



CLUB LICENSING REGULATIONS

2023 EDITION

Article	TOPIC	PAGE
	Definitions	4
1	Introduction	8
2	Objectives	8
3	Criteria Gradation	8
4	Exceptions Policy	9
5	Licensor	9
6	The Licensing Administration	10
7	The Decision-Making Bodies	11
8	Catalogue of Sanctions	14
9	The Core Process	15
10	Assessment Procedures	15
11	Equal Treatment and Confidentiality	16
12	Licence Applicant and Two-Year Rule	16
13	Responsibilities of the Licence Applicant	16
14	Licence	17
15	Extraordinary Application	17
16	Sporting Criteria	18
17	Infrastructure Criteria	23
18	Personnel and Administrative Criteria	26
19	Legal Criteria	36
20	Financial Criteria	41
21	Final Provisions	48

Annex 1	Integration of the AFC Club Licensing Regulations into National Club Licensing Regulations	49
Annex 2	Delegation of Licensing and Monitoring Responsibilities to an Affiliated League	50
Annex 3	Exceptions Policy	51
Annex 4	Club Licensing Criteria for Deloitte Women’s Premier League	53

Definitions

ACC	The AFC Cup.
Accounting Policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
ACL	The AFC Champions League.
AFC Club Licensing Financial Handbook	The handbook issued by the AFC which provides operational and technical guidance in relation to the financial criteria in these Regulations. It is a compilation of explanations and templates to support the Licence Applicant in complying with the financial criteria.
AFC Stadium Regulations	These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC competitions.
Annual Financial Statements	A complete set of financial statements prepared as at the Statutory Closing Date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has Significant Influence and that is neither a Subsidiary nor an interest in a Joint Venture.
Audit	<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor’s opinion are “give a true and fair view” or “present fairly, in all material respects”, which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance.</p> <p>The term “Audited” shall be interpreted accordingly.</p>
Budget	The schedules containing an entity’s Future Financial Information, based on management’s assumptions about events that may occur in the future and possible actions by an entity.
Consolidated Financial Statement(s)	Financial statements of a Group presented as those of a single economic entity.
CLAS or Club Licensing Administration System	The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations.
Control	<p>The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement.</p> <p>The terms “Controlled” and “Controlling” shall be interpreted accordingly.</p>

Club Licensing Criteria	The requirements applicable to the grant of Licences to Licence Applicants, as set out in these Regulations, which are divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial).
Event or Condition of Major Economic Importance	An event or condition is of major economic importance if it is considered Material to the financial statements of the Reporting Entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the Reporting Entity if it had occurred during the preceding Financial Year or Interim Period.
Financial Year	The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period.
Future Financial Information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going Concern	The 'going concern' concept, or assumption, is an accountancy term that describes an entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A Parent and all its subsidiaries.
Historic Financial Information	Information about the financial effects of past events on the entity concerned. Historic Financial Information is in respect of the financial performance and position prior to the licensing decision.
Interim Financial Statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an Interim Period.
Interim Period	A financial reporting period shorter than a Financial Year. It does not necessarily have to be a six-month period.
Joint Venture	A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.
Licence	Certificate granted by the Licensor confirming fulfilment of all minimum Club Licensing Criteria by the Licence Applicant as part of the admission procedure for entering AFC club competitions.
Licence Applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a Licence.
Licensee	Licence Applicant that has been granted a Licence by its Licensor.
Licensing Administration	The staff within the Licensor that deals with club licensing matters.
Licence Season (AFC)	AFC season for which a Licence Applicant has applied for/been granted a Licence. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the AFC and lasts until the same deadline the following year.
Licence Season (SPL)	SPL season for which a Licence Applicant has applied for/been granted a Licence. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the FAS and lasts until the same deadline the following year.
Licensor	The Body that operates the club licensing system and grants the Licences in accordance with these Regulations.
List of Licensing Decisions	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the

	licensing process and been granted or refused a Licence by the national decision-making bodies in the format established and communicated by the AFC General Secretariat.
Material or Materiality	Omissions or misstatements of items or information are Material if they could, individually or collectively, influence the decisions of users taken on the basis of the financial information submitted by the Licence Applicant/Licensee. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.
Parent	An entity that has one or more subsidiaries.
Registered Member	Any legal entity according to national law and/or AFC Member Association statutes, which is member of the AFC Member Association and/or its affiliated league.
Reporting Entity/ Entities	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter, and which must provide the Licensor with information for club licensing purposes.
Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all Material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor's attention, but it does not provide the evidence that would be required for an audit.</p>
Significant Change	An event that is considered Material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant Influence	Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licensee's total revenue.
SPL	Singapore Premier League.
Stadium	The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example, offices, hospitality areas, press centre and accreditation centre).
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	<p>Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met.</p> <p>The supplementary information must be prepared on a basis of accounting, and Accounting Policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the Annual Financial Statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.</p>
Training Facilities	The venue(s) at which a club’s registered players undertake football training and/or youth development activities on a regular basis.
<p>For the purposes of these Regulations, and provided the context so permits:</p> <p>a) the singular shall include the plural and vice-versa;</p> <p>b) the masculine gender shall include the feminine and vice-versa;</p> <p>c) references to natural persons shall include any legal person or corporation; and</p> <p>d) all defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to them in the AFC Statutes and/or FAS Constitution.</p>	

Article 1: Introduction and Scope of Application

- 1.1. 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 2024/2025 season and onwards.
- 1.2. Any AFC licence issued is based on the minimum criteria set in the AFC Club Licensing Regulations 2023 and applies to, and for, clubs wishing to attain an AFC Club Licence for participation in the AFC Champions League Elite, AFC Champions League 2, and AFC Challenge League season 2024/2025 and beyond.
- 1.3. Pursuant to Article 1.2 above, any FAS licence issued is based on the minimum criteria set in this Club Licensing Regulations and applies to, and for, clubs wishing to attain a National Club Licence for participation in the Singapore Premier League (SPL) season 2024/2025 and beyond.

Article 2: Objectives

- 2.1. The Objectives of the FAS Club Licensing System are to:
 - 2.1.1. Safeguard the credibility and integrity of National and AFC Club competitions;
 - 2.1.2. Allow the development of benchmarking of clubs in sporting, infrastructure, personnel and administrative, legal and finance related criteria;
 - 2.1.3. Continuously improve the standard of all aspects of football in Asia and Singapore and to give priority to the training and care of young players in each club;
 - 2.1.4. Ensure the clubs have an adequate level of management;
 - 2.1.5. Improve the financial capability of the clubs, increasing their transparency and credibility, and place the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with employees, social/tax authorities and other clubs punctually; and
 - 2.1.6. Improve clubs’ sporting infrastructure to provide various stakeholders spectators with well-equipped and safe stadiums and facilities.

Article 3: Club Licensing Criteria

- 1.1. Subject to Article 3.2, the criteria defined in Articles 16 to 20 must be fulfilled by clubs in order for them to be granted a Licence to enter the relevant AFC Club Competitions and SPL.
- 1.2. The criteria described in Articles 16 to 20 are graded into “A”, “B” and “C” categories.

1.2.1. “A”- Club Licensing Criteria Gradation – “MANDATORY”

These are mandatory criteria to be fulfilled by the Licence Applicant. If the Licence Applicant does not fulfil any of the A-Club Licensing Criteria, then it shall not be granted with a licence to enter the National and/or relevant AFC Club Competition(s).

1.2.2. “B” – Club Licensing Criteria Gradation – “MANDATORY”

If the Licence Applicant does not fulfil any B-Club Licensing Criteria, then it shall be sanctioned as specified by the Licensor for non-fulfilment of these criteria, however, the Licence Applicant may still receive a Licence to enter the National and/or relevant AFC Club Competition(s).

1.2.3. “C”- Club Licensing Criteria Gradation – “BEST PRACTICE”

These Club Licensing Criteria are best practice recommendations.

- 1.3. It is recommended that the criteria set out in Annex 5 are fulfilled by clubs participating in national women’s club competitions with the aim of encouraging the AFC Member Associations to implement a women’s club licensing system as part of their national club licensing requirements.
- 1.4. The Licensor is free to increase the minimum requirements or to upgrade the criteria gradation established by the AFC for the purposes of entering the relevant AFC and/or the national club competitions. The Licensor may also introduce additional Club Licensing Criteria not included in the AFC Club Licensing Regulations. For this purpose, any increase to the minimum requirements, upgrade of the criteria gradation or introduction of additional minimum Club Licensing Criteria shall not be inconsistent with these Regulations.
- 1.5. Where introduced by the Licensor in its national licensing regulations, any increased minimum requirements, upgraded or additional criteria will be applicable to enter into the relevant AFC club competition(s).

