



Football Association of Singapore

Club Licensing Regulations 2019/2020

Based on AFC Club Licensing Regulations (Version 2016)

Updated: 22 February 2019

TIME-TABLE AND DEADLINES FOR CORE PROCESS

TIMELINE	CORE PROCESS ACTIVITY
7 Mar 2019	Licensing Document Packs (including manual, application form and templates/annexes etc.) issued to Clubs
25 Mar 2019	Conduct CLAS workshop for clubs
31 Jul 2019	Submission Deadline for Licensing Documentation
1 Aug – 30 Aug 2019	Assessment on License Applications (including site inspection and visits) and presenting report to FIB
2 Sep 2019	Decision-making by First Instance Body (FIB)
4 –18 Sep 2019	Appeals process for Licence Applicants
25 Sep 2019	Decision-making by Appeals Body (AB)
30 Sep 2019	Notification of Decisions to FAS Executive Committee and AFC.

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CHAPTER 1

1.0 INTRODUCTION

1.0.1 This “**Club Licensing Regulations**” manual integrates the FAS’ Club Licensing Requirements with the AFC’s minimum Club Licensing Requirements. These Regulations were accredited by the AFC and approved by the FAS Executive Committee and applies for the 2019 season.

1.0.2 Any licence issued is based on the minimum criteria set in the AFC Club Licensing Regulations and applies to, and for, clubs wishing to attain an AFC Club Licence for participation in the AFC Champions League and AFC Cup season 2020 and beyond.

1.0.3 This Club Licensing Manual is divided into two main sections:

- a. Chapters 1 to 5 address and detail the roles of the *Licensor*, the *Licence Applicant* and the licensing bodies; it also explains the *core process* that is applied.
- b. Chapters 6 to 10 categorise the minimum *criteria* the Club has to fulfil as follows: Sporting criteria, Infrastructure criteria, Personnel and Administrative criteria, Legal criteria and Financial criteria. The Criteria are divided into three different grades (“A”, “B” and “C”).

1.1 OBJECTIVES

The Objectives of the *FAS Club Licensing System* are to:

- a. Safeguard the credibility and integrity of National and AFC Club competitions;
- b. Benchmark the Clubs in Sporting, Infrastructure, Personnel, Administrative, Legal and Finance criteria;
- c. Promote and improve the standard of all aspects of football in Singapore and continuing priority given to the training and care of young players in each club;
- d. Increase the level of Management and Organisation within the clubs;
- e. Improve the economic and financial capability of the clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors;

- f. Adapt the Clubs' Sporting Infrastructure to provide spectators and media with well-appointed, well-equipped and safe stadiums; and
- g. Safeguard the continuity of International Competitions for one season; and
- h. Monitor the Financial fair play in the competitions.

CHAPTER 2

PROCEDURE

2.1 CRITERIA

2.1.1 The Criteria described in this FAS Club Licensing Regulations are as follows:

- a. Sporting,
- b. Infrastructure,
- c. Personnel and Administrative,
- d. Legal,
- e. Financial.

2.1.2 Each Criteria is defined and graded into three categories as follows:

- a. **“A”- Criteria – “MANDATORY”**: If the Licence Applicant does not fulfil any A-criteria, then it cannot be granted with a *licence* to enter the National and/or AFC Club Competitions.
- b. **“B” – Criteria – “MANDATORY”**: If the Licence Applicant does not fulfil any B-criteria, then it is sanctioned as specified by FAS but may still receive a licence to enter the National and/or AFC Club Competitions.
- c. **“C”- Criteria – “BEST PRACTICE”**: C-criteria are “Best Practice” recommendations. Non-fulfilment of any C-criteria does not lead to any sanction or to the refusal of the licence. Certain C-criteria *may* become “MANDATORY” criteria at a later stage.

2.2 LICENSING IMPLEMENTATION

2.2.1 The FAS Club Licensing Regulations sets the minimum criteria for the Licensee to enter National and/or AFC Club competitions.

2.3 SANCTIONS

2.3.1 Any failure to meet the obligations/criteria specified in these Regulations for the National Club competitions shall be referred to the FAS Disciplinary Committee which decides on the sanctions which may comprise any one or more of the following:

- a. Caution and/or fine
- b. Deduction of points
- c. Prohibition to conclude new players’ contracts or transfer agreements

- d. Obligation to submit Banker's guarantee in the case of financial shortcomings.

2.3.2 The Club may be sanctioned before the start of as well as during the season.

2.3.3 The Club may be referred to the FAS/S.League Disciplinary Committee for the violation of the Licensing Regulations such as submission of falsified documents, non-respect of deadlines, sanctions against individuals, etc.

2.4 APPLICATION OF THE FAS CLUB LICENSING SYSTEM TO LICENSE APPLICANTS

2.4.1 FAS shall implement the system for participation in AFC Club competitions whenever expressly referred to by specific regulations governing a club competition to be played under the auspices of AFC.

2.4.2 FAS may also decide to implement the system for participation in the top division and/or lower division national competitions. For this purpose, FAS is free to increase, decrease, or introduce additional minimum criteria in its club licensing regulations for the purpose of entering the lower division domestic club competitions.

2.5 SPOT-CHECKS

2.5.1 FAS and/or its nominated bodies/agencies reserve, at any time, the right to conduct spot-checks with the applicant club in order to ensure that its licence was correctly awarded at the time of the final and binding decision of FAS. The non-observance of the minimum mandatory requirements as defined in the FAS Club Licensing Regulations accredited by AFC may result in sanctions defined by the appropriate FAS body according to the nature and the gravity of the violations.

2.5.2 AFC and/or its nominated bodies/agencies reserve the right, at any time, to conduct spot-checks with the FAS to verify that the minimum requirements defined in the Licensing Core Process (Chapter 5) are respected. The non-observance of the minimum mandatory requirements may result in sanctions defined by the appropriate AFC body according to the nature and the gravity of the violations.

2.6 BODIES OF FAS

2.6.1 The bodies through which FAS will act with regards to the Club Licensing System shall be:

- a. The FAS Executive Committee for the approval of this Regulations and any other matter which is not regulated by or provided for in this Regulations;

- b. The FAS Administration for the Club Licensing process including but not limited to the granting of FAS Club licences and execution of spot-checks;
- c. Specific Working Groups (e.g. legal working group, financial working group, etc) composed of specialists delegated by FAS, may be set up, to assist the FAS Administration in the development of the Club Licensing system;
- d. The FAS Disciplinary Committee for the penalisation of breaches of duties relating to the “FAS Club Licensing Regulations” and certain decisions on results of spot-checks.

CHAPTER 3

LICENSOR

3.0 INTRODUCTION

3.0.1 **Football Association of Singapore (FAS) is the Licensor.**

3.0.2 FAS govern the licensing system, appoint the corresponding licensing bodies and fix the necessary processes.

3.0.3 FAS guarantee the Licensee full confidentiality with regard to all information given by the Licence Applicant during the licensing process. Anyone involved in the licensing process or appointed by FAS must sign a confidentiality clause before starting its tasks.

3.1 LICENSING ADMINISTRATION

3.1.1 The **Licensing Administration (LA)** of FAS shall comprise qualified staff members and its tasks are as follows:

- a. Preparing, implementing and further developing the club licensing system;
- b. Providing administrative support to the decision-making bodies referred to in 3.2;
- c. Assisting, advising and monitoring the licensees during the season;
- d. Serving as the contact point for and sharing expertise with the licensing departments of other AFC member associations and with AFC itself.

3.1.2 At least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (e.g. national trade association), or must have a minimum of three (3) years' experience in the above matters (a "recognition of competence").

3.1.3 All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during the licensing procedure. FAS shall set up the necessary confidentiality clauses in this respect.

3.2 DECISION-MAKING BODIES

3.2.1 FAS shall establish two decision-making bodies as follows:

- a. Licensing Committee (LC)
- b. Appeals Committee (AC)

3.2.2 The decision-making bodies shall be independent from each other. They shall receive administrative support from the Licensing Administration of FAS.

3.3 LICENSING COMMITTEE

3.3.1 The **Licensing Committee (LC)** decides on the applications for licences and whether a licence should be granted or refused.

3.3.2 The LC decides on whether a licence should be granted to an applicant on the basis of the documents provided and in accordance with the provisions of the FAS Club Licensing Regulations at the submission deadline set by FAS and on whether a licence shall be withdrawn.

3.3.3 In the case of a licence refusal, the decision must be put in writing and include the reasoning.

3.4 APPEALS COMMITTEE

3.4.1 The **Appeals Committee (AC)** decides on appeals submitted in writing and makes a final and binding decision on whether a licence should be granted. The decision must be put in writing and include the reasoning.

3.4.2 Appeals may only be lodged (within 8 days from receipt of the decision) by:

- a. The Licence Applicant, who received the refusal of the LC;
- b. The Licensee, whose licence has been withdrawn by the LC; or
- c. The Licensing Manager.

3.4.3 The AC makes its decision based on the decision of the LC and all the evidence provided by the Licence Applicant or FAS with its written request for appeal within the deadline determined in the appeal procedure (cf. 3.6) by the Chairman of the AC.

