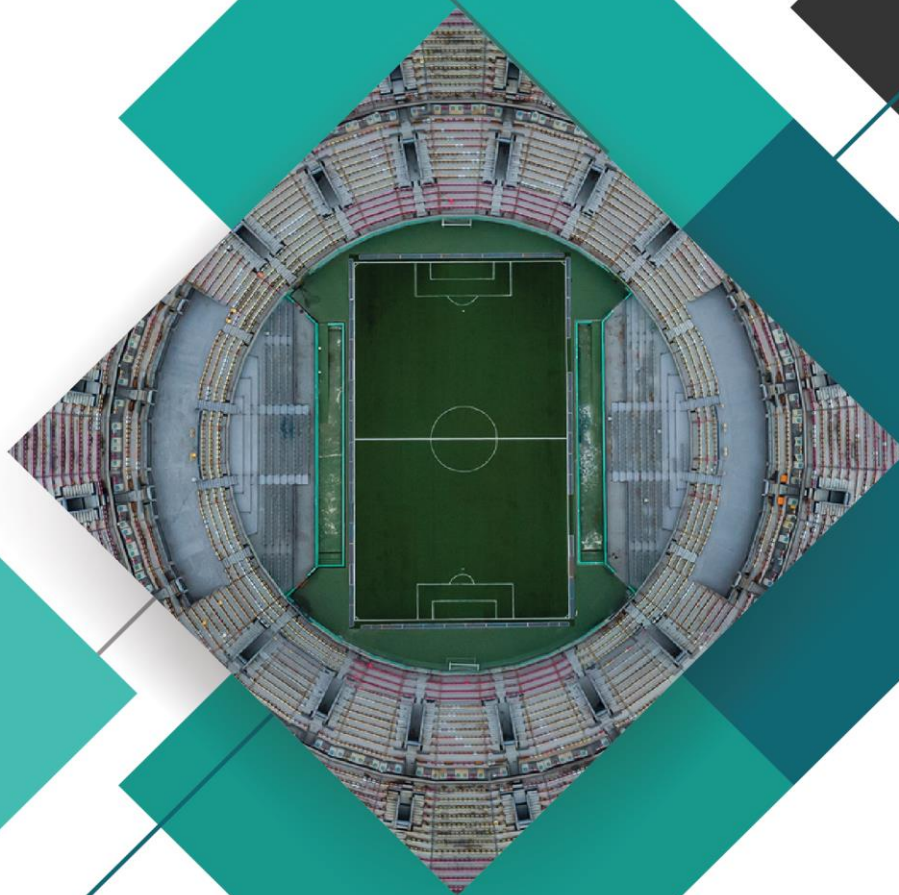




رابطة الدوري السعودي للمحترفين
Saudi Pro League



Club Licensing Regulations

23
24

sports season



Club Licensing Regulations

sports season 2023 - 2024

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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	<p>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.</p> <p>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.</p> <p>The term "Audited" shall be interpreted accordingly.</p>
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	<p>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.</p> <p>The terms "Controlled" and "Controlling" shall be interpreted accordingly.</p>
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	<p>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.</p> <p>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</p>

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

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

1. 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.

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).
3. 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 (Relegation)	Right to Play (Relegation)
Non-fulfillment of (6 to 10) criteria from A grade criteria	SAR 800,000	SAR 1,500,000		
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.
2. 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.
2. 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
<ol style="list-style-type: none"> 1. 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: <ol style="list-style-type: none"> 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; j) 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: <ol style="list-style-type: none"> 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. 	
Criteria Requirements	

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	A
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> At least three youth teams of different age groups within the age range of 10 to 21; and 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> Age range of Youth team 1 (within 10 to 21) Youth team 1 - List of Players / Form (2) Youth team 1 - Registration documents with MA or League Proof of participation in competitions/events (images) Age range of Youth team 2 (within 10 to 21) Youth team 2 - List of Players / Form (2) Youth team 2 - Registration documents with MA or League Proof of participation in competitions/events (images) Age range of Youth team 3 (within 10 to 21) Youth team 3 - List of Players / Form (2) Youth team 3 - Registration documents with MA or League Proof of participation in competitions/events (images) Age range of Youth team 4 (under 10) Youth team 4 - List of Players / Form (2) Youth team 4 - Registration documents with MA or League Proof of participation in competitions/events (images) 	