Article 4: Exceptions Policy

- 1.1. The AFC General Secretariat may grant an exception to any provisions in these Regulations within the limit as set out in Annex 3.

Article 5: Licensor

- 1.1. The Licensor is the Football Association of Singapore (FAS) and governs the club licensing system. The Licensor is obliged to use the CLAS to govern the club licensing system.
- 1.2. The FAS must comply with Article 10.1(n) of the AFC Statues.
- 1.3. Under certain conditions as set out in Annex 2, the FAS may delegate the club licensing system to its affiliated league(s). The FAS shall remain liable and responsible for the proper implementation of the club licensing system regardless of whether there is a delegation or not.
- 1.4. The Licensor governs the licensing system, appoints the licensing bodies and determines the necessary processes.

- 1.5. The Licensor shall ensure that all applicable provisions defined in these Regulations are integrated into its national club licensing regulations which must be submitted in English to the AFC General Secretariat on CLAS for accreditation according to procedures defined in Annex 1.
- 1.6. In particular, the Licensor must:
 - 1.6.1. establish an appropriate Licensing Administration as defined in Article 6;
 - 1.6.2. establish at least two decision-making bodies as defined in Article 7;
 - 1.6.3. set up a catalogue of sanctions as defined in Article 8;
 - 1.6.4. define the core process as defined in Article 9;
 - 1.6.5. assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and define the assessment procedures in accordance with Article 10;
 - 1.6.6. ensure equal treatment of all clubs applying for a Licence and guarantee the clubs full confidentiality with regard to all information provided during the licensing process as defined in Article 11;
 - 1.6.7. strictly follow the core process;
 - 1.6.8. determine whether each criterion has been met and what further information, if any, is needed for a Licence to be granted.

Article 6: The Licensing Administration

- 1.1. The Licensor must appoint a licensing manager who is responsible for managing the Licensing Administration.
- 1.2. The Licensor must notify the AFC in writing of the appointment of the Club Licensing Manager, and of any changes to such appointment.
- 1.3. The tasks of the Licensing Administration include:
 - 1.3.1. preparing, implementing and further developing the club licensing system;
 - 1.3.2. accessing and administering the CLAS;
 - 1.3.3. providing training and support for the Licence Applicants in using CLAS;
 - 1.3.4. providing administrative support to the decision-making bodies;
 - 1.3.5. assisting, advising and monitoring the Licensees during the License Season;

- 1.3.6. informing the AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor;
- 1.3.7. serving as the contact point for and sharing expertise with the licensing departments of other AFC Member Associations and with AFC.
- 1.4. Within the Licensing Administration, at least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (e.g. national trade association) or must have several years' experience in the above matters.

Article 7: The Decision-Making Bodies

- 1.1. The decision-making bodies are the First Instance Body and the Appeals Body. These bodies must be independent of each other and the Licensor.
- 1.2. The First Instance Body decides on whether a Licence should be granted to an applicant on the basis of the documents provided by the submission deadline set by the Licensor and on whether a Licence should be withdrawn upon the application of the licensing manager.
- 1.3. The Appeals Body decides on appeals and makes a final decision on whether a Licence should be granted or withdrawn.
- 1.4. Appeals may only be lodged by:
 - 1.4.1 a Licence Applicant who received a refusal from the First Instance Body;
 - 1.4.2 Licensee whose Licence has been withdrawn by the First Instance Body; or
 - 1.4.3 the Licensor, the competent body of which must be defined (e.g. licensing manager).
- 1.5. The Appeals Body shall make its decision based only on the case file and evidence provided by the Licence Applicant and Licensor before the First Instance Body. A request for appeal shall be made by the set deadline.
- 1.6. If an AFC Member Association has an independent arbitration tribunal specified in its statutes, then that tribunal shall be the final appellate authority. If the AFC Member Association does not have an independent arbitration tribunal then the Court of Arbitration for Sport (CAS) shall be the final appellate authority. In this respect, particular attention must be paid to the relevant deadlines for entering the AFC club competitions.
- 1.7. Members of the decision-making bodies shall be elected or appointed in accordance with the FAS Constitution and must:
 - 1.7.1. act impartially in the discharge of their duties;

- 1.7.2. abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this regard the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
 - 1.7.3. not act simultaneously as licensing manager;
 - 1.7.4. not belong simultaneously to a judicial statutory body of the Licensor;
 - 1.7.5. not belong simultaneously to the executive body of the FAS or its affiliated league;
 - 1.7.6. not belong simultaneously to the management personnel of an affiliated club;
 - 1.7.7. include at least one qualified lawyer and one qualified financial expert holding a qualification recognised by the appropriate national professional body.
- 1.8. The quorum of the decision-making bodies must be at least three (3) members. In case of a tie, the chairperson has the casting vote.
 - 1.9. The decision-making bodies must operate according to the principles of natural justice and must as a minimum regulate the following standards:
 - 1.9.1. deadlines (e.g. submission deadline, etc.) are those as defined in the Core Process Timeline outlined in this Regulations 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;
 - 1.9.2. safeguards of the principle of equal treatment 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;
 - 1.9.3. clubs shall have the right to representation at the AB ONLY, except as directed by the FIB. 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;
 - 1.9.4. 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 AB, 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);
 - 1.9.5. all documents must be submitted in English;

- 1.9.6. time limit for requests (e.g. calculation, notification, compliance, interruption, extension);
- 1.9.7. 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;
- 1.9.8. an appeal submitted (as verified by the Chair of the Appeal Body) shall have a delaying effect on any direct or consequential effect of the original decision;
- 1.9.9. any evidence or facts which are to be used by the appellant to support their case must be referred to in the appeal statement and, where appropriate, supporting documentation must be provided and lodged. Evidence, or facts, not presented in line with the Core Process and placed before the FIB will not be considered by the AB when reaching their decision;
- 1.9.10. the Appellant has the burden of proof;
- 1.9.11. the AB 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);
- 1.9.12. grounds for complaints;
- 1.9.13. the appeal must be submitted in writing together with the FAS Club Licensing Appeal Form. 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;
- 1.9.14. any evidence, facts, documents, contentions or allegations must be made in advance of an appeal hearing 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 AB shall deliberate, in general, immediately after the hearing.

- 1.9.15. an Appeal Deposit Fee of Singapore Dollars Ten Thousand (\$10,000.00) must be submitted and made payable to the "Football Association of Singapore" returnable to the Club should the appeal be upheld.

Article 8: Catalogue of Sanctions

- 1.1. The following sanctions may be set by the Decision-Making Bodies for breaches of these Regulations such as submission of falsified documents, non-respect of deadlines, sanctions against deadlines, failure to cooperate with Club Licensing Administration in any way, non-fulfilment and/or noncompliance of "B" Club Licensing Criteria of any sub-criteria for AFC license applicant and non-fulfilment and/or noncompliance of "A" & "B" Club Licensing Criteria of any sub-criteria for National license applicant;
 - 1.1.1. Caution;
 - 1.1.2. Extended deadline to fulfil criteria;
 - 1.1.3. Deduction of points;
 - 1.1.4. Ban on taking part in any football-related activity;
 - 1.1.5. Obligation to fulfil criteria deadline;
 - 1.1.6. A minimum fine of \$1,000 and not exceeding \$20,000;
 - 1.1.7. Reporting of issues to appropriate bodies within the FAS;
 - 1.1.8. Obligation to submit guarantees and undertakings;
 - 1.1.9. Ban on playing in a particular stadium;
 - 1.1.10. Withhold grants / prize money;
 - 1.1.11. Seek more financial details;
 - 1.1.12. License review;
 - 1.1.13. License withdrawal; or
 - 1.1.14. Transfer ban.

- 1.2. The Decision-Making Bodies may also refer to the national disciplinary regulations in respect of violations of the licensing regulations where appropriate (e.g. submission of false documents, non-respect of deadlines, sanctions against individuals).

Article 9: The Core Process

- 1.1. The Licensor must define the core process for the verification of the applicable criteria for issuing Licences.
- 1.2. The core process starts at a time defined by the Licensor and ends on submission of the List of Licensing Decisions to the AFC General Secretariat by the deadline fixed by the AFC.
- 1.3. The core process consists of the following minimum key steps:
 - 1.3.1. distribution of the licensing documentation to the Licence Applicants;
 - 1.3.2. return of the licensing documentation to the Licensor;
 - 1.3.3. assessment of the documentation by the Licensing Administration;
 - 1.3.4. assessment and decision by the decision-making bodies;
 - 1.3.5. submission of the List of Licensing Decisions to the AFC General Secretariat.
- 1.4. The deadlines for the above key process steps must be clearly defined and communicated to the clubs concerned in a timely manner by the Licensor.

