



CLUB LICENSING REGULATIONS

2021 Edition



ONESTRONG

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CHAPTER 1

FAS CLUB LICENSING CORE PROCESS TIMELINE

TIMELINE	CORE PROCESS ACTIVITY
22 Mar 2021	Invitation to Clubs to participate in AFC & National CL
31 Mar 2021	Final date for Applicant Clubs to respond to the application
5 Apr 2021	Club Licensing Workshop for Applicant Clubs
7 Apr 2021	Start of 2021 Club Licensing Cycle
7 Apr 2021 – 17 Sep 2021	Submission period of all criteria (Sporting, Personnel & Administration, Infrastructure, Legal, Finance) by Applicant Clubs on AFC CLAS
17 Sep 2021	Completion of all criteria by Applicant Clubs
18 Sep 2021 – 24 Sep 2021	Assessment Report preparation by CLM for decision
27 Sep 2021 - 8 Oct 2021	First Instance Body Decision
11 Oct 2021 - 15 Oct 2021	Appeal Date
18 Oct 2021 - 29 Oct 2021	Appeals Body Decision
29 Oct 2021	Submission of final list of Licensed Clubs to AFC

CHAPTER 2

INTRODUCTION

1. INTRODUCTION

- 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 2021 season.
- 1.2. Any AFC licence issued is based on the minimum criteria set in the AFC Club Licensing Regulations and applies to, and for, clubs wishing to attain an AFC Club Licence for participation in the AFC Champions League and AFC Cup season 2022 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 2022 and beyond.
- 1.4. This Club Licensing Regulations is divided into two main sections:
 - 1.4.1. Chapters 1 to 5 address and detail the roles of the *Licensor*, the *Licence Applicant* and the licensing bodies; it also explains the *Core Process* that is applied.
 - 1.4.2. Chapters 6 to 10 categorise the minimum *criteria* the Club has to fulfil as follows: Sporting criteria, Infrastructure criteria, Personnel and Administrative criteria, Legal criteria and Financial criteria. The Criteria are divided into three different grades (“A”, “B” and “C”).

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. Benchmark the Clubs in Sporting, Infrastructure, Personnel, Administrative, Legal and Finance criteria;
 - 2.1.3. Promote and improve the standard of all aspects of football in Singapore and continuing priority given to the training and care of young players in each club;
 - 2.1.4. Increase the level of Management and Organisation within the clubs;
 - 2.1.5. Improve the economic and financial capability of the clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors;

2.1.6. Adapt the Clubs' Sporting Infrastructure to provide spectators and media with well-appointed, well-equipped and safe stadiums;

2.1.7. Safeguard the continuity of International Competitions for one season; and

2.1.8. Monitor the Financial fair play in the competitions.

3. ENFORCEMENT

3.1. The regulations came into force on its approval by the FAS Executive Committee and applies for the AFC and/or National Club Competitions.

4. LEGAL BASIS

4.1. The licensor has the jurisdiction to govern the Licensing system by virtue of the FAS Constitution.

CHAPTER 3

PROCEDURE

5. CRITERIA

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

5.1.1. Sporting,

5.1.2. Infrastructure,

5.1.3. Personnel and Administrative,

5.1.4. Legal,

5.1.5. Financial.

5.2. Each Criteria is defined and graded into three grades as follows:

5.2.1. **“A”- Criteria – “MANDATORY”**: If the Licence Applicant does not fulfil any A-criteria, then it cannot be granted with a *licence* to enter the National and/or AFC Club Competitions.

5.2.2. **“B” – Criteria – “MANDATORY”**: If the Licence Applicant does not fulfil any B-criteria, then it is sanctioned as specified by FAS but may still receive a licence to enter the National and/or AFC Club Competitions.

5.2.3. **“C”- Criteria – “BEST PRACTICE”**: C-criteria are “Best Practice” recommendations. Non-fulfilment of any C-criteria does not lead to any sanction or to the refusal of the licence. Certain C-criteria *may* become “MANDATORY” criteria at a later stage.

6. LICENSING IMPLEMENTATION

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

7. EXCEPTION POLICY

7.1. The AFC Administration may grant an exception to any provisions in these Regulations as set out in Annex 2 for AFC Club Competitions only.