3.4.4 The decision of the AC is final.

3.4.5 Any further evidence submitted to the AC at a later stage shall not be taken into account.

3.5 REQUIREMENTS OF MEMBERS OF THE DECISION-MAKING BODIES

- 3.5.1 The Executive Committee of FAS shall appoint the members of the LC and AC. Members may be re-appointed for a term of 2 years or specific terms as may be specified by the Executive Committee.
- 3.5.2 The LC and AC must have at least one qualified lawyer and an auditor holding a qualification recognised by the appropriate national professional body among their members.
- 3.5.3 Members of the LC may not belong simultaneously to a statutory judicial body of FAS and must act impartially in the discharge of their duties.
- 3.5.4 FAS may nominate its administrative staff as members of the LC, with the exception of the Licensing Manager who cannot be a member of the LC.
- 3.5.5 Administrative staff of FAS cannot be members of the AC.
- 3.5.6 Members of the AC must not simultaneously be members of any other statutory body or Committee of FAS.
- 3.5.7 Members of the LC and AC must follow the strict confidentiality rules in the same way as members of the LA (cf. 3.1.3). FAS define these rules and the members have to accept them in writing.
- 3.5.8 In addition to the requirements set out in 3.5.2 above, FAS may establish further conditions to be satisfied by members of the licensing bodies (academic, professional training, experience, etc.) to ensure that they perform their functions to high professional standards.
- 3.5.9 A member must in all cases automatically abstain if there is any doubt as to his/her independence towards the licence applicant or if there is a conflict of interest.
- 3.5.10 In this regard, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, siblings) is either one or more of the following:
- a. Member
 - b. Shareholder
 - c. Business partner
 - d. Sponsor or
 - e. Consultant, etc. of the Licence Applicant.
- The foregoing list is illustrative and not exhaustive.
- 3.5.11 The LC and AC must comprise a minimum of three (3) members to form a quorum. The Chairman has the casting vote.

- 3.5.12 FAS may establish further criteria regarding the independence of members in accordance with AFC.

3.6 PROCEDURE OF DECISION-MAKING

- 3.6.1 The following procedural rules shall apply to the decision-making process:

a. **Deadlines**

Deadlines are those as defined in the Core Process outlined in this manual and must be respected. The Licensing Administration may alter the deadlines and communicate such changes in a timely manner to all those involved in the Club Licensing process.

b. **Safeguarding the Principle of Equal Treatment**

Fundamental procedural rights shall be guaranteed to any party, particularly the right to equal treatment and the right to a fair hearing. These shall include the right to speak, the right to consult the case file and the right to have a reasoned decision.

c. **Representation**

Clubs shall have the right to representation at the Appeals Committee ONLY, except as directed by the Licensing Committee in line with step 11 of the Core Process. No club shall be represented at any hearing by a solicitor or counsel acting in his/her capacity as such, unless he/she has been a member of the Club for a period of twelve (12) months preceding the date established by the licensor for the submission of the licensing documentation pack from the licensor to the License Applicants for the season in question.

d. **Right to be Heard**

In accordance with (c) above all clubs shall have the right to be heard. The identities of the parties representing the club shall be verified and they shall be instructed to tell the truth and shall be informed that they shall be sanctioned by the Appeals Committee, or referred to the Disciplinary Committee of FAS, should they present false information or represent a false or misleading position (whether positively or by omission).

e. **Official Language**

All documents must be submitted in English.

f. **Time Limit to Appeal**

The time limit to appeal is seven (7) days after the date of the meeting at which the decision appealed against was taken, unless for any

reason it was not made known to the appellant at such meeting in which case it must be within 7 (seven) days after the date on which the decision was intimated in writing to the club. Time limits are triggered when notified as above and shall begin on the day following notification. Saturdays, Sundays and public holidays shall be included in the calculation.

g. Effects of an Appeal

An appeal submitted in compliance with (f) above and (k) below (as verified by the Chair of the Appeals Committee) shall have a delaying effect on any direct or consequential effect of the original decision.

h. Type of Evidence Requested

Any evidence or facts which are to be used by the appellant to support their case must be referred to in the appeal statement (as per (k) below and, where appropriate, supporting documentation must be provided and lodged in accordance with e) above.

Evidence, or facts, not presented in line with the Core Process and placed before the Licensing Committee will not be considered by the Appeals Committee when reaching their decision.

i. Burden of Proof

The Appellant has the burden of proof.

j. Decision

The Appeals Committee shall issue a written statement to all parties and subsequent to this notification any third party it deems appropriate (including media) which shall mention:

- (1) The place and date it was issued
- (2) The names of the members of the Appeals Committee
- (3) The parties concerned
- (4) The pleadings of the parties
- (5) The reasons for the decisions in fact and in law
- (6) The judgment (including where applicable the distribution of costs)

k. Content and Form of Pleading

The appeal must be submitted in writing. The statement of the appeal must mention:

- (1) The decision appealed against
- (2) The grounds for the appeal
- (3) The pleadings (including applicable procedural complaints)

Appeal documents must be submitted to Football Association of Singapore, 100 Tyrwhitt Road 01-02, Jalan Besar Stadium, Singapore 207542 and addressed to the General Secretary.

l. Hearings / Deliberations

Any evidence, facts, documents, contentions or allegations must be made in advance of an appeal hearing (in line with (h) above) and must also be presented in the presence of both the Appellant and the original decision making body.

After all parties are satisfied with their representations the Appeals Committee shall deliberate, in general, immediately after the hearing.

m. Cost of Appeal

An Appeal deposit fee of Singapore Dollars One Thousand (S\$1000.00) must be submitted in accordance with (f) and (k) above and made payable to the "Football Association of Singapore" returnable to the Club should the appeal be upheld.

CHAPTER 4

LICENCE APPLICANT AND LICENCE

4.1 INTRODUCTION

4.1.1 The legal entity applying for a licence is called the **Licence Applicant (LA)**. Once the Licence Applicant has been granted with a licence by the Licensor it becomes a Licensee. For the purpose of this chapter, only the term Licence Applicant is used.

4.2 LICENCE APPLICANT

4.2.1 DEFINITION

4.2.1.1 FAS define the Licence Applicant according to its Statutes and Regulations, the following provisions and in accordance with the national law. This may be regulated within the Licensing Regulations and/or in the Statutes of FAS and/or in the respective specific FAS Regulations. Furthermore, the FIFA and AFC Statutes as well as relevant Regulations must also be taken into account (e.g. FIFA Regulations for the Status and Transfer of Players).

4.2.1.2 The Licence Applicant is defined as being the legal entity fully responsible for the football team participating in National and International Club competitions and which is either:

- a. Any legal entity according to national law and/or FAS statutes, which is member of the national association and/or its affiliated league, or
- b. Any commercial entity according to national law and/or FAS statutes, which has a contractual relationship to a registered member (hereafter, *company*).

4.2.1.3 Only a registered member or a company can apply for/receive a licence. Natural persons may not apply for/receive a licence.

4.2.1.4 The Licence Applicant is fully responsible for the participation in national and international football competitions as well as for the fulfilment of the Club Licensing Criteria.

4.2.2 RESPONSIBILITIES

4.2.2.1 The Licence Applicant is responsible for the following:

- a. That all players are registered with FAS and, for non-amateur players, that they have a written contract with their respective Clubs.

- b. That all the compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of the Club.
- c. That the Licence Applicant is fully responsible for the football team comprising registered players participating in national and international competitions;
- d. That FAS is provided with all necessary information and/or documents relevant to proving that the licensing obligations are fulfilled, as these obligations relate to the sporting, infrastructure, personnel and administrative, legal and financial criteria set out under Chapters 6, 7, 8, 9 and 10 respectively;
- e. That FAS is provided with information on the *reporting entity/entities* in respect of which sporting, infrastructure, personnel and administrative, legal and financial information are required to be provided. In turn, FAS will assess whether, in respect of each Licence Applicant, the selected reporting entity/entities is appropriate for club licensing purposes.

4.2.2.2 If the Licence Applicant has *control* on any *subsidiary*, then consolidated financial statements shall be prepared and submitted to FAS as if the entities included in the consolidation (“the *group*”) were a single company.

4.2.2.3 If the Licence Applicant is controlled by a parent, which may be controlled by another *parent* or which may have control over any other subsidiary or may exercise *significant influence* over any other *associate*, any transaction with the parent of the licence applicant or any parent or subsidiary or associate of such parent must be disclosed in the notes to the financial statements to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.

4.2.2.4 The Licence Applicant must be based legally in Singapore and play its home matches only in Singapore. FAS may define exceptions, subject to the approval of FIFA and AFC.

4.2.2.5 The Licence Applicant must have the right to use the name and the brands of the Club and not change the name of the Club for advertising/promotional purposes.

4.2.2.6 The Licence Applicant must not accept clauses in contracts with television, sponsors or other commercial partners which could restrict the Club in its freedom of decision or affect its management.

4.3 LICENCE

4.3.1 Issuance of Licence. Licences will be issued in accordance with the FAS Club Licensing Regulations and the following provisions:

- a. The status of a football club (professional, semi-professional or amateur) is not relevant to the issuance of a licence.
 - b. The legal form of a football club is not relevant to the issuance of the licence according to national statutes and law.
- 4.3.2 Invitation to Apply. FAS will issue an invitation to the football clubs concerned to apply for a licence punctually and in writing. The club applying for a licence (i.e. Licence Applicant) must submit a written application to FAS. In this application, the club must, in particular, declare that it will fulfil the obligations of the licensing system.
- 4.3.3 Fulfilment of Criteria. Only clubs which fulfil the criteria set out in the FAS Club Licensing Regulations at the deadlines defined by AFC and which have qualified on the basis of their sporting results may be granted with a licence by FAS to enter the National and/or AFC club competitions of the coming season.
- 4.3.4 Expiry of Licence. A licence expires without prior notice:
- a. At the end of the season for which it was issued for; or
 - b. On the dissolution of the Division in question.
- 4.3.5 Withdrawal of Licence. A licence may be withdrawn during a season by the national decision-making bodies if:
- a. For any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a licensee becomes insolvent but enters administration during the season, for so long as the purpose of the administration is to rescue the club and its business, the licence should not be withdrawn);
 - b. Any of the conditions for the issuing of a licence are no longer satisfied; or
 - c. The licensee violates any of its obligations under the FAS Club Licensing Regulations.
- 4.3.6 As soon as a licence withdrawal is envisaged, FAS will inform AFC.
- 4.3.7 If a Club has its licence withdrawn, a decision concerning the elimination of the Club from the current AFC competition in question must be made by the AFC Judicial Bodies.
- 4.3.8 A licence cannot be transferred.
- 4.3.9 AFC reserves the right to sanction a club or eliminate a club from the future AFC club competitions based on the applicable AFC club competition regulations and AFC Disciplinary Code.