Article 10: Assessment Procedures

- 1.1. The Licensor and/or its nominated bodies/agencies reserve, at any time, the right to conduct compliance audits with the applicant club in order to ensure that its licence was correctly awarded at the time of the final and binding decision of the Licensor. The non-observance of the minimum mandatory requirements as defined in the Club Licensing Regulations may result in sanctions defined by the appropriate FAS body according to the nature and the gravity of the violations.
- 1.2. AFC and/or its nominated bodies/agencies reserve the right, at any time, to conduct compliance audits of the Licensor and Licence Applicant/Licensee to ensure that the Licensor, as well as the License Applicant/Licensee, have fulfilled their obligations as defined in these Regulations and that the Licence was correctly awarded at the time of the final decision of the Licensor. Non-cooperation of the Licensor or the Licensee to execute a compliance audit shall be referred to the AFC Judicial Bodies for its appropriate action.
- 1.3. In the event of a discrepancy between these Regulations and the AFC Club Licensing Regulations, the AFC Club Licensing Regulation shall be authoritative.

Article 11: Equal Treatment and Confidentiality

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

Article 12: Licence Applicant and Two-Year Rule

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

Article 13: Responsibilities of the Licence Applicant

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

Article 14: Licence

- 1.1. Clubs which qualify for a relevant AFC club competition on sporting merit must obtain a Licence issued by their Licensor according to the AFC accredited club licensing regulations for that competition, except where Article 15 applies.
- 1.2. Clubs participating in the SPL must obtain a Licence issued by their Licensor according to the FAS Club Licensing Regulations for that competition.
- 1.3. A Licence expires without prior notice at the end of the season for which it was issued.
- 1.4. A Licence cannot be transferred.
- 1.5. A Licence may be withdrawn by the AFC or the Licensor's decision-making bodies if:
 - 1.5.1. any of the conditions for the issuing of a Licence are not satisfied; or
 - 1.5.2. the Licensee violates any of its obligations under these Regulations and/or the AFC accredited club licensing regulations.
- 1.7. The AFC Entry Control Body shall make all final decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.
- 1.8. As soon as a Licence withdrawal is envisaged, the AFC Member Association must inform the AFC General Secretariat accordingly.

Article 15: Extraordinary Application

- 1.1. If a club qualifies for a relevant AFC club competition on sporting merit but has not undergone any licensing process at all or has undergone a licensing process which is lesser/not equivalent to the Licence required for the competition it became eligible for, the Licensor of the club concerned may on behalf of such a club request an extraordinary application of the club licensing system in accordance with Annex 4.
- 1.2. Based on such an extraordinary application, AFC may grant special permission to the club to enter the corresponding AFC club competition subject to the relevant AFC club competition regulations. Such an extraordinary application applies only to the specific club and for the season in question.
- 1.3. The AFC Entry Control Body shall make all final AFC decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

Article 16: Sporting Criteria

S.01	AFC	SPL
Youth Development Programmes (YDP)	A	A
<p>1. The Licence Applicant must have a written youth development programme approved by the Licensor. The Licensor must evaluate the quality of the youth development programme before approving it and verify the implementation by periodic visits to the training and games.</p> <p>2. The programme must cover at least the following areas:</p> <ul style="list-style-type: none"> a) Objectives, youth playing philosophy and youth development philosophy; b) Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.); c) Personnel (technical, medical, administrative, etc.) and minimum qualifications required; d) Infrastructure available for youth sector (training and match facilities, etc); e) Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.); f) Football education programme for the different age Groups (mental, technical, tactical and physical); g) Education programmes (Laws of the Game, anti-doping, integrity, anti-racism); h) Medical support for youth players (including medical checks); i) Individual performance evaluation of players in the programme; j) Review and feedback process to evaluate the results and the achievements of the set objectives; and k) Validity of the programme (at least three years but maximum seven). <p>3. The Licence Applicant must further ensure that:</p> <ul style="list-style-type: none"> a) Every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and no youth player involved in its youth development programme is prevented from continuing their non-football education. <p>4. It is recommended that youth development programme is in-line with the National Football Curriculum.</p> <p><u>Required Details / Documents:</u></p> <ol style="list-style-type: none"> 1. Objectives, Youth Playing Philosophy and Youth Development Philosophy 2. Proof of endorsement of the Youth Development Programme by the Licensor 3. Validity of the Program 4. Organisational Chart for the YDP 5. Infrastructure Available for YDP 6. Financial Resources Allocated for YDP 7. Football Education Programmes 8. Education Programmes 9. Full Medical Support for Youth Players 10. Individual Youth Player's Performance Evaluation 11. YDP Team's Performance Evaluation 		

S.02	AFC	SPL
Youth Teams	A	A
<p>1. The Licence Applicant must at least have the following youth teams within its legal entity, another legal entity included in the reporting perimeter, or a club affiliated to its legal entity:</p> <p>a) At least three youth teams of different age groups within the age range of 10 to 21; b) At least one under 10 team; and c) Each youth team, except the under 10s, must take part in official competitions or programmes played at national, regional or local level and recognised by the AFC Member Association.</p> <p><u>Required Details / Documents:</u></p> <ol style="list-style-type: none"> 1. COE Player Development Structures 2. FAS COE Under-21 Players List (U-21) 3. FAS COE Under-21 Officials List (U-21) 4. COE U-21 Participation in FAS National Level competition – Images 5. FAS COE Under-17 Players List (U-17) 6. FAS COE Under-17 Officials List (U-17) 7. COE U-17 Participation in FAS National Level competition – Images 8. FAS COE Under-15 Players List (U-15) 9. FAS COE Under-15 Officials List (U-15) 10. COE U-15 Participation in FAS National Level competition – Images 11. FAS COE Under-13 Players List (U-13) 12. FAS COE Under-13 Officials List (U-13) 13. COE U-13 Participation in FAS National Level competition – Images 14. FAS COE Under-10 Players List (U-10) 15. FAS COE Under-10 Officials List (U-10) 16. COE U-10 Participation in FAS National Level competition – Images 		

S.03	AFC	SPL
Medical Care of Players	A	A
<p>1. The Licence Applicant shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following:</p> <p>a) Yearly medical examination including cardiovascular screening for all its players in its first squad; b) Yearly medical screening for all players above the age of 12; and c) Comprehensive medical insurance coverage for all its players in its first squad.</p> <p><u>Required Details / Documents:</u></p> <ol style="list-style-type: none"> 1. SPL Players List and photo ID 2. Officially endorsed Medical Certificate for each player in the first squad (to be signed by both examiner and player) 3. Medical Insurance coverage for all players 4. PCMA – Only for clubs participating in AFC Club Competitions 		

S.04	AFC	SPL
Educational Programmes	A	A
<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) IFAB 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. The licence applicant must organise at least two (2) education programmes in one Club Licensing cycle.</p> <p><u>Documents required:</u></p> <p>1. <i>List of participants</i> 2. <i>List of speakers & Presentation Slides</i> 3. <i>Date of events</i> 4. <i>Photos of events</i></p>		

S.05	AFC	SPL
Racial Equality Practice	A	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><u>Documents required:</u></p> <p>1. <i>FAS Anti-Discriminatory Policy</i> 2. <i>Signed declaration in acknowledgment of policy by all players and staff</i></p>		

S.06	AFC	SPL
Registration of Players	A	A
<p>1. All the Licence Applicant's players, including youth players above the age of 10, must be registered with the FAS and/or its affiliated league in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.</p> <p><u>Documents required:</u></p> <p>1. <i>Summary of Registration with FAS from FIFA Connect - SPL</i> 2. <i>Summary of Registration with FAS from FIFA Connect – U21</i> 3. <i>Summary of Registration with FAS from FIFA Connect – U17</i> 4. <i>Summary of Registration with FAS from FIFA Connect – U15</i> 5. <i>Summary of Registration with FAS from FIFA Connect – U13</i> 6. <i>Summary of Registration with FAS from FIFA Connect – U10</i></p>		

S.07	AFC	SPL
Grassroots Programmes	B	B
<p>1. Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes.</p> <p>2. The main objectives of the Licence Applicant's grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. List of participants 2. Five (5) images of the event 		

S.08	AFC	SPL
Women's Team	C	C
<p>1. The Licence Applicant must support women's football by implementing measures and activities aimed at further developing, professionalising and popularising women's football, such as:</p> <ol style="list-style-type: none"> a) having women's team within its legal entity or another legal entity included in the reporting parameter which takes part in official competitions played at local, national and/or regional level, as recognised by the FAS; b) providing support to an affiliated women's football club; and/or c) organising other women's football initiatives. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Women's Team Players List 2. Women's Team Officials List 3. Women's Team Participation in FAS National Level competition – Images 4. Summary of Registration with FAS from FIFA Connect – Women's Team 		

S.09	AFC	SPL
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>		

- a) establishment and enlargement of their fan base;
- b) creation of a pool of volunteers;
- c) organisation of grassroots football activities, initiatives and events for and within the community;
- d) creation of strong links with the community;
- e) creation of a market base for branding, merchandising, sponsors and commercial partners.