7.2. The FAS Executive Committee and/or Administration may grant an exception to any provisions in these Regulations for National Club Competitions only.

8. SANCTIONS

- 8.1. 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 non-compliance of “B” criteria of any sub-criteria for the AFC License Applicant and non-fulfilment and/or non-compliance of “A” & “B” criteria of any sub-criteria for the National License Applicant:
 - 8.1.1. Caution and/or fine
 - 8.1.2. Deduction of points
 - 8.1.3. Prohibition to conclude new players’ contracts or transfer agreements
 - 8.1.4. Obligation to submit Banker’s guarantee in the case of financial shortcomings.
 - 8.1.5. Withholding of subsidies / prize money
 - 8.1.6. Review of License
 - 8.1.7. Withdrawal of License
- 8.2. The Club may be sanctioned before the start of as well as during the season.
- 8.3. The Club may also be referred to the FAS Disciplinary Committee for the violation of the Licensing Regulations such as submission of falsified documents, non-respect of deadlines, sanctions against individuals, etc.

9. APPLICATION OF THE FAS CLUB LICENSING SYSTEM TO LICENSE APPLICANTS

- 9.1. FAS shall implement the system for participation in AFC Club competitions whenever expressly referred to by specific regulations governing a club competition to be played under the auspices of AFC.
- 9.2. FAS shall also implement the system for participation in the top division and/or lower division national competitions. For this purpose, FAS is free to increase, decrease, or introduce additional minimum criteria in its National Club Licensing regulations for the purpose of entering the lower division domestic club competitions.

10.COMPLIANCE AUDITS

- 10.1. FAS 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 FAS. The non-observance of the minimum mandatory requirements as defined in the FAS Club Licensing Regulations accredited by AFC may result in

sanctions defined by the appropriate FAS body according to the nature and the gravity of the violations.

- 10.2. 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.
- 10.3. In the event of a discrepancy between AFC Club Licensing Regulations and FAS Club Licensing Regulations, the AFC Club Licensing Regulations shall be authoritative.

11. BODIES OF FAS

- 11.1. The bodies through which FAS will act with regard to the Club Licensing System shall be:
 - 11.1.1. **The FAS Executive Committee** for the approval of this Regulations and any other matter which is not regulated by or provided for in this Regulations;
 - 11.1.2. **The FAS Club Licensing Administration** (CLA) for the implementation of the Club Licensing process including but not limited to the execution of compliance audits;
 - 11.1.3. **Decision Making Bodies** shall refer to the First Instance Body (FIB) and Appeals Body (AB). The decision-making bodies shall decide whether licenses should be issued to a Club or not and have the power to issue a variety of sanctions as describe in Article 8.1;
 - 11.1.4. **The FAS Disciplinary Committee** for the penalisation of breaches of duties relating to the “FAS Club Licensing Regulations” and certain decisions on results of compliance audits.

CHAPTER 4

LICENSOR

12. INTRODUCTION

- 12.1. Football Association of Singapore (FAS) is the Licensor.
- 12.2. FAS govern the licensing system via the AFC Club Licensing Administration System (CLAS), appoint the corresponding licensing bodies and fix the necessary processes.
- 12.3. FAS shall guarantee the License Applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by FAS must sign a confidentiality clause before starting its tasks.
- 12.4. FAS shall ensure equal treatment of all Licence Applicants during the core process.

13. LICENSING ADMINISTRATION

- 13.1. The CLUB Licensing Administration (CLA) of FAS shall comprise qualified staff members, including the appointment of a licensing manager who is responsible for managing the Licensing Administration. The CLA's tasks are as follows:
 - 13.1.1. Preparing, implementing and further developing the club licensing system;
 - 13.1.2. Accessing and administering the CLAS;
 - 13.1.3. Providing training and support for the Licence Applicants in using CLAS;
 - 13.1.4. Providing administrative support to the decision-making bodies;
 - 13.1.5. Assisting, advising and monitoring the licensees during the season;
 - 13.1.6. Serving as the contact point for and sharing expertise with the licensing departments of other AFC member associations and with AFC itself.
 - 13.1.7. Informing the AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor.
- 13.2. At least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (e.g. ISCA), or must have a minimum of three (3) years' experience in the above matters (a "recognition of competence").