S.03	Grade
Medical Care of Players	A
<p>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:</p> <ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> 1. No. of players registered with the club 2. 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
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> sports integrity matters; IFAB Laws of the Game; doping control; and other topics as required by the AFC or the Licensor. 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	
<ol style="list-style-type: none"> Topic of event Date of event List of speakers List of participants – Form (4) Photos of event 	

S.05	Grade
Registration of Players	B
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	
1. Registration documents for all age groups with SAFF or/and SPL	

S.06	Grade
Racial Equality Practice	B
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	B
<ol style="list-style-type: none"> 1. Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes. 2. 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	
<ol style="list-style-type: none"> 1. A brief description of the event 2. Date of event 3. List of participants 4. Five (5) images of the event 	

S.08	Grade
Child Protection and Welfare	C
<p>1. The Licence Applicant must establish and apply measures, in line with any relevant AFC policies and guidelines, 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.</p>	
Criteria Requirements	
<p>1. Written child safeguarding policy 2. CV of Child Safeguarding Officer</p>	

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
<ol style="list-style-type: none"> The Licence Applicant must have a Stadium available to play the relevant AFC/SPL club competitions. The Licence Applicant either: <ol style="list-style-type: none"> owns the Stadium; or 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. The Stadium must meet the requirements expressly referred to by the: <ol style="list-style-type: none"> AFC Stadium Regulations; and respective AFC club competition regulations/AFC Competition Operations Manual. 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> Ownership document or contract with owner Name of the stadium Address of stadium Capacity of stadium Floodlight (Lux) Floodlight certificate Images of various parts of the stadium 	

I.02	Grade
Stadium – Safety Certification	A
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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

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

I.03	Grade
Stadium – Approved Evacuation Plan	A
<ol style="list-style-type: none"> 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> 1. Name of the approving authority 2. Evacuation plan 3. Date of approval 4. Colour coded floor plan diagram 5. Risk analysis specific to the Stadium 6. Evidence of the required personnel being briefed on the evacuation plan 	

I.04	Grade
Training Facilities – Availability	A
<p>1. The Licence Applicant must have Training Facilities available throughout the year. The Licence Applicant either:</p> <ul style="list-style-type: none"> a) owns the Training Facilities; or b) shall provide a written contract with the owner of the Training Facilities. 	

Article 18: Personnel and Administrative Criteria

P.01	Grade
Club Secretariat	A
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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 6. 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	A
<ol style="list-style-type: none"> 1. The Licence Applicant must have appointed a General Manager responsible for running its daily business (operational matters). 2. The General Manager must: <ol style="list-style-type: none"> 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> 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.06	Grade
Team Doctor	A
<ol style="list-style-type: none"> 1. 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> The Licence Applicant must appoint a Head Coach with a valid coaching diploma/License responsible for all football matters of the first team. The Head Coach must: <ol style="list-style-type: none"> 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 already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. The Head Coach must be duly registered with SAFF or/and SPL. 	
Criteria Requirements	
<ol style="list-style-type: none"> Form (13) Details of the First Team Head Coach Appointment letter or contract Duration of contract Job descriptions of Head Coach of First Team (signed) – Form (23) Qualification documents (at least AFC 'Professional Coaching Diploma' Coaching Certificate/ RECC) CV Passport size photo Proof of registration with the SAFF or/and SPL 	

P.09	Grade
Assistant Coach of First Team	A
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 1. Form (14) 2. Details of the Assistant Coach of First Team 3. 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
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	
Criteria Requirements	

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
<ol style="list-style-type: none"> 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. At least two (2) Youth Coaches must: <ol style="list-style-type: none"> hold at least AFC 'B' coaching diploma/License or its equivalence recognized and approved by AFC; 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 have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel. 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. The youth coaches must be duly registered with SAFF or/and SPL. 	
Criteria Requirements	
<ol style="list-style-type: none"> Form (16) No. of Youth Coaches Details of the Youth Coaches Youth coach (1) documents (contract, job descriptions, certificates, registration, CV, Photo) Youth coach (2) documents (contract, job descriptions, certificates, registration, CV, Photo) Youth coach (3) documents (contract, job descriptions, certificates, registration, CV, Photo) Youth coach (4) documents (contract, job descriptions, certificates, registration, CV, Photo) 	