Documents required:

- 1. Brief description of event
- 2. Date of event
- 3. List of participants
- 4. Five (5) photos of the event

S.10	AFC	SPL
Club Youth Academy	C	C
<p>1. The licence applicant to establish a Club Youth Academy with the required infrastructure and facilities as prescribed in the AFC Elite Youth Scheme.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. Ownership documents of the academy 2. Location and address 3. List of students 4. List of coaches and their qualification 5. Five (5) photos of the facilities 6. Organisational structure of the academy 		

S.11	AFC	SPL
Child Protection and Welfare	C	C
<p>1. The Licence Applicant must establish and apply measures, in line with any relevant AFC policies and guidelines, to protect and safeguard children from potential abuses and to promote their wellbeing within football when participating in activities organised by the Licence Applicant. The Licence Applicant should work with locally based child protection expertise and have a child safeguarding officer within its administration to develop and implement such measures, including having a child safeguarding policy.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. Child Protection and Welfare Policy 2. CV of Child Safeguarding Officer 		

Article 17: Infrastructure Criteria

I.01	AFC	SPL
Approved Stadiums for AFC Club Competitions	A	-
<p>1. The licence applicant must have a stadium available to play AFC Club Competitions. The licence applicant either:</p> <ul style="list-style-type: none"> a) Owns the stadium; or b) Can provide a written contract with the owner of the stadium it will use. This contract must guarantee the use of the stadium for the AFC 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> <ul style="list-style-type: none"> a) AFC Stadia Regulations; and respective b) AFC Club Competition Regulations/ AFC Competition Operations Manual. <p>3. The stadium must be based in Singapore and approved by FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Licence Agreement between Sport Singapore & FAS 2. Address of Stadium 3. Official capacity of Stadium 4. Stadium checklist – AFC Venue Questionnaire 6. Floodlight certificate/lux reading report 7. FIFA certification on pitch quality 8. Stadium pitch drainage system 9. Stadium match security plan 10. Images of various parts and function rooms in Stadium 		

I.02	AFC	SPL
Stadium – Safety Certification	A	-
<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 safety and security authorities, the local hospital, fire brigade, police, etc.)</p> <p>2. The certificate shall comply with the requirements in the AFC Safety and Security Regulations and must provide at least the following information:</p> <ul style="list-style-type: none"> a) safety status of the Stadium structure and building fitness; b) compliance statement regarding the safety/security regulations of the competent civil authority; c) approval of the entire Stadium capacity (individual seats, terraces and total number); d) approved evacuation plan which ensures that the whole Stadium can be emptied in a case of emergency according to the applicable national law; e) a colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium; and f) an approved match security plan covering the organisational measures intended to ensure safety and security 		

strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.

3. The certificate issued by the appropriate body shall be valid for a maximum of two (2) years and shall be valid throughout the licensing season.

Documents required:

1. Name of safety certificate issuing authority
2. Fire Certificate issued by Singapore Civil Defence Force
3. Date of issuance of Certificate
4. Date of expiry of Certificate
5. Electrical installation licence issued to Sport Singapore
6. Periodic Structural visual inspection approved by Building and Construction Authority of Singapore

I.03	AFC	SPL
Stadium – Approved Evacuation Plan	A	-
<ol style="list-style-type: none"> 1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole Stadium can be emptied in case of an emergency according to the applicable national law. 2. If such law does not exist, the Licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close cooperation with the appropriate civil body (e.g. local safety and security authorities, the local hospital, fire brigade, police, etc.). 3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium. 4. Risk analysis specific to the Stadium. 5. The Safety and Security Officer, stewards and club & Stadium employees shall be briefed on the evacuation plan. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Name of approving authority 2. Stadium evacuation plan provided by Sport Singapore 3. Stadium colour coded floor plan provided by Sport Singapore 4. Risk analysis specific to the Stadium by Sport Singapore 		

I.04	AFC	SPL
Training Facilities - Availability	A	A
<ol style="list-style-type: none"> 1. The licence applicant must have training facilities available throughout the year. The licence applicant either: <ol style="list-style-type: none"> a) owns the training facilities; or b) can provide a written contract with the owner of the training facilities. 2. It must be guaranteed that the Training Facilities can be used by all teams of the Licence Applicant during the Licence Season, taking into account its youth development programme. 		

Documents required:

1. Licence Agreement between Sport Singapore & FAS
2. Sample of training schedule and bookings with Sport Singapore
3. Address of training facility
4. Images of various parts and function rooms of facility

I.05	AFC	SPL
Training Facilities for Player Development – Min. Infrastructure	B	A
<p>1. As a minimum, the infrastructure of the training facilities for player development must include:</p> <ol style="list-style-type: none">a) outdoor training facilities;b) indoor training facilities;c) dressing rooms;d) medical room(s) or direct access to first aid at the training site. <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. Ownership documents or contract with owner2. Location address of training field3. Images of training field and dressing room4. Location address of indoor training facilities5. Images of indoor training facilities6. Images of medical room or direct access to first aid		

I.06	AFC	SPL
Ground Rules	B	-
<p>1. Ground rules must be visibly affixed at each stadium and made available online to spectators. These rules must provide information on at least the following:</p> <ol style="list-style-type: none">a) admission rights;b) abandonment or postponement of events;c) description of prohibitions and penalties, such as enteringd) the field of play, throwing objects, use of foul or abusivee) language, racist behaviour, etc.;f) restrictions with regard to smoking, alcohol, fireworks, banners, etc.;g) seating rules; andh) causes for ejection from the ground; <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. Stadium ground rules policy by Sport Singapore2. Singapore Premier League List of Prohibited Items issued by FAS		

Article 18: Personnel & Administrative Criteria

P.01	AFC	SPL
Club Secretariat	A	A
<ol style="list-style-type: none"> 1. The Licence Applicant must have an office space sufficiently spacious to run its administration with the required infrastructure. 2. The Licence Applicant must have appointed adequate number of skilled secretarial staff according to its needs to run its daily business. 3. It must ensure that its office is open to communicate with the Licensor and the public and that it is equipped, as a minimum, with phone, email facilities and a website. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Address of Club Secretariat/Office</i> 2. <i>Official website of Club</i> 3. <i>Official email address of club</i> 4. <i>Official telephone number of club</i> 5. <i>Document of ownership or tenancy</i> 6. <i>Images of premise with allocated infrastructure</i> 7. <i>List of Club's Admin Staff</i> 		

P.02	AFC	SPL
General Manager	A	A
<ol style="list-style-type: none"> 1. The Licence Applicant must appoint a full-time 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><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Name of General Manager</i> 2. <i>Duly signed letter of appointment or contract</i> 3. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Proof of Highest Qualification</i> 6. <i>Letter of Endorsement of appointment by FAS</i> 		

P.03	AFC	SPL
Finance Officer	A	A
<ol style="list-style-type: none"> 1. The Licence Applicant must appoint a qualified Finance Officer who will be responsible for its financial matters. 2. The Finance Officer must hold as a minimum one of the following qualifications: 		

- a) a degree in accountancy, finance or related field; or
- b) a recognition of competence issued by an organisation recognised by the licensor.