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

14.DECISION-MAKING BODIES

- 14.1. FAS shall establish two decision-making bodies as follows:

14.1.1. First Instance Body (FIB)

14.1.2. Appeals Body (AB)

- 14.2. The decision-making bodies shall be independent from each other and the Licensor.

15.FIRST INSTANCE BODY

- 15.1. The First Instance Body (FIB) decides on whether a licence should be granted to an applicant on the basis of the documents provided and in accordance with the provisions of the FAS Club Licensing Regulations at the submission deadline set by FAS and on whether a licence shall be withdrawn upon the application of the Licensing Manager.

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

16.APPEAL BODY

- 16.1. The Appeal Body (AB) decides on appeals submitted in writing and makes a final and binding decision on whether a licence should be granted or withdrawn. The decision must be put in writing and include the reasoning.

- 16.2. Appeals may only be lodged by:

16.2.1. The Licence Applicant, who received the refusal of the FIB;

16.2.2. The Licensee, whose licence has been withdrawn by the FIB; or

16.2.3. The Licensor, the competent body of which must be defined (e.g. Licensing Manager).

- 16.3. The AB shall make its decision based on the decision of the First Instance Body and ONLY based on the evidence provided by the Licence Applicant or FAS before the FIB. A written request for appeal shall be made within seven (7) working days from the decision of the FIB.

- 16.4. Any further evidence submitted to the AB at a later stage shall not be taken into account.

- 16.5. The decision of the AB is final.

17. REQUIREMENTS OF MEMBERS OF THE DECISION-MAKING BODIES

- 17.1. The Executive Committee of FAS shall appoint the members of the FIB and AB. Members may be re-appointed for a term of 2 years or specific terms as may be specified by the Executive Committee.
- 17.2. The FIB and AB must have at least one qualified lawyer and an auditor holding a qualification recognised by the appropriate national professional body among their members.
- 17.3. Members of the FIB & AB must:
 - 17.3.1 Act impartially in the discharge of their duties;
 - 17.3.2 Not act simultaneously as the Licensing Manager;
 - 17.3.3 Not belong simultaneously to a statutory judicial body of FAS;
 - 17.3.4 Not belong simultaneously to the executive body of FAS; and
 - 17.3.5 Not belong simultaneously to the management personnel of an affiliated club.
- 17.4. Members of the FIB and AB must follow the strict confidentiality rules in the same way as members of the CLA. FAS define these rules and the members have to accept them in writing.
- 17.5. In addition to the requirements set out above, FAS may establish further conditions to be satisfied by members of the licensing bodies (academic, professional training, experience, etc.) to ensure that they perform their functions to high professional standards.
- 17.6. A member must in all cases automatically abstain if there is any doubt as to his/her independence towards the licence applicant or if there is a conflict of interest.
- 17.7. In this regard, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, siblings) is either one or more of the following:
 - 17.7.1. Member
 - 17.7.2. Shareholder
 - 17.7.3. Business partner
 - 17.7.4. Sponsor or
 - 17.7.5. Consultant, etc. of the Licence Applicant.

(The foregoing list is illustrative and not exhaustive.)
- 17.8. The FIB and AB must comprise a minimum of three (3) members to form a quorum. The Chairman has the casting vote in case of a tie.
- 17.9. FAS may establish further criteria regarding the independence of members in accordance with AFC.

18. PROCEDURE OF DECISION-MAKING

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

18.1.1. **Deadlines**

Deadlines 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.

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

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

18.1.3. **Representation**

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

18.1.4. **Right to be Heard**

In accordance with 16.3 above all clubs shall have the right to be heard. The identities of the parties representing the club shall be verified and they shall be instructed to tell the truth and shall be informed that they shall be sanctioned by the 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).

18.1.5. **Official Language**

All documents must be submitted in English.

18.1.6. **Time Limit to Appeal and Time Limit for Requests**

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.