P.12	Grade
Safety and Security Organization - Stewarding	A
<p>1. The Licence Applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:</p> <ul style="list-style-type: none"> a) employ the stewards; or b) conclude a written contract with the Stadium owner providing the stewards; or an external security company providing stewards. 	
Criteria Requirements	
<ul style="list-style-type: none"> 1. Form (17) 2. Appointment letter or contract 3. Duration of appointment 4. Photo(s) 	

<p>5. The role and responsibilities should be set out in a job description; however, they are expected to include:</p> <ul style="list-style-type: none"> 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; <p>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.</p>
Criteria Requirements
<ul style="list-style-type: none"> 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	B
<p>1. The Licence Applicant must appoint a qualified legal advisor who is responsible for handling all legal matters in the Licence Applicant's activities.</p> <p>2. The legal advisor shall have the necessary legal qualifications.</p>	
Criteria Requirements	
<ul style="list-style-type: none"> 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 8. Passport size photo 	

Club Licensing Regulation

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

P.19	Grade
Fitness Coach of First Team	B
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> 1. Form (22) 2. Details of the First Team Fitness Coach 3. Appointment letter or contract 4. Duration of contract 5. Job descriptions of the Fitness Coach (signed) – Form (23) 6. Qualification documents (at least AFC Fitness Certificate Level 2 / RECC) 7. CV 8. Passport size photo 9. Proof of registration with the SAFF or/and SPL 	

<p>lodged by other clubs, players, technical and medical staff, employees in case that the claim was not added by the licensor or AFC.</p> <p>2. 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.</p>
Criteria Requirements
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 1. The Licence Applicant must submit the following documents: <ol style="list-style-type: none"> 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; <ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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	A
<ol style="list-style-type: none"> 1. 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. <p>In this regard, the Licence Applicant must comply with the following criteria:</p> <ol style="list-style-type: none"> a) the Licence Applicant shall not, either directly or indirectly: 	

1. Chart of the Licence Applicant's group structure

Article 20: Financial Criteria

1. 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
 - iii. 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:
 - i. 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:
 - i. 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.02	Grade
Financial Statements for the Interim Period - Reviewed	A
<ol style="list-style-type: none"> 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> 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	A
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> fully settled, or deferred by mutual agreement with the creditor, or 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. 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	
<ol style="list-style-type: none"> Declaration of No overdue payables towards other clubs as a result of transfer activities List of overdue payables towards clubs with supporting documents List of final decisions and ongoing cases with supporting documents 	

F.04	Grade
No Overdue Payables Towards Employees and Social / Tax Authorities	A
<p>1. 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:</p> <ul style="list-style-type: none"> 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). <p>2. The term "employees" shall include but not limited to:</p> <ul style="list-style-type: none"> 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. 	

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
<ol style="list-style-type: none"> 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. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle. 	
Criteria Requirements	
<ol style="list-style-type: none"> Description of the event with an estimate of financial effect Statement regarding estimate 	

F.09	Grade
Duty to Notify Future Financial Information	A
<ol style="list-style-type: none"> 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. <u>Indicator 1: Going concern</u> 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. <u>Indicator 2: Negative equity</u> 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. 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. 	
Criteria Requirements	
<ol style="list-style-type: none"> Original budgeted profit and loss account and cash flow figures in respect of 6 month before the interval date Actual profit and loss account and cash flow figures for six months before the interval date Brief explanation of significant differences between the budgeted and actual result 	

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)