Documents required:

1. *Name of Finance Officer*
2. *Letter of appointment or contract*
3. *Duration of contract*
4. *Proof of qualification*
5. *Recently updated CV*

P.04	AFC	SPL
Security Officer	A	A
<p>1. The Licence Applicant must appoint a qualified Safety and Security Officer who will be responsible for safety and security matters.</p> <p>2. The Safety and Security Officer must hold as a minimum one of the following qualifications:</p> <ul style="list-style-type: none"> a) a certificate as policeman or security person according to national law, or; b) a safety and security diploma based on a specific course issued by the FAS or by a state recognised organisation, or; 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>3. The Safety and Security Officer must be duly registered with the FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Name of Security Officer</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Proof of qualification or recognition of competence by FAS</i> 		

P.05	AFC	SPL
Media Officer	A	A
<p>1. The Licence Applicant must appoint a qualified 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> <ul style="list-style-type: none"> a) Diploma in journalism education; b) concluded a media officer education course provided by the FAS or an organisation recognised by the member association; c) a recognition of competence approved by FAS, which requires at least one (1) year experience in such matters. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Name of Media Officer</i> 2. <i>Appointment letter or contract</i> 		

- 3. Duration of contract
- 4. Recently updated CV
- 5. Proof of qualification or recognition of competence by FAS

P.06	AFC	SPL
Medical Doctor	A	A
<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 Medical Doctor must be duly registered with the FAS and/or SPL.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. Name of Medical Doctor 2. Appointment letter or contract 3. Duration of contract 4. Recently updated CV 5. Proof of qualification 		

P.07	AFC	SPL
Physiotherapist	A	A
<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 be certified by the appropriate national health authorities and/or registered with physiotherapy board/ council in Singapore.</p> <p>3. The physiotherapist must be duly registered with FAS and/or affiliated league.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. Name of Physiotherapist 2. Appointment letter or contract 3. Duration of contract 4. Recently updated CV 5. Proof of qualification 		

P.08	AFC	SPL
Head Coach of First Team	A	A
<p>1. The licence applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football technical matters of the first team.</p>		

2. The Head Coach must:

- a) hold at least the Minimum Coaching Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual. The current MCER is benchmarked at the AFC 'Professional Coaching Diploma' Coaching Certificate or its equivalence recognised and approved by AFC;
- b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above or;
- c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.

3. The Head Coach must be duly registered with FAS.

Documents required:

1. *Details of First Team Head Coach*
2. *Appointment letter or contract*
3. *Duration of contract*
4. *Recently updated CV*
5. *Proof of qualification – AFC Pro Diploma*
6. *Registration with FAS for National Competition*

P.09	AFC	SPL
Assistant Coach of First Team	A	A
<p>1. The licence applicant must appoint an Assistant Coach with a valid coaching diploma/licence assisting the Head Coach in all football technical matters of the first team.</p> <p>2. The Assistant Coach must:</p> <ol style="list-style-type: none">a) hold at least the Minimum Coaching Education Requirements (MCER) as stipulated by AFC Competition Operations Manual. The current MCER is benchmarked at the AFC 'A' Coaching diploma/licence or its equivalence recognised and approved by AFC;b) hold a Recognition of Experience and Current 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 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>3. The Assistant Coach must be duly registered with FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. <i>Details of First Team Assistant Coach</i>2. <i>Appointment letter or contract</i>3. <i>Duration of contract</i>4. <i>Recently updated CV</i>5. <i>Proof of qualification – AFC A Diploma</i>6. <i>Registration with FAS for National Competition</i>		

P.10	AFC	SPL
Head of Youth Development	A	A
<p>1. The licence applicant must appoint a Head of Youth Development (HYD) with a valid coaching diploma/licence 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> <ul style="list-style-type: none"> a) hold at least the AFC 'A' Coaching diploma/licence or its equivalence recognised and approved by AFC; b) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above. c) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; 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><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. <i>Details of HYD</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Proof of qualification – AFC A Diploma</i> 		

P.11	AFC	SPL
Youth Coaches	A	A
<p>1. For each mandatory youth team, the Licence Applicant must have appointed at least one qualified coach who is responsible for all football matters related to that team.</p> <p>2. Youth Coaches must:</p> <ul style="list-style-type: none"> a) hold at least AFC 'B' coaching diploma/licence or its equivalence recognised and approved by AFC; b) have specific youth coaching experience and/or supplementary certification/ qualification related to coaching and managing young players; and c) have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel. <p>3. The Coaches must be duly registered with FAS.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. <i>Details of Youth Coaches</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Proof of qualification – AFC B Diploma</i> 		

P.12	AFC	SPL
Safety & Security Organisation - Stewarding	A	A
<p>1. The Licence Applicant must have engaged qualified stewards to ensure safety and security at its home matches. For this purpose, it must:</p> <p>a) employ the stewards; or b) conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards;</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Details of Safety and Security Organization</i> 2. <i>Proof of signed service agreement or contract</i> 3. <i>Duration of contract</i> 4. <i>Proof of qualification / competence</i> 		

P.13	AFC	SPL
Rights, Responsibilities & Duties	A	A
<p>1. The rights and duties of the Licence Applicant's staff members must be defined in writing. A Job Description detailing the tasks and responsibilities must be produced and issued to each appointed staff.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Signed job description of the General Manager</i> 2. <i>Signed job description of the Finance Officer</i> 3. <i>Signed job description of the Security Officer</i> 4. <i>Signed job description of the Media Officer</i> 5. <i>Signed job description of the Medical Officer</i> 6. <i>Signed Job description of the Physiotherapist</i> 7. <i>Signed job description of the First Team Head Coach</i> 8. <i>Signed job description of the Assistant Coach of First Team</i> 9. <i>Signed job description of Head of Youth Development</i> 10. <i>Signed job description of the Youth Coaches</i> 11. <i>Signed job description of the Club Legal Advisor</i> 12. <i>Signed job description of the Club Technical Director</i> 13. <i>Signed job description of the First Team Goalkeeper Coach</i> 14. <i>Signed job description of the First Team Fitness Coach</i> 		

P.14	AFC	SPL
Duty of Replacement During the Licensing Season	A	A
<p>1. If a function defined in these Regulations becomes vacant during the season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</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</p>		

duties.

3. The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event.

Documents required:

1. Signed letter of undertaking that any vacancy shall be notified within seven (7) days and replacement of such roles within sixty (60) days
2. Record of staff manifest and statistics

P.15	AFC	SPL
Legal Advisor	B	B
<ol style="list-style-type: none">1. The licence applicant must appoint a qualified legal advisor who is responsible to handle all legal matters in the licence applicant's activities.2. The legal advisor shall have the necessary legal qualifications. <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. Name of Legal Advisor2. Appointment letter or contract3. Duration of contract4. Proof of qualification5. Updated CV6. Signed job description of the Legal Advisor		

P.16	AFC	SPL
Club Technical Director	B	-
<ol style="list-style-type: none">1. The Licence Applicant must employ a Club Technical Director.2. He should have at least an AFC 'A' Coaching diploma/licence and supplementary qualities like an extensive playing and work experience at the professional club level or have been a long serving dedicated member of the club as a player, coach, manager or advisor.3. He must have strong management skills, visionary and lead the technical development of the club4. He shall be responsible for but not limited to the following:<ol 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; andh) management of match analysis processes.		

Documents required:

1. *Details of Club Technical Director*
2. *Appointment letter or contract*
3. *Duration of contract*
4. *Proof of qualification*

P.17	AFC	SPL
Goalkeeper Coach of First Team	B	B
<p>1. The Licence Applicant must have appointed a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team.</p> <p>2. The Goalkeeper Coach must:</p> <ol style="list-style-type: none">a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual; orb) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach does not have the required certification as defined under (a) above; orc) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. <i>Details of Goalkeeper Coach</i>2. <i>Appointment letter or contract</i>3. <i>Duration of contract</i>4. <i>Proof of qualification – AFC Level 3 Goalkeeping</i>		

P.18	AFC	SPL
Fitness Coach of First Team	B	B
<p>1. The Licence Applicant must have appointed a qualified Fitness Coach with a valid coaching diploma/licence for the first team.</p> <p>2. The Fitness Coach must:</p> <ol style="list-style-type: none">a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competitions Operations Manual; orb) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Fitness Coach does not have the required certification as defined under (a) above; orc) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. <i>Details of Fitness Coach</i>2. <i>Appointment letter or contract</i>3. <i>Duration of contract</i>		

4. Proof of qualification – AFC Level 2 Fitness

P.19	AFC	SPL
Club Licensing Officer	-	A
<p>1. The License Applicant must appoint a Club Licensing Officer to handle all matters and correspondence with the Licensor.</p> <p>2. The club licensing officer must confirm that he/she has sufficient time to execute their club licensing tasks. The rights and duties of the Club Licensing Officer must be detailed in a job description.</p> <p>3. The Club Licensing Officer must act as the point of contact between the License Applicant and the Licensor. This person must be readily contactable via email or telephone during normal business hours.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"><i>1. Name of Club Licensing Officer</i><i>2. Appointment letter or contract</i><i>3. Duration of contract</i><i>4. Proof of qualification</i>		