4.4 ADMISSION TO AFC CLUB COMPETITIONS

- 4.4.1 The Licence Applicant must further fulfil all the requirements according to the relevant AFC Club Competition Regulations to be admitted to the AFC Club competition.
- 4.4.2 The admission process falls under the sole jurisdiction of AFC and its competent bodies (Competitions Committee, etc.).
- 4.4.3 The competent bodies of AFC make the final decision regarding the admission of a club to participate in any AFC Club competition.
- 4.4.4 Licence decisions are subject to all the statutes-based jurisdiction of AFC including the Court of Arbitration for Sport in Lausanne as ordinary Court of Arbitration (Art 61 of AFC Statutes).

CHAPTER 5

CORE PROCESS

5.1 INTRODUCTION

This Chapter defines the assessment process (hereafter Core Process) of the Club Licensing system. FAS shall ensure equal treatment between all Licence Applicants during the Core Process.

5.2 DEFINITION

5.2.1 In this FAS Club Licensing Regulations, FAS defines the Core Process for the verification of the criteria described in these Regulations (sporting criteria, infrastructure criteria, personnel and administrative criteria, legal criteria and financial criteria) and thus to control the issuance of a licence to a Licence Applicant.

5.2.2 The Core Process shall start at the deadline defined by FAS and shall end with the submission of the list of licensing decisions to the AFC Administration within the deadline stipulated by AFC.

5.3 OBJECTIVE

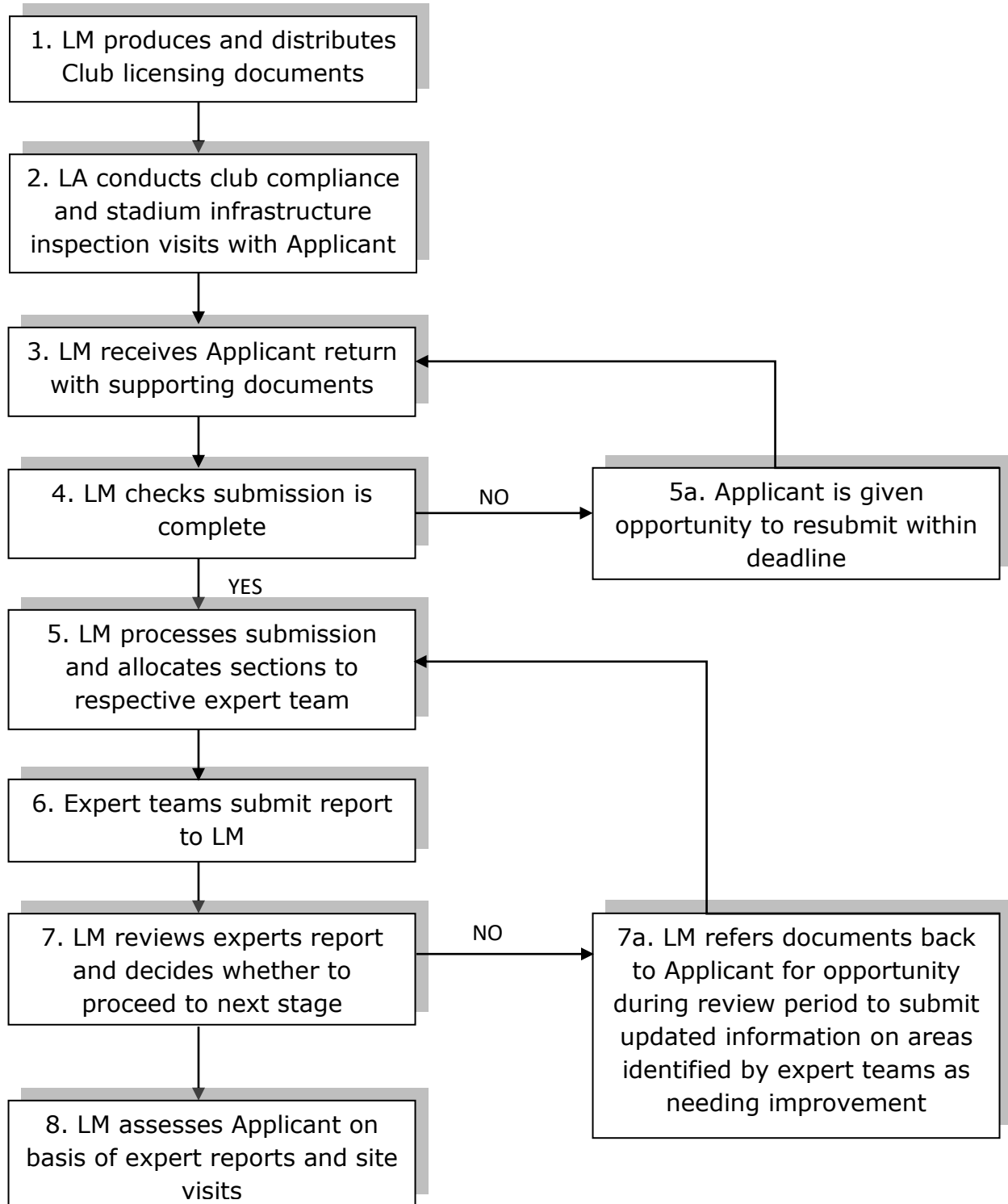
5.3.1 The Core Process is aimed at:

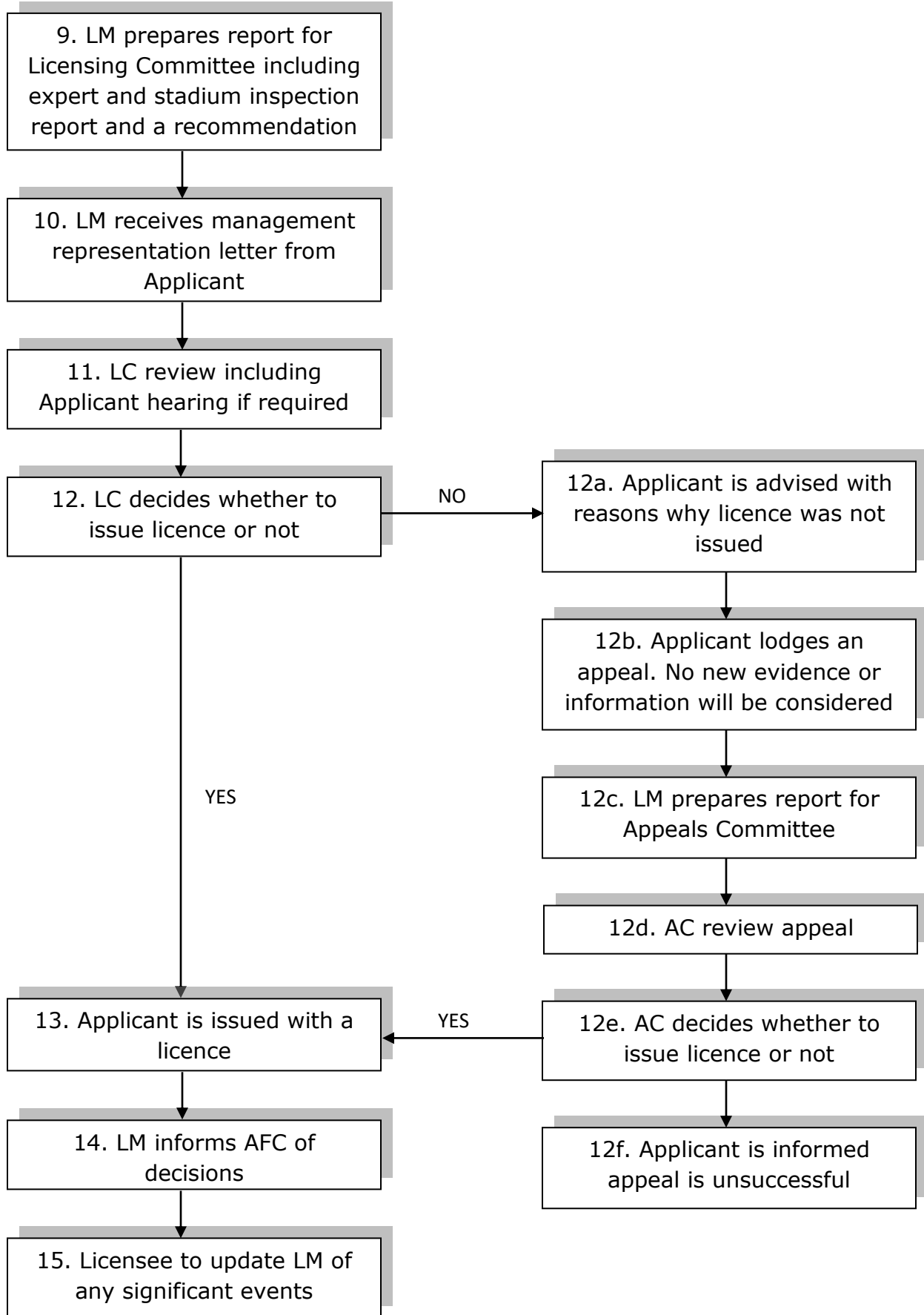
- a. Helping the Licensor in establishing an appropriate and efficient licensing process according to its needs and organisation;
- b. Agreeing on the main requirements that FAS has to comply with to issue the licence, necessary for entering AFC club competitions;
- c. Ensuring that the decision on the granting of a club licence is made by an independent body (LC and/or AC);
- d. Ensuring that the decision-making bodies receive adequate support from the Licensing Administration of FAS.