18.1.7. Effects of an Appeal

An appeal submitted in compliance with 18.1.6 above and 18.1.13 below (as verified by the Chair of the Appeals Committee) shall have a delaying effect on any direct or consequential effect of the original decision.

18.1.8. Type of Evidence Requested

Any evidence or facts which are to be used by the appellant to support their case must be referred to in the appeal statement as per article 16.3 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.

18.1.9. Burden of Proof

The Appellant has the burden of proof.

18.1.10. Decision

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)

18.1.11. Content and Form of Pleading

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.

18.1.12. Grounds for Complaints

Any complaint must be submitted in writing to the General Secretary of the Football Association of Singapore.

18.1.13. **Hearings / Deliberations**

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.

18.1.14. **Cost of Appeal**

An Appeal deposit fee of Singapore Dollars Five Thousand (S\$5000.00) must be submitted in accordance with 16.3 and 18.1.6 above and made payable to the “Football Association of Singapore” returnable to the Club should the appeal be upheld.

CHAPTER 5

LICENCE APPLICANT AND LICENCE

19. INTRODUCTION

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

20. LICENCE APPLICANT

- 20.1. FAS define the Licence Applicant according to its Statutes and Regulations, the following provisions and in accordance with the national law. This may be regulated within the Licensing Regulations and/or in the Statutes of FAS and/or in the respective specific FAS Regulations. Furthermore, the FIFA and AFC Statutes as well as relevant Regulations must also be taken into account (e.g. FIFA Regulations for the Status and Transfer of Players).
- 20.2. The Licence Applicant shall only be a football club, i.e. a legal entity fully responsible for a football team participating in National and International Club competitions and which is either:
- 20.2.1 A registered member of FAS and/or its affiliated league, or
 - 20.2.2 A football company which has a contractual relationship with a registered member
- 20.3 The membership and/or the contractual relationship must have lasted at the start of the licensing process for at least two (2) consecutive years.
- 20.4 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 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.
- 20.5 The Licence Applicant is responsible for the following:
- 20.5.1 That all players are registered with FAS and, for non-amateur players, that they have a written contract with their respective Clubs.
 - 20.5.2 That all the compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of the Club.
 - 20.5.3 That the Licence Applicant is fully responsible for the football team comprising registered players participating in national and international competitions;

- 20.5.4 That FAS is provided with all necessary information and/or documents relevant to proving that the licensing obligations are fulfilled, as these obligations relate to the sporting, infrastructure, personnel and administrative, legal and financial criteria set out under Chapters 6, 7, 8, 9 and 10 respectively and any other document relevant for the decision-making by the Licensor;
- 20.5.5 That FAS is provided with information on the *reporting entity/entities* in respect of which sporting, infrastructure, personnel and administrative, legal and financial information are required to be provided. In turn, FAS will assess whether, in respect of each Licence Applicant, the selected reporting entity/entities is appropriate for club licensing purposes.
- 20.5.6 If the Licence Applicant has *control* on any *subsidiary*, then consolidated financial statements shall be prepared and submitted to FAS as if the entities included in the consolidation (“the *group*”) were a single company.
- 20.5.7 If the Licence Applicant is controlled by a parent, which may be controlled by another *parent* or which may have control over any other subsidiary or may exercise *significant influence* over any other *associate*, any transaction with the parent of the licence applicant or any parent or subsidiary or associate of such parent must be disclosed in the notes to the financial statements to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.
- 20.5.8 The Licence Applicant must be based legally in Singapore and play its home matches only in Singapore. FAS may define exceptions, subject to the approval of FIFA and AFC.
- 20.5.9 The Licence Applicant must have the right to use the name and the brands of the Club and not change the name of the Club for advertising/promotional purposes.
- 20.5.10 The Licence Applicant must not accept clauses in contracts with television, sponsors or other commercial partners which could restrict the Club in its freedom of decision or affect its management.
- 20.5.11 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.

21. LICENCE

- 21.1. Licences will be issued in accordance with the FAS Club Licensing Regulations and the following provisions:
- 21.1.13. The status of a football club (professional, semi-professional or amateur) is not relevant to the issuance of a licence.
- 21.1.14. The legal form of a football club is not relevant to the issuance of the licence according to national statutes and law.