Article 19: Legal Criteria

L.01	AFC	SPL
Declaration in Respect of Participating in Club Competitions	A	-
<p>1. The Licence Applicant must submit a legally valid declaration confirming that:</p> <ul style="list-style-type: none">a) it recognises as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, its AFC Member Association and, if it exists as a separate legal entity, of its national league as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes;b) it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;c) it recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes;d) at national level, it will play in competitions that are recognised and endorsed by its AFC Member Association (e.g. national championship, national cup);e) at international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;f) it will abide by and observe the provisions and conditions of the national club licensing regulations;g) its reporting perimeter is defined in accordance with Article 20.1 of these Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration.h) all submitted documents are complete and correct;i) it authorises the competent Licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; andj) it acknowledges that AFC reserves the right to execute compliance audits at national level in accordance with Article 10. <p>2. An authorised signatory must execute this declaration no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p> <p><u>Documents required:</u></p> <p>1. <i>Letter of Declaration</i></p>		

L.02	AFC	SPL
Legal Documents	A	A
<p>1. The Licence Applicant must submit the following documents:</p> <ul style="list-style-type: none"> a) a copy of its current company articles, constitution, statutes or similar- type governing document; b) an extract from a public register (e.g. trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following minimum information; <ul style="list-style-type: none"> i. registered name; ii. popular name; iii. address of headquarters; iv. legal form; v. list of authorised signatories and; vi. type of signature (e.g. individual, collective). c) (if applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions of the FAS. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Club Constitution or Statutes</i> 2. <i>Official name of club</i> 3. <i>Registered address of club</i> 4. <i>List of registered signatories</i> 5. <i>Certificate of registration</i> 6. <i>Declaration by authorized person that all documents are valid</i> 7. <i>Date of declaration</i> 8. <i>Official registered name of applicant</i> 9. <i>Date of registration</i> 		

L.03	AFC	SPL
Ownership and Control of Clubs	A	A
<p>1. To safeguard the integrity of national matches and competitions, Licence Applicants must be committed to ensuring that they conform to the highest ethical and sporting standards regarding matters of ownership and control.</p> <p>In this regard, the Licence Applicant must comply with the following criteria.</p> <p>a) The Licence Applicant shall not, either directly or indirectly:</p> <ul style="list-style-type: none"> i) hold or deal in the securities or shares of any other participating club(s) in the same national competition; ii) be a member of any other participating club(s) in the same national competition; iii) be involved in any capacity whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition; and/or iv) have any power whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition, <p>if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition;</p> <p>b) No one connected to the Licence Applicant shall simultaneously be involved, either directly or indirectly, in any capacity whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition.</p> <p>c) No individual or legal entity connected to the Licence Applicant shall have control or influence over any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition, such Control or Influence being defined in this context as:</p> <ul style="list-style-type: none"> i) holding a majority of the shareholders' voting rights in the relevant clubs; ii) having the right to appoint or remove a majority of the members of the administrative, management, or supervisory body of the relevant clubs; iii) being a shareholder and alone controlling a majority of the shareholders' voting rights pursuant to an agreement entered into with other shareholders of the relevant clubs; and/or iv) being able to exercise by any means a decisive influence in the decision-making of the relevant clubs. <p>2. The Licence Applicant shall submit a legally valid and binding declaration outlining the ownership structure and Control mechanism of the club and confirming its compliance with the criteria set out above. If the Licence Applicant considers that it may contravene any of the criteria, this should be explained in the declaration (with evidence). The declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Certificate of registration</i> 2. <i>List of Executive Members & Board of Directors</i> 3. <i>List of Members and/or Shareholders</i> 4. <i>Declaration signed by the authorized signatory with the date stated</i> 		

L.04	AFC	SPL
Legal Group Structure and Ultimate Controlling Party	A	-
<p>1. The Licence Applicant must provide the Licensor with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by management. The Licensor must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the Licensor.</p> <p>2. This document must clearly identify and include information on:</p> <ul style="list-style-type: none"> a) the Licence Applicant and, if different, the Registered Member of the AFC Member Association; b) any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association; c) any Associate entity of the Licence Applicant and, if different, the Registered Member of the AFC Member Association; d) any direct or indirect Controlling entity of the Licence Applicant, up to and including the ultimate Controlling party; e) any party that has 10% or greater direct or indirect ownership of the Licence Applicant, or 10% or greater voting rights; f) any party with a Significant Influence over the Licence Applicant; g) any other football club, in respect of which any of the parties identified in (a) to (f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies; and h) The reporting perimeter as defined in Article 20.1 must also be clearly identified in the document. <p>3. If deemed relevant the Licensor may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity).</p> <p>4. The following information must be provided in relation to all entities included in the legal Group structure:</p> <ul style="list-style-type: none"> a) Name of legal entity; b) Type of legal entity; c) Main activity of legal entity; and d) Percentage of ownership interest (and, if different, percentage of voting power held). <p>5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of the AFC Member Association, the following information must also be provided:</p> <ul style="list-style-type: none"> a) Share capital; b) Total assets; c) Total revenues; and d) Total equity. 		

6. Without prejudice to the foregoing, the Licensor shall ensure that it assesses the information provided by the Licence Applicant under Criterion L.04 to determine the accuracy of the Licence Applicant's declaration under Criterion L.03. Accordingly, the Licence Applicant shall ensure that it clearly identifies and includes information regarding its compliance with the various components of the declaration under Criterion L.03 when providing the Licensor with information on its legal Group structure under Criteria L.04.

Documents required:

1. *Certificate of registration*
2. *Club Constitution*
3. *Declaration signed by the authorized signatory with the date stated*

L.05	AFC	SPL
Written Contracts with Players	A	A
<p>1. The professional players of the licence applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players (or for amateur players, a valid memorandum of understanding with the Licence Applicant) and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>List of players registered for current season</i> 2. <i>Contract of each registered professional player</i> 3. <i>MOU of each registered amateur player</i> 		

L.06	AFC	SPL
Disciplinary Procedure and Code of Conduct for Players and Officials	B	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 binding 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><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Signed code of conduct for players</i> 2. <i>Signed code of conduct for officials</i> 3. <i>AFC or FAS Disciplinary Code</i> 4. <i>Signed undertaking by authorized person that all regulations are in compliance with national law, FIFA, AFC, FAS' rules and regulations</i> 		

L.07	AFC	SPL
Singapore Premier League Formation Agreement	-	A
<p>1. The licence applicant must ensure that it has signed an official partnership agreement with the FAS and Singapore Premier League for the participation in the SPL and other club competitions.</p> <p><u>Documents required:</u></p> <p>1. <i>Signed Club Formation Agreement with FAS</i></p>		

Article 20: Finance Criteria

- 1.1. Reporting Entity/Entities and reporting perimeter
 - 1.1.1. The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided.
- 1.2. The reporting perimeter must include:
 - 1.2.1. the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
 - 1.2.2. any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
 - 1.2.3. any other entity included in the legal Group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph 1.3 below;
 - 1.2.4. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in the paragraph below.
- 1.3. Football activities include:
 - 1.3.1. employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - 1.3.2. acquiring/selling players' registrations (including loans);
 - 1.3.3. ticketing;
 - 1.3.4. sponsorship and advertising;
 - 1.3.5. broadcasting;
 - 1.3.6. merchandising and hospitality;
 - 1.3.7. club operations (e.g. administration, matchday activities, travel, scouting, etc.);
 - 1.3.8. financing (including financing secured or pledged against the assets of the Licence Applicant);
 - 1.3.9. use and management of Stadium and Training Facilities; and

- 1.3.10. youth sector.
- 1.4. An entity may be excluded from the reporting perimeter only if:
 - 1.4.1. its activities are entirely unrelated to the football activities defined in paragraph 1.3 above and/or the locations, assets or brand of the football club; or
 - 1.4.2. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph 1.3 above; or
 - 1.4.3. the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.
- 1.5. The Licence Applicant must submit a declaration by an authorised signatory which confirms:
 - 1.5.1. that all revenues and costs related to each of the football activities indicated above have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
 - 1.5.2. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion.
- 1.6. For further information on the mandatory reporting period and the minimum requirements on the format of reporting and accounting, as well as a detailed explanation of each of the criteria below, please refer to the AFC Club Licensing Financial Handbook.