5.4 SUBMISSION TO AFC

5.4.1 FAS will submit a list of licensed Clubs to AFC by 30th of September of the Year preceding the season to be licensed at the latest.

CORE PROCESS





CHAPTER 6

SPORTING CRITERIA

6.1 OBJECTIVES

The objectives of the sporting criteria are to ensure that Licence Applicants:

- a. Invest in quality-driven youth development programmes;
- b. Support football education and encourage non-football education of their youth players;
- c. Foster medical care of their youth players; and
- d. Apply fair play on and off the pitch (including a common understanding of refereeing matters among all those involved in a match such as referees, players, coaches and officials).

6.2 CRITERIA

S/NO.	GRADE		DESCRIPTION
S.01	AFC	FAS	PLAYER DEVELOPMENT STRUCTURES
	A	A	<p>1. The licence applicant must establish clear player development structures with:</p> <ol style="list-style-type: none">a) clear outlines on club philosophy, playing style and implementable programmes;b) establishment of age group squads;c) clear and progressive player pathways;d) full allocation of resources to establish, maintain and enhance such structures. <p>2. This structure shall include:</p> <ol style="list-style-type: none">a) at least three (3) age group squads below the first team;b) at least two (2) of the above squads must be Under 15 (U-15) and Under 18 (U-18);c) each squad must have a minimum of eighteen (18) players to

			<p>prepare a team ready for participation in an age-group or open competition;</p> <p>d) all squads and the players must be within the licensee’s legal entity or affiliated to its legal entity;</p> <p>e) within each squad, specific tailor-made programmes must be drawn up and managed by the relevant experts (coaches, trainers, physiotherapist, nutritionist etc).</p> <p>3. The squads must participate in official competitions organized by the Member Association at the national and/or regional level.</p> <p>4. The relevant age group competitions should be organized by the Member Association at the national and/or regional levels. This shall include youth leagues, reserve leagues or domestic/local senior leagues.</p> <p>5. <u>Documents required:</u></p> <p><i>a. Objectives and youth development philosophy.</i> <i>b. Organisational chart</i> <i>c. Details of personnel involved</i> <i>d. Infrastructure available for youth development</i> <i>e. Report on results of the programme last year</i> <i>f. Financial resources allocated</i> <i>g. Non-football education proof</i> <i>h. Medical support</i></p>
S.02	AFC	FAS	YOUTH DEVELOPMENT PROGRAMMES (YDP)
	A	A	<p>1. The license applicant must:</p> <p>a) design and implement club-specific, quality-driven youth development programmes;</p> <p>b) provide qualified coaching staff for talented players;</p> <p>c) provide supporting football related education;</p> <p>d) provide supplementary academic education support for youth players.</p> <p>2. The YDP shall include but not limited to the following:</p> <p>a) club’s objectives;</p> <p>b) club’s player development philosophy;</p> <p>c) football education programme for the different age groups with specific contents managed, delivered and reviewed by the relevant</p>

		<p>personnel to develop talented players in these key areas:</p> <ul style="list-style-type: none"> · technical; · tactical; · physical; · mental. <p>d) non-football educational programmes;</p> <p>e) review and feedback processes to evaluate players' performance.</p> <p>3. The YDP contents shall:</p> <p>a) cover the years in between each age category team (recommended – two (2) years apart in between age group squads);</p> <p>b) be progressive and seamless, providing consistency and continuity;</p> <p>c) be reviewed regularly by the Head of Youth Development and other relevant personnel to ensure that the contents are relevant and in keeping with trends of the game.</p> <p>4. Personnel involved in the YDP should be made aware of existing National policies on Child Protection, Labour Laws and youth players protection laws as promulgated by the Government, Member Association, AFC and FIFA to protect young players.</p> <p>5. The license applicant must show its commitment and support for mandatory and complementary total education of their players in the YDP through the introduction of the following provisions:</p> <p>a) ensure that every youth player registered in its YDP have to attend and complete the mandatory school education pathways according to national laws and;</p> <p>b) is not prevented from continuing his non-football education (further academic and/or professional education);</p> <p>c) full medical support services for all players are provided at no or minimal cost (preventive, diagnosis, treatment, rehabilitation, full recovery and any other relevant services to ensure players can undertake and/or continue their role as high performance athletes).</p> <p>6. The license applicant shall provide:</p> <p>a) organisation chart for player development structures and pathways;</p> <p>b) annual training plans and technical development scheme for</p>
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			<p>the specific youth teams prepared by their Head of Youth Development and/or Technical Director;</p> <p>c) list of qualified personnel involved in the player development structures (technical, medical, administrative etc.) with the required minimum qualifications;</p> <p>d) infrastructure and facilities for player development (training and match facilities, gymnasium, recreation hall, classrooms, dormitory, etc.);</p> <p>e) financial resources (budget allocation, contribution by licence applicant).</p> <p>7. <u>Documents required:</u></p> <p><i>a. List of players for each of the youth teams.</i></p> <p><i>b. Participation in competitions/events</i></p> <p><i>c. Registration documents with MA</i></p>
S.03	AFC	FAS	MEDICAL SUPPORT SERVICES FOR CONTRACTED PLAYERS
	A	A	<p>1. The Licence Applicant must ensure that all its players in the Singapore Premier League undergo a yearly medical examination, including a cardiovascular screening. A Certificate of Medical Fitness must be issued by the Medical Authority conducting the Medical Screening.</p> <p>2. Players to be insured for all football-related injuries with an appropriate Insurance Company borne by the Club.</p> <p>3. The Club is required to keep all medical records of its players.</p> <p>3. <u>Documents required:</u></p> <p><i>a. Certificate of Medical Fitness</i></p> <p><i>b. Insurance Policy for player</i></p>
S.04	AFC	FAS	GRASSROOTS PROGRAMMES
	B	B	<p>1. Children below the age of 13 shall be included in the Grassroots and/or Corporate Social Responsibilities programmes.</p> <p>2. The licence applicant shall engage children from within the community and organize regular Festivals/events to provide equal playing opportunities.</p> <p>3. The activity must involve at least 40 children playing in a regulation-sized football pitch divided into 4 mini pitches playing a 5 versus 5 game.</p>

			<p>4. Grassroots football activities shall be in line with the FAS philosophy for children aged 6 to 12 years old.</p> <p>5. These can be done in collaboration with the FAS Technical Department, Ministry of Education, partners or such other stakeholders. Reference can be made to the AFC Grassroots Framework Policy document.</p> <p>6. <u>Documents required:</u></p> <p>a. <i>List of players with address, DOB and parents' names</i></p>
S.05	AFC	FAS	EDUCATIONAL PROGRAMMES
	B	B	<p>1. The licence applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to:</p> <p>a) Sports Integrity matters; b) FIFA Laws of the Game; c) doping control; d) other topics as required by the FAS.</p> <p>2. These sessions or events must be provided either by the license applicant, FAS or a third party in collaboration with the license applicant / FAS, during the year prior to the season to be licensed.</p> <p>3. <u>Documents required:</u></p> <p>a. <i>List of participants</i> b. <i>Photos of event</i></p>
S.06	AFC	FAS	CORPORATE SOCIAL RESPONSIBILITY PROGRAMMES
	C	C	<p>1. The licence applicant to establish strategies and implementation programmes to promote the Club, the game and to address current issues in football and society.</p> <p>2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the license applicant, FAS, the AFC and FIFA.</p> <p>3. Such programmes connect and create links with the community which will facilitate the following:</p> <p>a) establishment and enlargement of their fan base; b) creation of a pool of volunteers; c) organisation of grassroots football activities, initiatives and</p>

			<p>events for and within the community;</p> <p>d) creation of strong links with the community;</p> <p>e) creation of a market base for branding, merchandising, sponsors and commercial partners.</p> <p>4. <u>Documents required:</u></p> <p>a. <i>Date of event</i></p> <p>b. <i>List of participants</i></p> <p>c. <i>Photos of the event</i></p>
S.07	AFC	FAS	CLUB YOUTH ACADEMY
	C	C	<p>1. The licence applicant to establish a Club Youth Academy with the required infrastructure and facilities for the implementation of their YDP.</p> <p>2. <u>Documents required:</u></p> <p>a. <i>Ownership documents of the academy</i></p> <p>b. <i>Location and address</i></p> <p>c. <i>List of students</i></p> <p>d. <i>List of coaches</i></p> <p>e. <i>Photos of the facilities</i></p>
S.08	AFC	FAS	RACIAL EQUALITY PRACTICE
	C	A	<p>1. The licence applicant is required to ensure that regular talks on the various types of discrimination, including Racial Discrimination, are conducted in accordance with the FAS Anti-Discriminatory Advisory issued.</p> <p>2. <u>Documents required:</u></p> <p>a. <i>FAS Anti-Discriminatory Advisory</i></p>

CHAPTER 7

INFRASTRUCTURE CRITERIA

7.1 OBJECTIVES

The objectives of the following infrastructure criteria are that:

- a. Licence Applicants have an “approved” stadium available for playing National and AFC club competitions matches which provide spectators and media and press representatives with well equipped, well appointed and safe and comfortable stadia;
- b. Licence Applicants have suitable training facilities for their players to help them improve their technical skills.