- 21.2. FAS will issue an invitation to the football clubs concerned to apply for a licence punctually and in writing. The club applying for a licence (i.e. Licence Applicant) must submit a written application to FAS. In this application, the club must, in particular, declare that it will fulfil the obligations of the licensing system.
- 21.3. Only clubs which fulfil the criteria set out in the FAS Club Licensing Regulations at the deadlines defined by AFC and which have qualified on the basis of their sporting results may be granted with a licence by FAS to enter the National and/or AFC club competitions of the coming season.
- 21.4. A licence expires without prior notice:
 - 21.4.13. At the end of the season for which it was issued for; or
 - 21.4.14. On the dissolution of the Division in question.
- 21.5. A licence may be withdrawn by the national decision-making bodies if:
 - 21.5.13. For any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a licensee becomes insolvent but enters administration during the season, for so long as the purpose of the administration is to rescue the club and its business, the licence should not be withdrawn);
 - 21.5.14. Any of the conditions for the issuing of a licence are no longer satisfied; or
 - 21.5.15. The licensee violates any of its obligations under the FAS Club Licensing Regulations.
- 21.6. As soon as a licence withdrawal is envisaged, FAS will inform AFC accordingly.
- 21.7. A licence cannot be transferred.
- 21.8. AFC reserves the right to sanction a club or eliminate a club from the future AFC club competitions based on the applicable AFC club competition regulations and AFC Disciplinary Code.
- 21.9. If a Club has its licence withdrawn, a decision concerning the elimination of the Club from the current AFC competition in question must be made by the AFC Judicial Bodies.

22.ADMISSION TO AFC CLUB COMPETITIONS

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

CHAPTER 6

CORE PROCESS

23. INTRODUCTION

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

24. DEFINITION

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

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

25. OBJECTIVE

25.1. The Core Process is aimed at:

25.1.13. Helping the Licensor in establishing an appropriate and efficient licensing process according to its needs and organisation;

25.1.14. Agreeing on the main requirements that FAS has to comply with to issue the licence, necessary for entering AFC club competitions;

25.1.15. Ensuring that the decision on the granting of a club licence is made by an independent body (FIB and/or AB);

25.1.16. Ensuring that the decision-making bodies receive adequate support from the Licensing Administration of FAS.

26. SUBMISSION TO AFC

26.1. FAS will submit a list of licensed Clubs to AFC by 31st October of the Year preceding the season to be licensed at the latest.

27. FINAL PROVISIONS

27.1 Authoritative text and language of correspondence

27.1.1 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.

27.1.2 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.

27.1.3 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, the AFC Regulations will be authoritative.

27.1.4 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.

28.ANNEXES

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

28.2 Disciplinary Procedures

28.2.1 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 the AFC Club Licensing Regulations for entering the AFC club competitions.

B. THE PROCESS

1. The FAS 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 FAS is responsible for ensuring, and must demonstrate to the AFC General Secretariat, that all applicable provisions of the AFC Club Licensing Regulations have been integrated in its national club licensing regulations.
3. The FAS 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 FAS 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 the AFC Club Licensing 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 and Annex 5 (as applicable) of the AFC Club Licensing 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 FAS 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: Exceptions Policy

A. PRINCIPLE

1. The AFC General Secretariat may, in accordance with Article 4 of the AFC Club Licensing Regulations, grant exceptions on the following matters:

a) non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 7 of the AFC Club Licensing Regulations due to national law or any other reason;

b) non-applicability of a minimum requirement concerning the core process defined in Article 9 of the AFC Club Licensing Regulations due to national law or any other reason;

c) non-applicability of a minimum assessment procedure defined in Article 10 of the AFC Club Licensing Regulations due to national law or any other reason;

d) non-applicability of a certain criterion defined in Articles 16 to 20 and Annex 5 (as applicable) of the AFC Club Licensing Regulations, 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 and Annex 5 (as applicable) of the AFC Club Licensing Regulations;

f) non-applicability of the two-year rule defined in Article 12.2 of the AFC Club Licensing Regulations 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;