F.01	AFC	SPL
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 an independent auditor.</p> <p>2. The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to AFC and must consist of:</p> <p>a) a balance sheet; b) a profit and loss account; c) a cash flow statement; d) notes, comprising a summary of significant Accounting Policies and other explanatory notes; and e) a financial Review by management.</p> <p>3. The Audited Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook.</p> <p>4. If the Audited Annual Financial Statements do not meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook, then Supplementary Information must be prepared by the Licence Applicant and assessed by the auditor.</p>		
<p><u>Documents required:</u></p>		
<ul style="list-style-type: none"> • Audited Annual Financial Statement • Period of Audited Financial Statement • Date of Audit Report • Currency Exchange Rate (SGD to USD) • Income from media (TV) rights (Amount in USD) • Income from sponsorship (Amount in USD) • Income from merchandising (Amount in USD) • Gate receipts/ticketing (Amount in USD) • Transfer fee income (Amount in USD) • Income from the Government (Amount in USD) • Income from the FAS (Amount in USD) • Membership Fees [i.e. season tickets] (Amount in USD) • Rental income of stadium/facilities (Amount in USD) • Other income: Contributions/ Donations (Amount in USD) • Other income [Be specific - Please indicate (Amount in USD)] • Compensation for players (Amount in USD) • Compensation for coaches (Amount in USD) • Salaries for club staff (Amount in USD) • Player Acquisition Expenses (Amount in USD) • Operational expenses of teams [trip/training camp etc.] (Amount in USD) • Advertisement expenses (Amount in USD) • Rental/maintenance fee of the stadium/training centre (Amount in USD) • Administrative costs [office etc.] (Amount in USD) • Finance costs (Amount in USD) • Other expenditure [Be specific - Please indicate (Amount in USD)] 		

F.02	AFC	SPL
Financial Statements for the Interim Period - Reviewed	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 Licensing Decisions 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 Licensing Decisions 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 Financial Handbook.</p> <p>Documents required:</p> <ul style="list-style-type: none"> • <i>Statutory closing date of the license applicant</i> • <i>Audited or reviewed interim financial statements for the period by auditor</i> • <i>Period of financial statements - 1 January 2023 to 31 December 2023</i> • <i>Date of report</i> 		

F.03	AFC	SPL
No Overdue Payables Towards Football Clubs Arising from Transfer Activities	A	A
<p>1. The Licence Applicant must prove that it has no overdue payables towards football clubs arising from transfer activities as of 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>Documents required:</p> <ul style="list-style-type: none"> • <i>Declaration</i> • <i>Player identification tables – Transfer Receivables</i> • <i>Player identification tables - Transfer Payables</i> 		

F.04	AFC	SPL
No Overdue Payables 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/former employees and social/tax authorities it has no overdue payables as of 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>		

Documents required:

- *List of employees employed anytime during the year*
- *Letter of Declaration by authorized person that there are no overdue payables to employees*
- *Letter of Declaration by authorized person that there are no overdue payables to social / tax authorities*
- *Confirmation letter from current and former employees*

F.05	AFC	SPL
Written Representations Prior to Licensing Decision	A	A
<p>1. Within seven (7) days prior to the date on which the licensing decision is to be made by the First Instance Body, the Licence Applicant must make written representations to the Licensor.</p> <p>2. The written representations shall confirm:</p> <ul style="list-style-type: none">a) That all documents submitted to the Licensor are complete and correct;b) Whether or not any Significant Change in relation to all the licensing criteria has occurred;c) Whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the Licence Applicant's financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any Events or Conditions of Major Economic Importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; andd) Whether or not the Licence Applicant (or the Registered Member of the AFC Member Association which has a contractual relationship with the Licence Applicant within the meaning of Article 12) or any Parent company of the Licence Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licence Season. <p>3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.</p> <p>Documents required:</p> <ul style="list-style-type: none">• <i>Management Representation letter</i>		

F.06	AFC	SPL
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.</p> <p>2. 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>3. Future financial information consists of:</p>		

- a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);
 - b) a budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period (if applicable);
 - 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.
4. Future financial information must be prepared, on a quarterly basis.
 5. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied for the preparation of the annual financial statements, except for accounting policy changes made after the date of the most recent annual financial statements that are to be reflected in the next annual financial statements, in which case details must be disclosed.
 6. Future financial information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Financial Handbook. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.
 7. 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.

Documents required:

- *Budget Profit & Loss Account*
- *Budget Cash flow*
- *Explanatory notes on assumptions and risks*

F.07	AFC	SPL
Duty to Notify Subsequent Events	A	A
<ol style="list-style-type: none"> 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. 2. Compliance with this criterion shall be assessed by FAS in respect of the following licensing cycle. <p><u>Documents required:</u></p> <ul style="list-style-type: none"> • <i>Financial statement regarding estimate</i> • <i>Description of event with an estimate of financial effect.</i> 		

F.08	AFC	SPL
Duty to Notify Future Financial Information	A	A
<ol style="list-style-type: none"> 1. If the Licensee is in breach of one or more of the below indicators, then the Licensee must prepare and submit an updated version of the Future Financial Information (prepared according to F.06). In addition, the prepared information shall include a comparison of Budget to actual figures including explanations of variances. The updated version of the Future Financial Information must be prepared, as a minimum, on a six (6) month basis. 		

Indicator 1: Going concern

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

Indicator 2: Negative equity

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

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

Documents required:

- *Original Budgeted Profit & Loss Account and cash flow figures in respect of six-month before the interval date.*
- *Actual Profit & Loss Account and cash flow figures for six months before the interval date.*
- *Brief explanation of significant differences between the budgeted and actual figures.*

Article 21: Final Provisions

- 1.1. All correspondence between the AFC and the Licensor and/or the Licensee must be in English and the AFC may ask the Licensor and/or Licensee for a certified translation of documents at their expense.
- 1.2. In the event of a discrepancy between the AFC Regulations and the club licensing regulations of an AFC Member Association, the AFC Regulations shall be authoritative.
- 1.3. These Regulations shall be implemented according to the AFC Statutes, AFC Disciplinary and Ethics Code and other AFC regulations. In case of any discrepancy between these Regulations and any applicable AFC regulations, these Regulations will be authoritative.
- 1.4. The headings used for the various Parts, Sections, and Articles of these Regulations are for convenience only and shall not be deemed part of the substance of these Regulations or to affect in any way the language of the provisions to which they refer.
- 1.5. All annexes to the present Regulations form an integral part thereof.
- 1.6. Should the AFC discover that any licensing decision has been made in violation of the AFC Club Licensing Regulations, the AFC may refer the Licensor to the AFC judicial bodies for their further action in accordance with the relevant regulations.

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

A. PRINCIPLE

In its national club licensing regulations, each AFC Member Association must define the parties involved, their rights and duties, the criteria and the necessary processes in accordance with these Regulations for entering the AFC club competitions.

B. THE PROCESS

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

Annex 2: Delegation of Licensing and Monitoring Responsibilities to an Affiliated League

1. The AFC General Secretariat may approve any requests from AFC Member Associations to delegate or to withdraw licensing and monitoring responsibilities to/from its affiliated league(s).
2. Such well-founded requests can be made to the AFC General Secretariat at any time. All the requests presented to the AFC in writing before the start of the core process will be considered for effect in the following sporting season.
3. The timing of such a request must be carefully considered. The AFC will not accept any request to delegate or to withdraw licensing responsibilities during the core process in order to ensure continuity.
4. The AFC General Secretariat may approve a delegation request if it is satisfied that the league:
 - a) is affiliated to the AFC Member Association and has accepted its statutes, regulations and the decisions of its responsible and competent bodies in writing;
 - b) is responsible for running the top domestic championship;
 - c) has submitted a written decision by the legislative body of the affiliated league to comply with the following obligations towards the AFC:
 - i. to implement the Club Licensing Criteria according to the provisions of these Regulations and any future amendments thereto into national club licensing regulations;
 - ii. to cooperate with the AFC and its nominated bodies/agencies for the purpose of club monitoring;
 - iii. to grant the AFC and its nominated bodies/agencies full necessary access to verify the operation of the club licensing system and the decisions of the decision-making bodies at any time;
 - iv. to allow the AFC and its nominated bodies/agencies to conduct compliance audits at any time of clubs that qualify for an AFC club competition;
 - v. to accept any AFC decision made with regard to exceptions and/or compliance audits;
 - vi. to issue the appropriate sanctions to the relevant parties according to the AFC's recommendations or decisions.