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

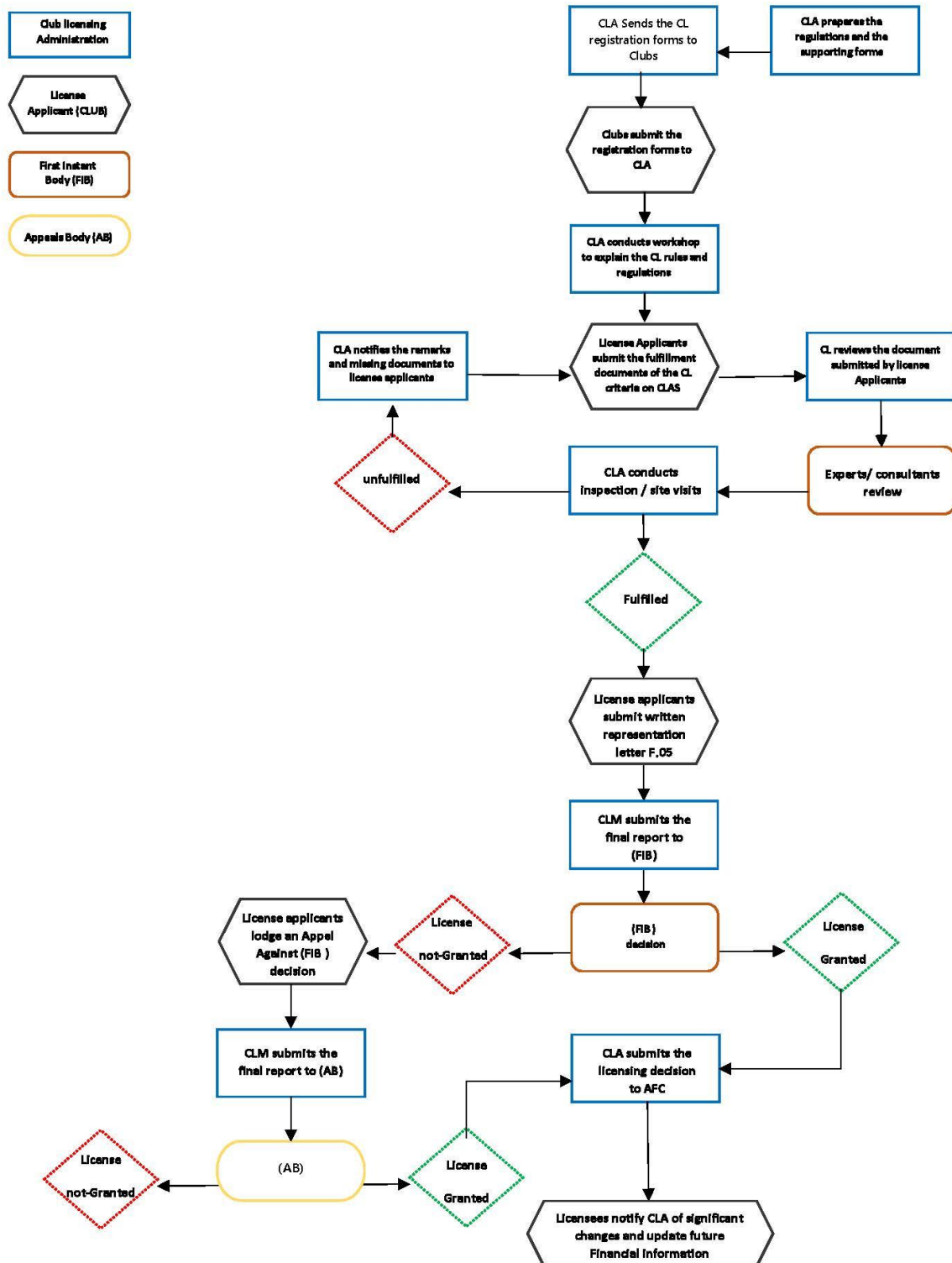
- a) These Regulations have been adopted by the SAFF Board of Directors on 12/10/2023 pursuant to Article 68 of the SAFF Statutes.
- b) These Regulations were ratified by the AFC Executive Committee on 30/10/2023 and came into force immediately.
- c) These Regulations shall be applicable for the granting 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 2: Core process and Core process Timeline

1. CORE STEPS:

- a) 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.
- e) 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, compliant, 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.
- l) 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).

Core Process



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.
- c) 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	By	Deadline
Sending the necessary forms to clubs for applying in the club licensing system	CLA	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 lodge 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 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.
2. 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)

A

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:



A

Names of the competitions in which they participate:

Notes

Seal:



A

3

CNames of the competitions in which they participate:

Notes

***List of women's team players**

Seal:



Form 6

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:

Signutire:

Position:

Seal:



Form 7

P.02 General Manager

A

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 and responsibilities.

Name:

Signature:

Position:

Seal:



Form 9

P.04 Security Officer

A

Club name:
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	
Proof of registration with the SAFF or/and SPL	Yes / No	


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

Name:

Signature:

Position:

Seal:



9

Form 10

P.05 Media Officer

A

Club name:
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	
Proof of registration with the SAFF or/and SPL	Yes / No	


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

Name:

Signature:

Position:

Seal:



10

Form 11	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:

Position:

Seal:



Form 12

P.07 Physiotherapist

A

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.

