no LV hypertrophy yes
 Q Waves normal abnormal (>0.04 s in duration or >25% of height of ensuing R wave or QS pattern in two or more leads) Bundle Branch Block no yes, please specify: complete (>0.12 s) left complete (>0.12 s) right incomplete left anterior incomplete left posterior incomplete right R wave normal pathologic R or R' wave in lead V1 (≥ 0.5mV in amplitude + R/S ratio ≥1) ☐ others Repolarisation (ST-segment, T waves, QT-interval) normal normal abnormal, please specify: | III aVR aVL AVF v1 v2 v3 V4 V5 V6 ST-depression ST- elevation

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T-wave flaten T-wave invers	ning			
Summarising asso	essment of ECG	normal	abnorma	I
4.2 ECHOCARDIOGR. * Please pi	APHY rovide CD-rom/DVD with	n loops		
Body surface area (E	3SA):m²			
Left ventricle (LV)				
End-diastolic dian (normal values: ♀ <3	n eter .2 cm/m², ♂ <3.1cm/m²))	cm/m	2
End-systolic diam	eter		cm/r	n²
	r ventricular septum t .9 cm/m², ♂ <1.0cm/m²)		cm/m	₁ 2
	terior wall thickness .9 cm/m², ♂ <1.0cm/m²)		cm/m) ²
LV Diastolic volun (normal values: ♀, ♂			ml/m	2
LV Systolic volum (normal values: ♀, ♂			ml/m	2
	BSA; linear method) 5 g/m²), ♂ <115 g/m²)		g/m²	
Systolic function Mitral	anterior movement		mm	
	n fraction (Simpson bip value: ≥ 55%)	lane or area	length method)%
Regional wall mot	ion		normal	abnormal
Diastolic function	E Wave		cm/s	
	A Wave		cm/s	
	(E/A ratio)			
	Deceleration time		ms	
	E' (Tissue Doppler)	septal	cm/s	
		lateral wall	cm/s	
		E/E'		

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Left atrium

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Diameter (M-mode, parasternal long axis) _cm Area (4-chamber view) _cm (normal value: <20 cm²) Right atrium/Inferior Vena cava Area (4-chamber view) _cm (normal: <20 cm²) IVC diameter cm Respiratory variability of the IVC □ <50%
</p> Right ventricle _cm (normal value: < 3.3 cm) Mid-RV diameter (4-chamber view, RVD 2) Base-to-apex length (4-chamber view, RVD 3) _cm (normal value: <7.9 Fac (fractional area change) _% (normal value: > 32%) TAM (tricuspidal anterior motion) mm Systolic RV/RA gradient _mmHg normal abnormal Regional wall motion ☐ no ☐ yes Local aneurysm Пno ☐ yes Hypertrophy Free wall thickness _cm (normal: < 0.5 cm) Cardiac valves normal Aortic valve abnormal normal Mitral valve abnormal normal Tricuspid valve abnormal Pulmonal valve normal abnormal Specify abnormalities: ___ Aortic root diameter (AoD, Sinus Valsalva) _cm Aorta ascendens _cm Summarising assessment of echocardiography normal abnormal PCMA Updated Version 2012, 06-18 -10, rsj-esp-dgs, © A-MARC 20098

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6. MUSCULOSKELETAL SYSTEM

6.1 SPINE, SHOULDERS AND PELVIS

SPINE:	normal abnormal	
If Abnormal		
PELVIS:	normal abnormal	
If Abnormal		
SHOULDERS:	normal abnormal	
If Abnormal		
	HIP, GROIN AND THIGH	
HIP: normal	abnormal	
HIP: normal		
HIP:	☐ abnormal	
HIP:	☐ abnormal	
HIP: normal If Abnormal GROIN: normal	☐ abnormal	
HIP: normal If Abnormal GROIN: normal	abnormal abnormal	
HIP: normal If Abnormal GROIN: normal	abnormal abnormal	
HIP:	abnormal abnormal	
HIP:	abnormal abnormal	
HIP:	abnormal abnormal	

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6.3 EXAMINATION OF KNEE

KNEE:	☐ abnormal
6.4 Examination of Lo	WER LEG, ANKLE AND FOOT
LEG: normal	abnormal
TADITOTTIAI	
Ankle: normal	
FOOT: normal	
TADITOTTIAI	
7. RADIOLOGICAL EXAMINA	ATION AND ULTRASOUND SCAN.
Radiological / Ultrasoun	ND
OTHERS:	
RESULTS:	