7.2 CRITERIA

S/NO	GRADE		DESCRIPTION
I.01	AFC	FAS	APPROVED STADIUMS FOR AFC CLUB COMPETITIONS
	A	B	<p>1. The licence applicant must have a stadium available to play AFC Club Competitions. The licence applicant either:</p> <ol style="list-style-type: none">a) owns the stadium; orb) 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 matches for the coming season, for which the licence applicant qualifies in sporting terms. <p>2. The stadia must meet the requirements expressly referred to by the:</p> <ol style="list-style-type: none">a) AFC Stadia Regulations; and respectiveb) AFC Club Competition Regulations/Manual. <p>3. The stadium must be based in Singapore and approved by FAS.</p> <p>4. <u>Documents required:</u></p> <ol style="list-style-type: none">a. Licence Agreement between Sport Singapore & FAS.b. Address of stadiumc. Capacity of stadium

			<i>d. Images of various parts of the stadium</i>
	AFC	FAS	STADIUM – CERTIFICATION
	A	B	<p>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 security authorities, the local hospital, fire brigade, police, etc.).</p> <p>2. The certificate must provide at least the following information:</p> <p style="padding-left: 40px;">a. Safety status of the stadium structure and building fitness;</p> <p style="padding-left: 40px;">b. Compliance statement regarding the safety/security regulations of the competent civil authority;</p> <p style="padding-left: 40px;">c. Approval of the entire stadium capacity (individual seats, terraces and total number).</p> <p>3. The certificate issued by the appropriate body must not be older than two years at the beginning of the new AFC club competition season (1st qualification match).</p> <p>4. <u>Documents required:</u></p> <p style="padding-left: 40px;"><i>a. Fire Certificate issued by Singapore Civil Defence Force</i></p> <p style="padding-left: 40px;"><i>b. Electrical installation licence issued to Sport Singapore</i></p> <p style="padding-left: 40px;"><i>c. Periodic Structural visual inspection approved by Building and Construction Authority of Singapore</i></p>
I.03	AFC	FAS	STADIUM – APPROVED EVACUATION PLAN
	A	A	<p>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 a case of emergency according to the applicable national law.</p> <p>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 co-operation with the appropriate civil body (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</p> <p>3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the stadium.</p> <p>4. The Security Officer, stewards and club & stadium employees shall be briefed on the evacuation plan.</p>

			<p>5. <u>Documents required:</u></p> <p>a. <i>Standard Operating Procedure for stadium</i> b. <i>Evacuation plan</i> c. <i>Contingency plans for matches</i></p>
I.04	AFC	FAS	TRAINING FACILITIES – AVAILABILITY
	A	A	<p>1. The licence applicant must have training facilities available throughout the year. The licence applicant either:</p> <p>a) owns the training facilities; or</p> <p>b) can provide a written contract with the owner of the training facilities. This contract must guarantee the use of the training facilities for the license season, by all teams of the license applicant.</p> <p>2. <u>Documents required:</u></p> <p>a. <i>Licence Agreement between Sport Singapore & FAS</i> b. <i>Training facilities location address</i> c. <i>Images of training field</i></p>
I.05	AFC	FAS	STADIUM – SAFETY
	B	A	<p>1. In accordance with the national law, provisions for safety shall be made. If no such law exists, the licensor shall define and implement at least the following provisions:</p> <p>a) all parts of the stadium and its stands, including entrances, exits, stairways, doors, passages, roofs, all public and private areas and rooms, etc. must comply with the safety standards;</p> <p>b) all public passages and stairways in the spectator areas must be painted in a bright colour (e.g. yellow), as must all gates leading from the spectator areas into the playing area, and all exit doors and gates leading out of the stadium;</p> <p>c) all public passages, corridors, stairs, doors, gates, etc. Shall be kept free of any obstructions that could impede the free flow of spectators during an event;</p> <p>d) all exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must open outwards away from the spectators, and must remain unlocked while spectators are in the stadium. Each and every such door and gate must be attended at all times by a specially appointed steward, to guard against abuse and ensure immediate escape routes in the event of any emergency evacuation. In order to prevent illegal entry</p>

			<p>or intrusion, these doors and gates may be fitted with a locking device, which may be operated simply and quickly by anyone from within. Under no circumstances must they be locked with a key during the time that spectators are in the stadium;</p> <p>e) in order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices;</p> <p>f) it is essential that event holders and stadium safety/security authorities are capable of communicating with spectators inside and outside the stadium by means of a sufficiently powerful and reliable public address system (loudspeakers) and/or by a scoreboard and/or a video screen;</p> <p>g) a 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.</p> <p>2. <u>Documents required:</u></p> <p><i>Images of relevant criteria clarified in the description.</i></p>
I.06	AFC	FAS	TRAINING FACILITES FOR PLAYER DEVELOPMENT – MINIMUM INFRASTRUCTURE
	B	B	<p>1. As a minimum, the infrastructure of the training facilities for player development must include:</p> <p>a) outdoor training facilities;</p> <p>b) indoor training facilities;</p> <p>c) dressing rooms;</p> <p>d) medical room(s) or direct access to first aid at the training site.</p> <p>2. <u>Documents required:</u></p> <p><i>a. Ownership documents or contract with owner</i> <i>b. Location address of training field</i> <i>c. Images of training field</i> <i>d. Location address of indoor training facilities</i> <i>e. Images of indoor training facilities</i></p>

I.07	AFC	FAS	STADIUM – GROUND RULES
	B	B	<p>1. Each stadium must have stadium ground rules and affix them to the stadium visible to the spectators.</p> <p>2. These rules must provide information on at least the following:</p> <ul style="list-style-type: none"> • admission rights; • abandonment or postponement of events; • description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.; • restrictions with regard to alcohol, fireworks, banners, etc.; • seating rules; • causes for ejection from the ground; • risk analysis specific to the stadium. <p>3. <u>Documents required:</u></p> <p><i>Images showing stadium ground rules in display.</i></p>
I.08	AFC	FAS	STADIUM – SPECTATOR WITH DISABILITIES
	B	B	<p>1. The license applicant should designate a suitable area within the stadium to accommodate disabled spectators and accompanying persons safely and comfortably.</p> <p>2. <u>Documents required:</u></p> <p><i>Images of area allocated for spectators with disabilities.</i></p>
I.09	AFC	FAS	STADIUM – SIGNPOSTING AND DIRECTIONS
	C	C	<p>1. All public directional signs inside and outside the stadium must be presented in English and internationally understandable pictographic language.</p> <p>2. Clear, comprehensive signposting must be provided at the stadium approaches and around, and throughout the stadium to point the way to the different sectors.</p> <p>3. Tickets must clearly identify the location of the seats for which they have been issued. Information on the tickets must correlate with the signpost information provided, both inside and outside the stadium.</p> <p>4. Colour coding of tickets will assist the entry process, and retained ticket stubs must contain information which will guide spectators once they are inside. Large-scale wall maps must be provided for the guidance of spectators.</p>

			<p>5. <u>Documents required:</u></p> <p><i>Images of relevant criteria clarified in the description.</i></p>
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CHAPTER 8

PERSONNEL AND ADMINISTRATIVE CRITERIA

8.1 OBJECTIVES

The objectives of the Personnel and Administrative criteria are that:

- a. Licence Applicants are managed in a professional way;
- b. Licence Applicants have available well-educated, qualified and skilled specialists;
- c. The players of all the Club's teams are trained by qualified coaches and supported by the necessary technical and medical staff.

8.2 CRITERIA

S/NO	GRADE		DESCRIPTION
P.01	AFC	FAS	CLUB SECRETARIAT
	A	A	1. The Licence Applicant must have available office space to run its administration. 2. An office(s) and the required technical minimum infrastructure including phone, fax and email must be available. 3. The Licence Applicant must appoint the appropriate number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that its office is open to communicate with FAS and the public. 4. <u>Documents required:</u> <i>a. Tenancy Agreement between Sport Singapore and FAS</i> <i>b. Images of premises with allocated infrastructure</i>
P.02	AFC	FAS	GENERAL MANAGER
	A	A	1. The Licence Applicant must appoint a General Manager being responsible for running its daily business and operations. 2. The appointment must be approved by the Management Committee of the Licence Applicant.