Name:

Signature:

Position:

Seal:



12

Form 13

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:

Position:

Seal:



Form 14

P.09 Assistant Coach of First Team

A

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

*For the use of SPL club licensing department:

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:

Position:

Seal:



14

Form 15

P.10 Head of Youth Development

A

Club name:

Youth developers name:

Email Address:

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

Form 18

P.15 Club Licensing Officer

A

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:

Form 19

P.16 Legal Advisor

B

Club name:
Legal Advisor name:
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	

*Attach the Media Officer Contract, Qualifications, CV, Photo and Duties and responsibilities.

Name:

Signature:

Position:

Seal:



Form 21

P.18 Goalkeeper Coach of First Team

B

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 Contract, Qualifications, CV, Photo and Duties, responsibilities, and Proof of registration.

Name:

Signature:

Position:

Seal:



Form 22

P.19 Fitness Coach of First Team

B

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	
Proof of registration with the SAFF or/and SPL	Yes / No	


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

Name:

Signature:

Position:

Seal:



22

A

Job Description / Duties and Responsibilities

Form 23

Name of Employee:

Job Title:

Criteria No. :

Job Description / Duties and Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Employee Signature: _____

Date of Signature: _____

Name:

Signature:

Job title:

Seal:



23

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. telecom, insurance, food and beverage, 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 al 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
Name	
Signature	
date	

	General Manager
Name	
Signature	
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: _____

1. COMPETITION HISTORY

Position on the field

☐ goalkeeper
 ☐ defender

☐ midfielder
 ☐ striker

Dominant leg

☐ left
 ☐ right
 ☐ both

Matches in the last 12 months

2. MEDICAL HISTORY

2.1 PRESENT AND PAST COMPLAINTS

General	no	yes, within the last 4 weeks		yes, prior to the last 4 weeks	
Flu-like symptoms	<input type="checkbox"/>	<input type="checkbox"/>			
Infections (esp. viral)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Heat illness	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Concussion	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Allergies to food, insects	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Allergies to drugs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Heart and lung	no	within the last 4 weeks at rest.....during/after exercise		prior to last 4 weeks at rest...during/after exercise	
Chest pain or tightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Palpitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrhythmias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other heart problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syncope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	no	yes, within the last 4 weeks		yes, prior to the last 4 weeks	
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Heart murmur	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Abnormal lipid profile	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Seizures, epilepsy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Advised to give up sport	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
More quickly tired than team mates	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Diarrhoea illness	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Musculoskeletal system

Severe injury leading to more than four weeks of limited participation or absence from play/training:

- ☐ no
 yes,
 ☐ groin strain
 when? _____ (year)
 ☐ strain of m. quadriceps femoris
 when? _____ (year)
 ☐ strain of hamstring
 when? _____ (year)
 ☐ ligament injury of the knee
 when? _____ (year)
 ☐ ligament injury of the ankle
 when? _____ (year)
 ☐ others, please specify: _____ when? _____ (year)

For others please provide diagnosis: _____

Operations of the musculoskeletal system:

- ☐ no
 yes,
 ☐ hip joint
 when? _____ (year)
 ☐ groin (due to pubalgia)
 when? _____ (year)
 ☐ knee ligaments
 when? _____ (year)
 ☐ knee meniscus or cartilage
 when? _____ (year)
 ☐ Achilles tendon
 when? _____ (year)
 ☐ ankle joint
 when? _____ (year)
 ☐ other operations
 when? _____ (year)

For others please provide diagnosis: _____

Current complaints, aches or pain:

- ☐ no
 ☐ yes, please specify **body parts**
- ☐ head / face
 ☐ cervical spine
 ☐ thoracic spine
 ☐ lumbar spine
 ☐ sternum / ribs
 ☐ abdomen
 ☐ pelvis / sacrum

☐ shoulder
 ☐ upper arm
 ☐ elbow
 ☐ forearm
 ☐ wrist
 ☐ hand
 ☐ fingers

right -left

☐ hip
 ☐ groin
 ☐ thigh
 ☐ knee
 ☐ lower leg
 ☐ Achilles tendon
 ☐ ankle
 ☐ foot, toe

Current diagnosis and treatment:

- ☐ no
 ☐ pubalgia
 ☐ hamstring strain
 ☐ quadriceps strain
 ☐ knee sprain
 ☐ meniscus lesion
 ☐ tendinosis of Achilles tendon
 ☐ ankle sprain
 ☐ concussion
 ☐ low back pain
- ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery
 ☐ rest
 ☐ physiotherapy
 ☐ surgery