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B. DOPING MATTERS			
3.1THERAPEUTIC USE EX	EMPTION (TUE)		
Granted	☐ Not granted		
Granted by: ☐ FIFA ☐	AFC NOC N	ADO RADO Oth	ers
APPROVAL GRANTED FOR	(SUBSTANCES) & DURA	TION:	
3.2 SUPPLEMENTS TAKE	N:		
			_
3.3 Doping control Ri	ECORD		
B.3 DOPING CONTROL RI	ECORD DATE	VENUE	RESULT
		VENUE	RESULT

9. SUMMARISING ASSESSMENT Medical History normal normal eligible for football, follow up needed, specify: _____ play not recommended please specify: Clinical Examination normal eligible for football, follow up needed, specify: ______ play not recommended please specify: 12-lead resting ECG normal eligible for football, follow up needed, specify: play not recommended please specify: **Echocardiography** normal eligible for football, follow up needed, specify: play not recommended please specify: Other findings □ normal eligible for football, follow up needed, specify: _____ play not recommended please specify: ____ ELIGIBILITY FOR COMPETITIVE FOOTBALL ☐ yes ☐ no 8. **EXAMINING PHYSICIAN AND INSTITUTION** Name of the examining physician:

Phone No.:______Fax No: _____

Date:_____Signature:____

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PLAYERS AND EXAMINING PHYSICIAN DECLARATION FOR PCMA

1.	PLAYER
Name: _	
I hereby (PCMA)	confirmed that I have undergone Pre-Competition Medical Assessment
Date:	Signature:
2.	EXAMINING PHYSICIAN AND INSTITUTION
Name of	the examining physician:
Address	:
Phone N	lo.:Fax No:
Email _	
Competi and orth	y confirmed that the above-mentioned player has undergone a Pre-Medical tion Assessment (PCMA) which includes family's medical history, a general physical opaedic examination, blood analysis, a clinical cardiovascular examination and 12-ting ECG as described in the PCMA form.
l hereby	confirmed of my evaluation:
ELIGIBI	LTY FOR COMPETITIVE FOOTBALL YES NO
Date:	Signature:

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Annex 7: RECOGNITION OF COACHING COMPETENCY (RECC)



FORM 1

Recognition of Coaching Competency

Note:

- 1. You may apply for RECC only if you believe that your current football knowledge, practical experience, and/or current qualifications obtained from another Confederation or Football Association are equal to or exceed the minimum requirements of a specific AFC Certification.
- 2. Kindly complete FORM 1 legibly and submit to your MA with all the relevant supporting documents and where relevant, through your club.
- **3.** Please supply evidence relating to each performance criteria in Form 3 and work related experiences.

Purpose of Application: (please tick in one box only)

1.	To fulfil the MA Club Licensing Regulations
2.	To fulfil AFC Club Licensing Regulations for ACL and the Minimum Coaching Requirements
3.	To fulfil AFC Club Licensing Regulations for AFC Cup and the Minimum Coaching Requirements
4.	To fulfil AFC National Team Competition Regulations and Minimum Coaching
	Requirements
<u></u>	To enroll onto an AFC accredited coaching course
6.	To deliver AFC coaching courses in the capacity of an MA Technical/Coach Education Director

To the Technical Department of

Coach)

(Member Association name) Dear Sir, I wish to apply for a recognition of my coaching award * (if available) issued by _____country year * Non AFC/UEFA Qualifications If your coaching qualification is not AFC/UEFA accredited, kindly provide the following information to process your application for recognition. 1. An outline of the course content 2. Total course hours (both Practical and Theory) 3. Assessment methods 4. An official written acknowledgment of your attendance and results from the course organizer and/or authorizing body. Club/Team: Coaching Position: Note: For Club Licensing and Minimum Coaching Requirements, please indicate name of Club or National team (senior, U23, U19 etc) and the position applied for (Head Coach, Assistant, GK or Fitness

Date:___

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Coaching Qualification Obtained

Country and Confederation

Issued By and Date

Certificate Type

Remarks:		
	Coaching Experience (last 5 years)	
Club / Country		Level of Competition
	Coaching Experience (last 5 years) Designation (Head Coach/Assistant Coach etc)	
		Level of Competition
	Designation (Head Coach/Assistant Coach etc)	Level of Competition

Coaching Courses Attended (last 5 years)

	Course Type	Date & Venue	Course Organizers
Remarks:_			
acknowledį	lose all coaching/educational certifices gement, contracts and any other relessary) which must be originals or contents.	evant supporting docum	ents (translated into English
In submittii	ng this application, I declare that:		
a)	the evidence I have provided is a trexperiences;	rue and accurate record of	my football and work
b)	I am aware of and accept the applic Recognition of Coaching Competer		tions Governing the
c)	I waive all appeal rights, including to the AFC Statutes; and	any right founded in any	arbitration agreement pursuant
d)	all decisions of the AFC General S Governing the Recognition of Coac	-	<u> </u>
Signature o	f applicant:	Date:_	