			<p>3. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract</p> <p>b. CV</p> <p>c. Photograph</p>
P.03	AFC	FAS	FINANCE OFFICER
	A	A	<p>1. The Licence Applicant must appoint a Finance Officer who will be responsible for its financial matters. He/she can be either a person working in the club's administration or an external partner mandated by the club through a written contract.</p> <p>2. The Finance Officer must hold as a minimum one of the following qualifications:</p> <p>a. a Diploma of certified public accountant; or</p> <p>b. a Diploma of qualified auditor;</p> <p>c. a "recognition of competence" issued by the licensor based on practical experience in financial matters of at least 3 years.</p> <p>3. The appointment must be approved by the Management Committee of the Licence Applicant.</p> <p>4. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract</p> <p>b. CV</p> <p>c. Photograph</p>
P.04	AFC	FAS	SECURITY OFFICER
	A	A	<p>1. The Licence Applicant must appoint a Security Officer who will be responsible for safety and security matters.</p> <p>2. The Security Officer must hold as a minimum one of the following qualifications:</p> <p>a. a certificate as policeman or security person according to national law, or;</p> <p>b. a safety and security diploma based on a specific course issued by the national association or by a state recognised organisation, or;</p> <p>c. a "recognition of competence" approved by the FAS, which is based on the participation in specific safety and security course of the national association and at least one (1) year experience in such matters.</p>

			<p>3. The appointment must be approved by the Management Committee of the Licence Applicant.</p> <p>4. <u>Documents required:</u></p> <p>a. <i>Letter of Appointment/Contract</i></p> <p>b. <i>Qualification documents</i></p> <p>c. <i>Photograph</i></p>
P.05	AFC	FAS	MEDIA OFFICER
	A	A	<p>1. The Licence Applicant must appoint a Media Officer who will be responsible for media matters.</p> <p>2. The Media Officer must hold as a minimum one of the following qualifications:</p> <p>a. Diploma in journalism education;</p> <p>b. concluded a media officer education course provided by the FAS or an organisation recognised by the national association;</p> <p>c. a “recognition of competence” approved by FAS, which requires at least one (1) year experience in such matters.</p> <p>3. The appointment must be approved by the Management Committee of the Licence Applicant.</p> <p>4. <u>Documents required:</u></p> <p>a. <i>Letter of Appointment/Contract</i></p> <p>b. <i>CV</i></p> <p>c. <i>Qualification documents</i></p> <p>d. <i>Photograph</i></p>
P.06	AFC	FAS	MEDICAL DOCTOR
	A	C	<p>1. The Licence Applicant must appoint a doctor being responsible for the medical support and advice for the Singapore Premier League squad as well as for doping prevention policy. He must ensure medical support during matches and training.</p> <p>2. The Medical Doctor must possess medical qualifications (MBBS degree from a recognised University) and must be duly registered with the Singapore Medical Association.</p> <p>3. The appointment must be approved by the Management Committee of the Licence Applicant.</p>

			<p>4. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract</p> <p>b. CV</p> <p>c. Qualification documents</p> <p>d. Photograph</p>
P.07	AFC	FAS	PHYSIOTHERAPIST
	A	C	<p>1. The Licence Applicant must appoint a physiotherapist being responsible for medical treatment and massages for the Singapore Premier League squad during training and matches.</p> <p>2. The physiotherapist must possess a Degree in Physiotherapy from a recognised University)</p> <p>3. The physiotherapist must be certified by the appropriate national health authorities and/or registered with physiotherapy board/ council in Singapore.</p> <p>4. The physiotherapist must be duly registered with FAS and the appointment approved by the Management Committee of the Licence Applicant.</p> <p>5. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract</p> <p>b. CV</p> <p>c. Qualification documents</p> <p>d. Photograph</p>
P.08	AFC	FAS	SPORT TRAINER
	-	A	<p>1. The Licence Applicant must appoint a Sport Trainer being responsible for medical treatment and massages for the Singapore Premier League squad during training and matches.</p> <p>2. The Sport Trainer must possess a valid qualification from Sport Singapore or its equivalent.</p> <p>3. The Sport Trainer must be duly registered with FAS and the appointment approved by the Management Committee of the Licence Applicant.</p> <p>5. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract</p> <p>b. CV</p> <p>c. Qualification documents</p> <p>d. Photograph</p>

P.09	AFC	FAS	HEAD COACH OF FIRST SQUAD
	A	A	<p>1. The licence applicant must appoint a Head Coach responsible for all football technical matters of the Singapore Premier League squad. Additionally, he may be involved with the reserve/developmental squads in the club.</p> <p>2. The Head Coach must:</p> <p>a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by the AFC. The current MCR is benchmarked at the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC;</p> <p>b) hold a Recognition of Coaching 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;</p> <p>c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.</p> <p>3. The Head Coach must be duly registered with FAS and the appointment approved by the Management Committee of the licence applicant.</p> <p>4. <u>Documents required:</u></p> <p>a. <i>Letter of Appointment/Contract</i></p> <p>b. <i>Coaching Certificate</i></p> <p>c. <i>Photograph</i></p>
P.10	AFC	FAS	ASSISTANT COACH OF FIRST SQUAD
	A	A	<p>1. The licence applicant must appoint an Assistant Coach assisting the Head Coach in all football technical matters of the Singapore Premier League squad and additionally he may coach the reserve/developmental squads in the club.</p> <p>2. The Assistant Coach of First Squad must:</p> <p>a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by AFC. The current MCR is benchmarked at the AFC 'B' Coaching Certificate or its equivalence recognised and approved by AFC;</p> <p>b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required</p>

			<p>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.</p> <p>3. The Assistant Coach must be duly registered with FAS and the appointment approved by the Management Committee of the licence applicant.</p> <p>4. <u>Documents required:</u></p> <p>a. <i>Letter of Appointment/Contract</i> b. <i>Coaching Certificate</i> c. <i>Photograph</i></p>
P.11	AFC	FAS	HEAD OF YOUTH DEVELOPMENT PROGRAMME
	A	A	<p>1. The licence applicant must appoint a Head of Youth Development (HYD) responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme (YDP).</p> <p>2. The Head of the Youth Development must:</p> <p>a) hold at least the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC;</p> <p>b) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.</p> <p>c) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;</p> <p>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.</p> <p>3. The HYD must be duly registered with FAS and the appointment approved by the Management Committee of the licence applicant.</p> <p>4. <u>Documents Required:</u></p> <p>a. <i>Letter of Appointment/Contract</i> b. <i>Coaching Certificate</i> c. <i>Photograph</i></p>

P.12	AFC	FAS	YOUTH COACHES
	A	A	<p>1. The Licence Applicant must appoint at least one coach responsible for all football matters for each youth team (cf. S.02).</p> <p>2. The Youth Coaches must hold at least a valid AFC Coaching Licence or its equivalent recognized by AFC as follows:</p> <ul style="list-style-type: none"> a. Under-13 - 19 Coach: minimum AFC “B” Certificate (for COE Programme) b. Other Youth Coaches: minimum AFC “C” Certificate <p>3. The Coaches must be duly registered with FAS and the appointment approved by the Management Committee of the Licence Applicant.</p> <p>4. <u>Documents required:</u></p> <ul style="list-style-type: none"> a. Letter of Appointment/Contract b. Coaching Certificate. c. Photograph
P.13	AFC	FAS	SAFETY AND SECURITY ORGANISATION
	A	A	<p>1. The Licence Applicant must establish a safety and security organisation for home matches through the engagement of marshals/stewards. For this purpose, it must provide appropriately qualified marshals/stewards (internal or external) as follows:</p> <ul style="list-style-type: none"> a. Employ the marshal/stewards who are volunteers; or b. conclude a written contract with an external security company providing marshals/stewards. <p>2. <u>Documents required:</u></p> <ul style="list-style-type: none"> a. List of Volunteers for match-day duties b. Letter of Appointment c. Duration of appointment
P.14	AFC	FAS	RIGHTS, RESPONSIBILITIES AND DUTIES
	A	A	<p>1. The rights and duties of the Licence Applicant’s staff members defined in P.02 to P.14 must be defined in writing. A Job Description detailing the tasks and responsibilities must be produced and issued to each appointed staff.</p> <p>2. <u>Documents required:</u></p> <p><i>Summary of job responsibilities of each personnel.</i></p>

P.15	AFC	FAS	DUTY TO NOTIFY SIGNIFICANT CHANGES
	A	A	<p>1. Any event occurring after the submission of the licensing documentation to FAS representing a significant change compared to the information previously submitted and related to criteria P.01 to P.14, must be notified to FAS within 7 working days.</p> <p>2. <u>Documents required:</u></p> <p><i>Signed undertaking that all significant changes shall be notified within 7 days.</i></p>
P.16	AFC	FAS	DUTY OF REPLACEMENT DURING THE LICENSING SEASON
	A	A	<p>1. If a function defined in criteria P.01 to P.14 becomes vacant during the licensing season, the licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</p> <p>2. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.</p> <p>3. The occurrence of vacancy and replacement must be notified to the licensor within seven (7) working days of the respective event.</p> <p>4. <u>Documents required:</u></p> <p><i>Signed undertaking that any vacancy shall be notified within 7 days and replacement of such roles within 60 days.</i></p>
P.17	AFC	FAS	LEGAL ADVISOR
	C	C	<p>1. It is recommended that the licence applicant appoint a legal advisor (full time or part time) who is responsible to handle all legal matters in the licence applicant's activities.</p> <p>2. The legal advisor shall have the necessary legal qualifications.</p> <p>3. <u>Documents required:</u></p> <p><i>a. Letter of Appointment</i> <i>b. Practising Certificate.</i> <i>c. Photograph</i></p>