2.2 FAMILY HISTORY (MALE RELATIVES < 55 YEARS, FEMALE RELATIVES < 65 YEARS)

	no	father	mother	sibling	other
Sudden cardiac death	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden infant death	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Coronary heart disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cardiomyopathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recurrent syncope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arrhythmias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heart transplantation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heart surgery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pacemaker/Defibrillator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marfan syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unexplained drowning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unexplained car accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (arthritis etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.3 ROUTINE MEDICATION WITHIN LAST 12 MONTHS

	no	yes
Non-steroidal anti inflammatory drugs	<input type="checkbox"/>	<input type="checkbox"/>
Asthma medication	<input type="checkbox"/>	<input type="checkbox"/>
Antihypertensive drugs	<input type="checkbox"/>	<input type="checkbox"/>
Lipid lowering drugs	<input type="checkbox"/>	<input type="checkbox"/>
Antidiabetic drugs	<input type="checkbox"/>	<input type="checkbox"/>
Psychotropic drugs	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

2.4 VACCINATION

Influenza <input type="checkbox"/>	<input type="checkbox"/>	
Tetanus,diphtheria, pertussis (Td/Tdap)	<input type="checkbox"/>	<input type="checkbox"/>
Varicella <input type="checkbox"/>	<input type="checkbox"/>	
Human papillomavirus (HPV) Male	<input type="checkbox"/>	<input type="checkbox"/>
Human papillomavirus (HPV) Female	<input type="checkbox"/>	<input type="checkbox"/>
Zoster <input type="checkbox"/>	<input type="checkbox"/>	
Measles, mumps, rubella (MMR)	<input type="checkbox"/>	<input type="checkbox"/>
Pneumococcal (polysaccharide)	<input type="checkbox"/>	<input type="checkbox"/>
Meningococcal	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

3. GENERAL PHYSICAL EXAMINATION

Height _____ cm/ _____ inch Weight: _____ kg/ _____ lbs

Thyroid gland	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal
Lymph nodes/spleen	<input type="checkbox"/> normal	<input type="checkbox"/> abnormal

Lungs

Percussion ☐ normal ☐ abnormal

Breath sounds ☐ normal ☐ abnormal

Abdomen

Palpation ☐ normal ☐ abnormal

Marfan Criteria

☐ no

☐ yes, please specify:

- ☐ chest deformities
- ☐ long arms and legs
- ☐ flat footedness
- ☐ scoliosis
- ☐ lens dislocation
- ☐ other:

ENT ☐ normal ☐ abnormal

If abnormal results:

Ophthalmologist ☐ normal ☐ abnormal

if abnormal results :

4. BLOOD RESULTS (FASTING)

Blood group_____	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Haemoglobin_____mg/dL	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Haematocrit_____%	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Glucose_____mmol/L	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Ferritin_____ng/ml	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Sedimentation rate_____mm/hr	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Uric acid_____mg/dL	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low
Creatinine_____mg/dL	<input type="checkbox"/> Normal	<input type="checkbox"/> High	<input type="checkbox"/> Low

HIV test ☐ Positive ☐ Negative
Hepatitis screening ☐ Positive ☐ Negative

4.2 URINE TEST

DIPSTICK TEST RESULTS:

GENERAL URINE ANALYSIS RESULTS:

5. CARDIOVASCULAR SYSTEM

Rhythm

☐ normal

☐ arrhythmic

Heart sounds

☐ normal

☐ abnormal, please specify:

☐ split

☐ paradoxically split

☐ 3rd heart sound

☐ 4th 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

/____mmHg

Left arm

/____mm

(TO BE FILLED BY CARDIOLOGIST)

5.1 12-LEAD RESTING ECG* IN SUPINE POSITION AFTER 5 MINUTES REST

* Please attach copy

Rhythm/Conduction ☐ 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 _____ms

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

LV hypertrophy ☐ no ☐ 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 ☐ abnormal, please specify:

	<u>Lead</u>											
	I	II	III	aVR	aVL	AVF	v1	v2	v3	V4	V5	V6
ST-depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST- elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Left atrium

Diameter (M-mode, parasternal long axis) _____cm

Area (4-chamber view)
(normal value: <20 cm²) _____cm

Right atrium/Inferior Vena cava

Area (4-chamber view)
(normal: <20 cm²) _____cm

IVC diameter _____cm

Respiratory variability of the IVC ☐ >50% ☐ <50%

Right ventricle

Mid-RV diameter (4-chamber view, RVD 2) _____cm (normal value: < 3.3 cm)