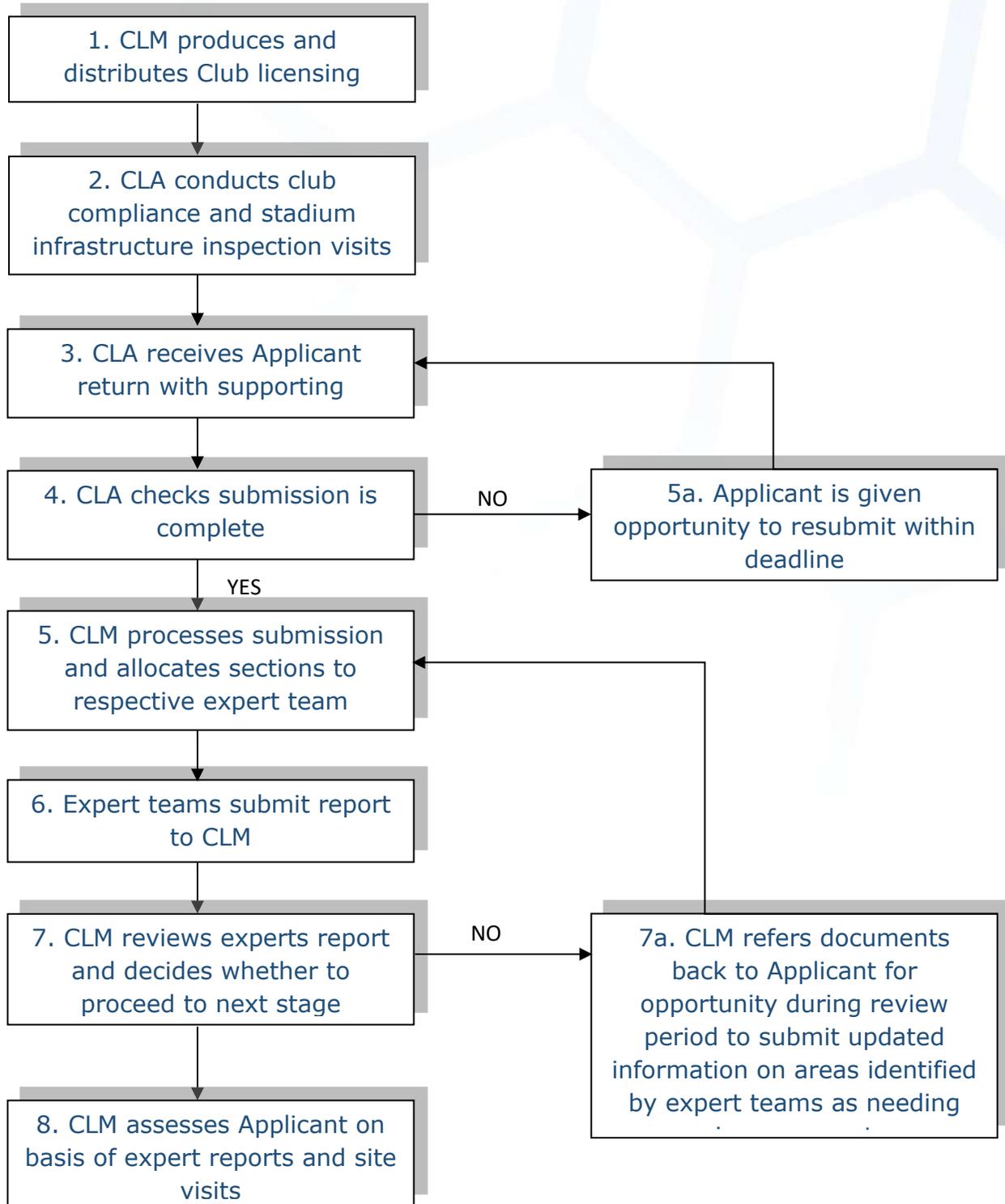
i) legal Group structure and reporting perimeter;