P.18	AFC	FAS	CLUB TECHNICAL DIRECTOR
	C	C	<p>1. It is recommended that the License applicant employ a full time or part time Club Technical Director.</p> <p>2. He should have a relevant technical qualification/certification (recommended – minimum AFC ‘A’ Coaching certificate) and/or supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.</p> <p>3. He must have strong management skills, visionary and lead the technical development of the club.</p> <p>4. He shall be responsible for but not limited to the following:</p> <ul style="list-style-type: none"> a) establish and/or implement Club Philosophy; b) establish Youth and Player Development Structures and Programmes; c) ensure technical standards are maintained and enhanced; d) monitor and evaluate all technical and developmental programmes; e) talent scouting; f) management of Club’s Youth Academies; g) recruitment and management of coaches and talent scouts; h) management of match analysis processes. <p>5. <u>Documents required:</u></p> <ul style="list-style-type: none"> a. Letter of Appointment/Contract b. Qualification documents c. CV d. Photograph
P.19	AFC	FAS	FIRST TEAM GOALKEEPER COACH
	C	B	<p>1. It is recommended that the license applicant employ a full time or part time qualified Goalkeeper Coach for the first team.</p> <p>2. He should have a relevant qualification (recommended – minimum AFC Goalkeeper Level 1 Coaching Certificate) and goalkeeper coaching experience at the professional club level.</p>

			<p>3. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract b. Qualification documents c. CV d. Photograph</p>
P.20	AFC	FAS	FIRST TEAM FITNESS COACH
	C	A	<p>1. It is recommended that the license applicant employ a full time or part time qualified Fitness Coach for the first team.</p> <p>2. He should have a relevant qualification (recommended – minimum AFC ‘C’ Level 1 Fitness Coaching Certificate) and fitness coaching experience at the professional club level.</p> <p>3. <u>Documents required:</u></p> <p>a. Letter of Appointment/Contract b. Qualification documents c. CV d. Photograph</p>

CHAPTER 9

LEGAL CRITERIA

9.1 CRITERIA

S/NO	GRADE		DESCRIPTION
L.01	AFC	FAS	DECLARATION IN RESPECT OF THE PARTICIPATION IN AFC CLUB COMPETITIONS
	A	A	<p>1. The Licence Applicant must submit a legally valid Declaration confirming the following:-</p> <p>a. It recognises as legally binding the statutes, rules and regulations and decisions of FAS, FIFA, AFC, and the S.League.</p> <p>b. It recognises the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA and/or AFC;</p> <p>c. It recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes;</p> <p>d. At National level, it will play in competitions that are recognised and endorsed by FAS and SPL (e.g. national championship, national cup);</p> <p>e. At Continental level, it will participate in competitions recognised and endorsed by AFC. To avoid any doubt, this provision does not relate to friendly matches;</p> <p>f. At the Regional level, it will participate in competitions recognised and endorsed by AFF. To avoid any doubt, this provision does not relate to friendly matches;</p> <p>g. It undertakes to abide by and observe the provisions and conditions of the FAS Club Licensing Regulations; all submitted documents are complete and correct;</p> <p>h. It authorises the competent club Licensing Authority to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;</p> <p>i. It acknowledges that AFC reserves the right to execute spot-checks at national level reviewing the assessment process and</p>

			<p>the decision making;</p> <p>j. It acknowledges that FIFA reserves the right to execute spot-checks at national level to review the assessment process and the decision making in case AFC fails to implement and execute a sport check procedure at national level; and</p> <p>k. It will inform FAS about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation (cf.P.14, F.05 and F.07) within the fixed deadlines (cf. P.14 see AFC comments);</p> <p>2. This Declaration must be executed by an authorised signatory no more than three months prior to the corresponding deadline for its submission to FAS.</p> <p>3. <u>Documents required:</u></p> <p><i>Letter of Declaration.</i></p>
L.02	AFC	FAS	LEGAL DOCUMENTS
	A	A	<p>1. The Licence Applicant must submit the following documents:</p> <p>a. Copy of the Licence Applicant’s current company articles (e.g. company act); and/or</p> <p>b. Copy of the Licence Applicant’s current Registry of Societies (ROS) Unique Entity Number (UEN).</p> <p>c. the agreement between the licence applicant and the relevant member which has the right to participate in affiliated competitions of FAS. (if applicable)</p> <p>2. These documents must be executed by an authorised Signatory no more than three months prior to the corresponding deadline for their submission to FAS.</p> <p>3. <u>Documents required:</u></p> <p><i>a. Letter of Declaration and Confirmation</i></p> <p><i>b. Club Constitution</i></p> <p><i>c. ROS Certificate</i></p>
L.03	AFC	FAS	OWNERSHIP AND CONTROL OF CLUBS
	A	A	<p>1. The licence applicant must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.</p>

			<p>No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:</p> <p>a) holds or deals in the securities or shares that allows such person to exercise decisive influence in the activities of any other club participating in the same competition;</p> <p>b) holds a majority of the shareholders' voting rights of any other club participating in the same competition;</p> <p>c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;</p> <p>d) is a shareholder and alone controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;</p> <p>e) is a member of any other club participating in the same competition;</p> <p>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;</p> <p>g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.</p> <p>2. These declarations must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to FAS.</p> <p>3. <u>Documents required:</u></p> <p><i>a. Letter of Declaration</i></p> <p><i>b. List of executive members and/or Board of Directors</i></p>
L.04	AFC	FAS	WRITTEN CONTRACTS WITH PROFESSIONAL PLAYERS
	A	A	<p>1. The professional players of the licence applicant must have a written contract in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and FAS.</p>

			<p>2. <u>Documents required:</u></p> <p>a. <i>List of players</i></p> <p>b. <i>Contracts of players</i></p>
L.05	AFC	FAS	DISCIPLINARY PROCEDURE AND CODE OF CONDUCT FOR PLAYERS AND OFFICIALS
	C	A	<p>1. The licence applicant must ensure that all officials and players are briefed on the contents of the FAS' Code of Conduct and Professional Ethics. The officials and players are to sign a declaration form acknowledging that they are fully aware of the contents and requirements and that they will be subject to appropriate disciplinary or legal action should they are in breach of any part or parts of the Code.</p> <p>2. The licence applicant must submit a legally valid Club Disciplinary Regulations which shall comply with the relevant national law including FIFA, the AFC and FAS statutes, including rules and regulations under which the infringement of the Club Disciplinary Regulations shall be prosecuted and sanctions shall be applied in accordance with a legally established proceeding and by competent body of the said club.</p> <p>3. <u>Documents required:</u></p> <p>a. <i>Code of Conduct & Professional Ethics Declaration Form</i></p> <p>b. <i>Club's disciplinary procedure</i></p>

CHAPTER 10

FINANCIAL CRITERIA

10.1 OBJECTIVES

The financial criteria aim principally to:

- a. Improve the economic and financial capability of the clubs;
- b. Increase clubs' transparency and credibility;
- c. Place the necessary importance on the protection of creditors;
- d. Safeguard the continuity of international competitions for one season;
- e. Monitor financial fair play in AFC club competitions.

10.2 CRITERIA

FAS will ensure that, in respect of the clubs which qualify for AFC Club competitions, the following minimum criteria are met. For implementation within FAS Club Licensing Regulations, FAS may develop additional criteria, information requirements and assessment procedures.

S/NO	GRADE		DESCRIPTION
F.01	AFC	FAS	ANNUAL FINANCIAL STATEMENTS - AUDITED
	A	A	<p>1. Regardless of the legal structure of the licence applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditor.</p> <p>2. The annual financial statement must consist of:</p> <ol style="list-style-type: none"> a) a balance sheet; b) a profit and loss account; c) a cash flow statement; d) notes, comprising a summary of significant accounting policies; e) other explanatory notes; and f) a financial review by management. <p>3. The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.</p> <p>4. If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by the</p>

			<p>AFC Club Licensing Manual, then no further supplementary information has to be provided.</p> <p>5. If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then supplementary information must be prepared by the licence applicant and assessed by the auditor.</p> <p>6. <u>Documents required:</u></p> <p><i>Audited financial statements.</i></p>
F.02	AFC	FAS	FINANCIAL STATEMENTS FOR THE INTERIM PERIOD - REVIEWED
	A	A	<p>1. If the statutory closing date of the licence applicant is more than six (6) months before the deadline for submission of the list of licensed clubs to AFC, then the licence applicant shall prepare and submit additional financial statements covering the interim period.</p> <p>2. If the financial statements for the interim period are prepared and submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed or audited by an independent auditor.</p> <p>3. The interim financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.</p> <p>4. <u>Documents required:</u></p> <p><i>Audited interim financial statements.</i></p>
F.03	AFC	FAS	NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES
	A	A	<p>1. The Licence Applicant must prove that it has no payables overdue (e.g. final and binding decisions of the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber and the Court of Arbitration for Sport) towards football clubs arising from transfer activities as at 31 December of the year preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. <u>Documents required:</u></p> <p><i>a. Letter of Declaration</i> <i>b. Player identification table</i></p>

F.04	AFC	FAS	NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES
	A	A	<p>1. The licence applicant must prove that, in respect of contractual and legal obligations with its current and former employees it has no payables overdue towards employees and social/tax authorities as at 31 December preceding the season to be licensed, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <p>a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and</p> <p>b) the administrative, technical, medical and security staff specified in the AFC Club Licensing Regulations.</p> <p>3. <u>Documents required</u></p> <p>a. <i>List of employees</i></p> <p>b. <i>Letter of Declaration by Management</i></p>
F.05	AFC	FAS	WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION
	A	A	<p>1. Within seven days prior to the start of the period in which the licensing decision is to be made by the Licensing Committee, the Licence Applicant must make written representations to FAS.</p> <p>2. The written representations shall state whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the Licence Applicant’s financial position since the balance sheet date of the preceding audited annual financial statements (if applicable).</p> <p>3. <u>Documents required:</u></p> <p><i>Letter of Management Representation.</i></p>
F.06	AFC	FAS	FUTURE FINANCIAL INFORMATION
	A	A	<p>1. The licence applicant must prepare and submit future financial information in order to demonstrate to FAS its ability to continue as a going concern until the end of the licence season if it has breached any of the indicators defined in paragraph 2 below.</p> <p>2. If a licence applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:</p>