Base-to-apex length (4-chamber view, RVD 3)
cm) _____cm (normal value: <7.9

Fac (fractional area change) _____% (normal value: > 32%)

TAM (tricuspidal anterior motion) _____mm

Systolic RV/RA gradient _____mmHg

Regional wall motion ☐ normal ☐ abnormal

Local aneurysm ☐ no ☐ yes

Hypertrophy ☐ no ☐ yes

Free wall thickness _____cm (normal: < 0.5 cm)

Cardiac valves

Aortic valve ☐ normal ☐ abnormal

Mitral valve ☐ normal ☐ abnormal

Tricuspid valve ☐ normal ☐ abnormal

Pulmonal valve ☐ normal ☐ abnormal

Specify abnormalities: _____

Aortic root diameter (AoD, Sinus Valsalva) _____cm

Aorta ascendens _____cm

Summarising assessment of echocardiography ☐ normal ☐ abnormal

If Abnormal _____

6.4 EXAMINATION OF LOWER LEG, ANKLE AND FOOT

LEG: ☐ normal ☐ abnormal

If Abnormal _____

ANKLE: ☐ normal ☐ abnormal

If Abnormal _____

FOOT: ☐ normal ☐ abnormal

If Abnormal _____

7. RADIOLOGICAL EXAMINATION AND ULTRASOUND SCAN.

RADIOLOGICAL / ULTRASOUND

OTHERS: _____

RESULTS :

8. DOPING MATTERS

8.1 THERAPEUTIC USE EXEMPTION (TUE)

☐ Granted ☐ Not granted

Granted by: ☐ FIFA ☐ AFC ☐ NOC ☐ NADO ☐ RADO ☐ Others_____

APPROVAL GRANTED FOR (SUBSTANCES) & DURATION:

8.2 SUPPLEMENTS TAKEN:

8.3 DOPING CONTROL RECORD

TOURNAMENT	DATE	VENUE	RESULT

9. SUMMARISING ASSESSMENT

Medical History

- ☐ 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: _____	
Address: _____ _____ _____	
Phone No.: _____	Fax No: _____
Email _____	
Date: _____	Signature: _____

PLAYERS AND EXAMINING PHYSICIAN DECLARATION FOR PCMA

1. PLAYER

Name: _____

Club: _____

I hereby confirmed that I have undergone Pre-Competition Medical Assessment (PCMA)

Date: _____ Signature: _____

2. EXAMINING PHYSICIAN AND INSTITUTION

Name of the examining physician: _____

Address: _____

Phone No.: _____ Fax No: _____

Email _____

I hereby confirmed that the above-mentioned player has undergone a Pre-Medical Competition Assessment (PCMA) which includes family's medical history, a general physical and orthopaedic examination, blood analysis, a clinical cardiovascular examination and 12-lead-resting ECG as described in the PCMA form.

I hereby confirmed of my evaluation:

ELIGIBILITY FOR COMPETITIVE FOOTBALL ☐ **YES** ☐ **NO**

Date: _____ Signature: _____

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
- ☐ 5. 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 _____

Date: _____

(Member Association name)

Dear Sir,

I wish to apply for a recognition of my

coaching award * (if available)

issued by _____ in _____
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 Coach)

Personal Details:

Mr/Ms _____

Nationality: _____ Date of Birth: _____

Mailing Address: _____

_____ Post Code: _____

Email 1: _____ Email 2: _____

Contact Number: M) _____ H) _____ Fax) _____

Coaching Courses Attended (last 5 years)

Course Type	Date & Venue	Course Organizers

Remarks: _____

Note : Enclose all coaching/educational certifications, testimonials, letter of appointment and/or acknowledgement, contracts and any other relevant supporting documents (translated into English where necessary) which must be originals or certified true copies, signed or initialed where appropriate.

In submitting this application, I declare that:

- a) the evidence I have provided is a true and accurate record of my football and work experiences;
- b) I am aware of and accept the application of the AFC Regulations Governing the Recognition of Coaching Competency;
- c) I waive all appeal rights, including any right founded in any arbitration agreement pursuant to the AFC Statutes; and
- d) all decisions of the AFC General Secretariat made pursuant to the AFC Regulations Governing the Recognition of Coaching Competency are final.

Signature of applicant: _____

Date: _