Annex 3: Exceptions Policy

A. PRINCIPLE

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

B. THE PROCESS

1. The AFC General Secretariat acts as the first instance decision making body on exception requests.
2. An exception request must be in writing, clear and well-founded.
3. Exceptions related to items defined under A (1) a) to e) must be submitted by the AFC Member Association to the AFC General Secretariat thirty (30) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) f) can be submitted at any time. A Licensor notified of the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the AFC General Secretariat accordingly as soon as it becomes aware of it.
5. The AFC General Secretariat shall exercise necessary discretion to grant any exception within the limits of these Regulations.

6. The status and situation of football within the territory of the AFC Member Association will be taken into account when granting an exception. This encompasses, for example:
 - a) Size of the territory, population, geography, economic background, force majeure;
 - b) size of the AFC Member Association (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
 - c) the level of football (professional, semi-professional or amateur clubs);
 - d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
 - e) the AFC and FIFA ranking;
 - f) Stadium ownership situation (club, city/community, etc.) within the association;
 - g) support (financial and other) from the national, regional and local authorities, including the national sports ministry;
 - h) protection of creditors;
 - i) legal Group structure and reporting perimeter;
 - j) club identity.
7. The decision will be communicated to the AFC Member Association. The decision shall be in writing and state the reasoning. The AFC Member Association shall then communicate it to all Licence Applicants concerned.
8. Appeals can be lodged against decisions made by the AFC General Secretariat in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.

Annex 4: Club Licensing Criteria for the Deloitte Women’s Premier League

A Licence Application must fulfil the following Club Licensing Criteria in order to be granted a Licence to participate in the Deloitte Women’s Premier League:

Sporting Criteria

S.01	AFC	WPL
Medical Care of Players	-	A
<p>1. The Licence Applicant shall provide all players in the first team registered in the club with full access to medical support services. These shall include, but not limited to the following:</p> <p>a) yearly medical screening for all players above the age of 12; and b) comprehensive medical insurance coverage for contracted players.</p> <p><u>Required Details / Documents:</u></p> <p>1. <i>WPL Players List and photo ID</i> 2. <i>Medical Insurance coverage for all players</i></p>		

S.02	AFC	WPL
Educational Programmes	-	A
<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) FIFA Laws of the Game; b) 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><u>Documents required:</u></p> <p>1. <i>List of participants</i> 2. <i>List of speakers & Presentation Slides</i> 3. <i>Date of events</i> 4. <i>Photos of events</i></p>		

S.03	AFC	WPL
Registration of Players	A	A
<p>1. All the Licence Applicant’s players, including youth players above the age of 10, must be registered with the FAS and/or its affiliated league in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.</p> <p><u>Documents required:</u></p> <p>1. <i>Summary of Registration with FAS from FIFA Connect - WPL</i></p>		

S.04	AFC	WPL
Racial Equality Practice	A	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><u>Documents required:</u></p> <p>1. <i>FAS Anti-Discriminatory Policy</i></p> <p>2. <i>Signed declaration in acknowledgment of policy by all players and staff</i></p>		

Infrastructure Criteria

I.01	AFC	WPL
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.</p> <p><u>Documents required:</u></p> <p>1. <i>Licence Agreement between Sport Singapore & FAS</i></p> <p>2. <i>Sample of training schedule and bookings with Sport Singapore</i></p> <p>3. <i>Address of training facility</i></p> <p>4. <i>Images of various parts and function rooms of facility</i></p>		

Personnel & Administrative Criteria

P.01	AFC	WPL
Club Secretariat	A	A
<p>1. The Licence Applicant must have an office space sufficiently spacious to run its administration with the required infrastructure.</p> <p>2. It must ensure that its office is open to communicate with the Licensor and the public and that it is equipped, as a minimum, with phone, fax, email facilities and a website.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Address of Club Secretariat/Office</i> 2. <i>Official email address of club</i> 3. <i>Official telephone number of club</i> 4. <i>Images of premise with allocated infrastructure</i> 		

P.02	AFC	WPL
Administrative Manager	A	A
<p>1. The Licence Applicant must appoint an Administrative Manager being responsible for running its daily business and operations.</p> <p>2. The appointment must be approved by the Management Committee of the Licence Applicant.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Name of Administrative Manager</i> 2. <i>Duly signed letter of appointment or contract</i> 3. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Proof of Highest Qualification</i> 		

P.03	AFC	WPL
Head Coach of Women's First Team	A	A
<p>1. The licence applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football technical matters of the first team.</p> <p>2. The Head Coach must:</p> <p>a) hold at least the Minimum Coaching Education Requirements (MCER) as stipulated in the Deloitte Women's Premier League Regulations. The current MCER is benchmarked at the AFC 'A License Diploma' Coaching Certificate or its equivalence recognised and approved by AFC;</p> <p>3. The Head Coach must be duly registered with FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Details of First Team Head Coach</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Proof of qualification</i> 6. <i>Registration with FAS for National Competition</i> 		

P.04	AFC	WPL
Sports Trainer	-	A
<p>1. The Licence Applicant must appoint a Sports Trainer being responsible for medical treatment and massages for the WPL squad during training and matches.</p> <p>2. The Sports Trainer must be certified by the appropriate national health authorities.</p> <p>3. The Sports Trainer must be duly registered with FAS and/or affiliated league.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Name of Sports Trainer</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Proof of qualification</i> 		

P.05	AFC	WPL
Rights, Responsibilities & Duties	A	A
<p>1. The rights and duties of the Licence Applicant's staff members must be defined in writing. A Job Description detailing the tasks and responsibilities must be produced and issued to each appointed staff.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> <i>Signed job description of the Administrative Manager</i> <i>Signed Job description of the Sports Trainer</i> <i>Signed job description of the First Team Head Coach</i> 		

P.06	AFC	WPL
Duty of Replacement During the Licensing Season	A	A
<ol style="list-style-type: none"> 1. If a function defined in these Regulations becomes vacant during the season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification. 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. 3. The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> <i>Signed letter of undertaking that any vacancy shall be notified within seven (7) days and replacement of such roles within sixty (60) days</i> 		

Legal Criteria

L.01	AFC	WPL
Legal Documents	A	A
<p>1. The Licence Applicant must submit the following documents:</p> <ul style="list-style-type: none">a) a copy of its current company articles, constitution, statutes or similar- type governing document;b) an extract from a public register (e.g. trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following minimum information;<ul style="list-style-type: none">i. registered name;ii. popular name;iii. address of headquarters;iv. legal form;v. list of authorised signatories and;vi. type of signature (e.g. individual, collective).c) (if applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions of the FAS. <p><u>Documents required:</u></p> <ul style="list-style-type: none">1. <i>Club Constitution or Statutes</i>2. <i>Official name of club</i>3. <i>Registered address of club</i>4. <i>List of registered signatories</i>5. <i>Certificate of registration</i>6. <i>Declaration by authorized person that all documents are valid</i>7. <i>Date of declaration</i>8. <i>Official registered name of applicant</i>9. <i>Date of registration</i>		

L.02	AFC	WPL
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> <ul style="list-style-type: none"> a) holds or deals in the securities or shares that allows such person to exercise Significant Influence in the activities of any other club participating in the same competition; b) holds a majority of the shareholders' voting rights of any other club participating in the same competition; 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; 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; e) is a member of any other club participating in the same competition; f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; and g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition. <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 the Licensor.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>List of Executive Members & Board of Directors</i> 2. <i>Declaration signed by the authorized signatory with the date stated</i> 		

L.03	AFC	WPL
Disciplinary Procedure and Code of Conduct for Players and Officials	B	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><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Signed code of conduct for players</i> 2. <i>Signed code of conduct for officials</i> 3. <i>Signed undertaking by authorized person that all regulations are in compliance with national law, FIFA, AFC, FAS' rules and regulations</i> 		

L.04	AFC	SPL
Women's Premier League Participating Team Agreement	-	A
<p>1. The licence applicant must ensure that it has signed an official partnership agreement with the FAS for the participation in the WPL and other club competitions.</p> <p><u>Documents required:</u></p> <p>1. <i>Participating Team Agreement with FAS</i></p>		

Finance Criteria

F.01	AFC	WPL
Club Financial Information	A	A
<p>1. The licence applicant must prepare and submit its current financial information for Women's Football in order to demonstrate to FAS its ability to continue as a going concern until the end of the licence season.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> • <i>Budget Profit & Loss Account</i> • <i>Budget Cash flow</i> • <i>Explanatory notes on assumptions and risks</i> • <i>Official Proof of Club Bank Account</i> 		



FAS Club Licensing Regulations

Based on AFC Club Licensing Regulations (Version 2022)

Updated: 19 May 2023