		<p>a) Indicator 1: <i>Going concern</i></p> <p>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.</p> <p>b) Indicator 2: <i>Negative equity</i></p> <p>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.</p> <p>3. Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements or, if applicable, the balance sheet date of the interim financial statements, and it must cover at least the entire licence season.</p> <p>4. Future financial information consists of:</p> <p>a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);</p> <p>b) a budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period (if applicable);</p> <p>c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.</p> <p>5. Future financial information must be prepared, as a minimum, on a quarterly basis.</p> <p>6. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied for the preparation of the annual financial statements, except for accounting policy changes made after the date of the most recent annual financial statements that are to be reflected in the next annual financial</p>
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			<p>statements, in which case details must be disclosed.</p> <p>7. Future financial information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Manual. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.</p> <p>8. Future financial information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.</p> <p>9. <u>Documents required:</u></p> <p><i>a. Budget Profit & Loss Account</i> <i>b. Budget Cashflow</i> <i>c. Explanatory notes on assumptions and risks</i></p>
F.07	AFC	FAS	DUTY TO NOTIFY SUBSEQUENT EVENTS
	B	B	<p>1. Following the licensing decision by the decision-making body, the Licensee must promptly notify FAS 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 licence has been granted.</p> <p>2. Compliance with this criterion shall be assessed by FAS in respect of the following licensing cycle.</p> <p>3. <u>Documents required:</u></p> <p><i>Description of the event with an estimate of financial effect.</i></p>
F.08	AFC	FAS	DUTY TO UPDATE FUTURE FINANCIAL INFORMATION
	B	B	<p>1. If the Licensee is in breach of one or more of the indicators (cf. 6.7.5 of the AFC Club Licensing Manual), 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 explanation of variances. The updated version of the future financial information must be prepared, as a minimum, on a six-month basis.</p> <p>2. The updated future financial information shall meet the minimum disclosure requirements defined by the AFC Club Licensing manual.</p> <p>3. Compliance with this criterion shall be assessed by FAS in respect of the following licensing cycle.</p>

			<p>4. <u>Documents required:</u></p> <ul style="list-style-type: none">a. <i>Original Budgeted Profit & Loss Account and cashflow</i>b. <i>Actual Profit & Loss Account and cashflow</i>c. <i>Brief explanation of significant differences between the budgeted and actual figures</i>
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CHAPTER 12

GLOSSARY

Accounting policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
AFC Club Licensing Manual (Manual)	Working document which describes the AFC Club Licensing Regulations. The guidelines of the AFC Club Licensing Regulations provide the licensor and licence applicants further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Manual also provides details on mandatory and minimum requirements.
Licensing Regulations	The guidelines of the AFC Club Licensing Regulations provide the licensor and licence applicant further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process.
AFC Club Licensing Regulations	The regulations consisting of five categories of criteria and a core process. The requirements of the AFC club licensing regulations must be transferred into a “National Club Licensing Regulations”.
AFC Club Competitions	AFC Champions League, AFC Cup and/or AFC President’s Cup
AFC Season	See Season to be licensed
AFC Stadium Regulation	Working document which describes the requirements to be fulfilled by the clubs with regard to the Stadium to be used for AFC club competition matches.
Agreed-upon Procedures (AUP)	In an engagement to perform agreed-upon procedures, an auditor is engaged to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those parties that have agreed to the procedures to be performed since others, unaware of the reasons for the procedures, may misinterpret the results.

Amortisation	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalised direct costs of acquiring a player's registration, the useful life is the contract life.
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.
Assessment process	See Core Process (Chapter 5)
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 respect, 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>
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.
Cash and cash equivalents	Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Consolidated financial Statement	Financial statements of a group presented as those of a single economic company.

Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
Core process	Minimum requirements that the licensor has to put in place for verification of compliance with the criteria described in the regulations as basis for the issuance of a licence to an applicant.
Criteria	Requirements to be fulfilled by the licence applicant divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), with each category being split into three grades: A, B, C (mandatory and best practice recommendation).
Deadline for submission of the list of licensed clubs to AFC	The date by which each licensor must submit to AFC the list of clubs that were granted with a licence by the national decision-making bodies. This date is defined by AFC each year and announced to the licensors.
Deadline for submission of the application to the licensor	The date by which each licensor requires licence applicants to have submitted all relevant information for its application for a licence.
Depreciable amount	<p>The cost of an asset, or other amount substituted for cost, less its residual value.</p> <p>Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.</p>
Direct costs of acquiring a player's registration	<p>Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include:</p> <ul style="list-style-type: none"> a. Transfer fee payable for securing the registration; b. Transfer fee levy (if applicable); and c. Other direct costs of obtaining the player's registration (eg. payments to agents for services to the club, legal fees, compensation payments for training and development of young players in accordance with FIFA and/or domestic transfer regulations and other direct costs in connection with the transfer).

Employee benefits	All forms of consideration given by an entity in exchange for service rendered by employees.
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	A reporting entity is normally viewed as a going concern, that is, as continuing in operation for the foreseeable future. It is assumed that the 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. A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
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.
Independent Auditor	An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit www.ifac.org . The term 'auditor' may also be used when describing related services or assurance engagements other than audits.
Intangible Asset	An identifiable non-monetary asset without physical substance, such as the registration of a player.
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 full financial year.
International Financial Reporting Standards (“IFRS”)	Standards and Interpretations adopted by the International Accounting Standards Board (IASB). They comprise:- <ul style="list-style-type: none"> • International Financial Reporting Standards; • International Accounting Standards; and • Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
International Standards on Auditing (“ISA”)	The International Auditing and Assurance Standards Board (“IAASB”) issues International Standards on Auditing as the standards to be applied by auditors in reporting on historical financial information. According to the IAASB, one of its objectives is ‘establishing high quality auditing standards and guidance for financial statement audits that are generally accepted and recognised by investors, auditors, governments, banking regulators, securities regulators and other key stakeholders across the world’. For additional information about the IAASB and ISA, visit www.ifac.org
Joint venture	A contractual arrangement whereby two or more parties (the venturers) undertake an economic activity that is subject to joint control. Where an entity included in the consolidation manages jointly with another entity not included in the consolidation an economic activity that other entity (Joint Venture) may be dealt with in the Group accounts.
Licence	Certificate confirming fulfilment of all mandatory minimum requirements by the licensee in order to start the admission procedure for AFC Champions League.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a licence.
Licensee	Licence applicant which has been granted with a licence by the licensor.

Licensing Administration	Body or staff within the licensor that deals with club licensing matters.
Licensing cycle	See Core process (Chapter 5)
Licensing season	Season for which a licence has been granted (cf. also Season to be licensed).
Licensing process	Process in which a licence is granted.
Licensor	Body that operates the national licensing system and grants the licence.
Management (personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other financial information. Other terms may be appropriate depending on the legal framework in the particular jurisdiction. For example, in some jurisdictions, the appropriate reference may be 'to those charged with governance' (for example, the directors).
Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively, influence the economic decisions of users taken on the basis of the financial information. 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 a combination of both, could be the determining factor.
May	Indicates a party's discretion to do something (ie. optional, rather than mandatory)
Must or shall	Indicates an obligation to do something
National Accounting Practice	The accounting and reporting practices and disclosures required of entities in a particular country.
National Club Licensing Regulations	Working document which describes the national club licensing system in a particular country. It includes all minimum requirements of the AFC club licensing system as well as any specific national particularities and objectives.
Parent	An entity that has one or more subsidiaries.
Recoverable amount	The higher of an asset's fair value less cost to sell and its value in use. 'Fair value less costs to sell' is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal. 'Value in use' is the present value

	of future cash flows expected to be derived from the asset.
Registered Member	Any legal entity according to national law and/or national association statutes, which is member of the national association and/or its affiliated league.
Related Party	<p>A party is related to an entity if:-</p> <ul style="list-style-type: none"> • Directly, or indirectly through one or more intermediaries, the party: <ul style="list-style-type: none"> (1) controls, is controlled by, or is under common control with the entity (this includes parents, subsidiaries and fellow subsidiaries); (2) has an interest in the entity that gives it significant influence over the entity; or (3) has joint control over the entity; • the party is an associate of the entity; • the party is a joint venture in which the entity is a venturer; • the party is a member of the key management personnel of the entity or its parent; • the party is a close member of the family of any • the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or • the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity.
Reporting Entity/Entities	The registered member and/or company or group which, according to the rules of these regulations, must provide the licensor with respectively statutory or consolidated financial statements.
Review	The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an

	<p>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, but it does not provide the evidence that would be required for an audit.</p>
Season to be licensed	Means the AFC season for which the licence applicant has applied for the licence; ie. 1 January – 31 December
Significant change	Means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant influence	The power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.
Stadium	Means the venue for a competition match including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centres and accreditation centres).
Statutory closing date	The annual accounting reference date of the reporting entity.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	If the minimum requirements of criterion F.01 for content and accounting are not met in the audited annual financial statements, additional information must be prepared and submitted by the licence applicant. The content and presentation of the supplementary information, if required at all, will vary between licence applicants depending on the amount of information already disclosed in the separate audited annual financial statements.