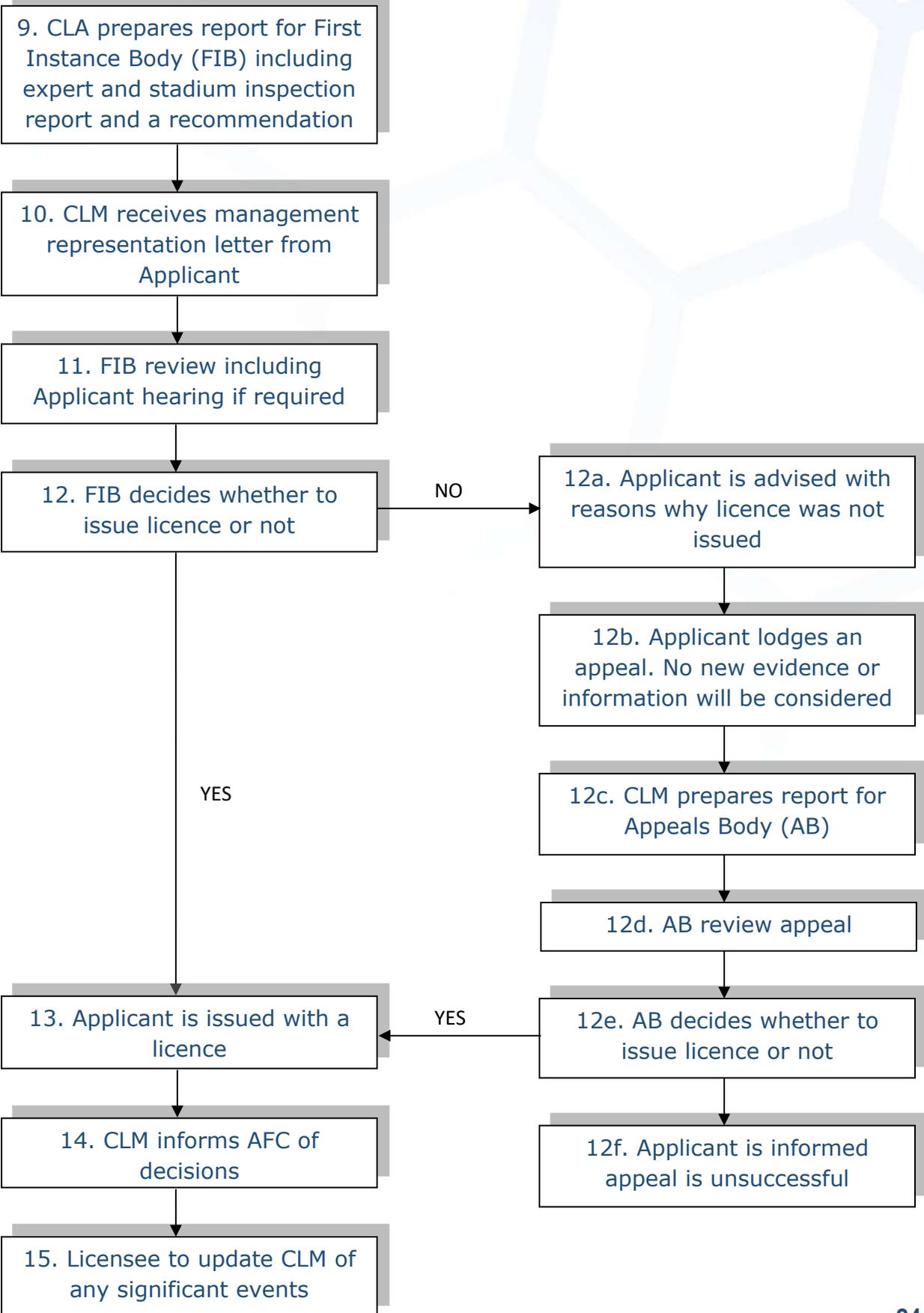
j) club identity.

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.

CORE PROCESS





CHAPTER 7

SPORTING CRITERIA

29.OBJECTIVES

29.1. The objectives of the Sporting Criteria are to ensure that Licence Applicants:

- 29.1.13. Ensure top quality football players are being developed and produced continuously;
- 29.1.14. Establish progressive development structures with clear pathways;
- 29.1.15. Design and implement club-specific, quality driven youth development programmes;
- 29.1.16. Provide elite player technical education, supported by football related education and supplementary academic education for youth players;
- 29.1.17. Provide comprehensive medical support services for all players;
- 29.1.18. Ensure that qualified personnel are engaged in the development and management of elite footballers.

30.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 (psychological, technical, tactical and physical); g) Education programmes (Laws of the Game, anti-doping, integrity, anti-racism); h) Medical support for youth players (including medical checks); i) Individual performance evaluation of players in the programme; j) Review and feedback process to evaluate the results and the achievements of the set objectives; and k) Validity of the programme (at least three years but maximum seven). <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><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. 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> <ul style="list-style-type: none"> a) At least two youth teams of different age groups within the age range of 15 to 21; b) At least one youth team within the age range of 10 to 14; c) At least one under 10 team; and d) 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 FAS. <p><u>Required Details / Documents:</u></p> <ol style="list-style-type: none"> 1. <i>Player Development Structures</i> 2. <i>FAS COE Under-21 Officials List (U-21)</i> 3. <i>FAS COE Under-21 Players List (U-21)</i> 4. <i>Written Letter / Agreement Between Club and School (U-21)</i> 5. <i>COE U-21 Participation in FAS National Level competition – Images</i> 6. <i>FAS COE Under-17 Officials List (U-17)</i> 7. <i>FAS COE Under-17 Players List (U-17)</i> 8. <i>Written Letter / Agreement Between Club and School (U-17)</i> 9. <i>COE U-17 Participation in FAS National Level competition – Images</i> 10. <i>FAS COE Under-15 Officials List (U-15)</i> 11. <i>FAS COE Under-15 Players List (U-15)</i> 12. <i>Written Letter / Agreement Between Club and School (U-15)</i> 13. <i>COE U-15 Participation in FAS National Level competition – Images</i> 14. <i>Written Letter / Agreement Between Club and Grassroot Academy (U-10)</i> 15. <i>Club Under-10 Officials List(U-10)</i> 16. <i>Club Under-10 Players List (U-10)</i> 17. <i>Team U-10 Participation in competition – Images</i> 		

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> <ul style="list-style-type: none"> a) yearly medical examination including cardio vascular screening for all its players in its first squad; b) yearly medical examination for all players above the age of 12; and c) comprehensive medical insurance coverage for contracted players. <p><u>Required Details / Documents:</u></p> <ol style="list-style-type: none"> 1. <i>Number of players with written contract in First Team</i> 		

2. List of Players in First Team with photo ID
3. Officially endorsed, valid medical certificate of each player in First Team.
4. Official Insurance Policy Document for First Team Players
5. PCMA – Only for clubs participating in AFC Club Competitions

S.04	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. A brief description of the event 2. Date of Event 3. List of participants 4. Five (5) images of the event 		

S.05	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> <ol style="list-style-type: none"> a) Sports Integrity matters; b) FIFA Laws of the Game; c) doping control; d) other topics as required by the FAS. <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. This criterion is fulfilled if the license applicant can provide evidence that these persons have attended the session or event.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Date of event – CPIB 2. Date of event – FIFA LOTG 3. Date of event – Sportradar 4. Date of event – Anti-Doping 		

5. Officially endorsed list with signature of participants – CPIB, FIFA LOTG, Sportradar and Anti-Doping
6. List of speakers & presentation slides – CPIB, FIFA LOTG, Sportradar and Anti-Doping
- 7..Photos of events – minimum two each

S.06	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> <ol style="list-style-type: none"> 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. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Brief description of event 2. Date of event 3. List of participants 4. Photos of the event – minimum three (3) 		

S.07	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> <ol style="list-style-type: none"> 1. Ownership documents of the academy 2. Address of the Club Youth Academy 3. List of students 4. List of coaches and their Qualification 5.Photos of the facilities – minimum three (3) 6. Organisational structure of the academy 		

S.08	AFC	SPL
Racial Equality Practice	B	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> <ol style="list-style-type: none"> 1. FAS Anti-Discriminatory Policy 2. Signed declaration in acknowledgment of policy by all players and staff 		

S.09	AFC	SPL
Registration of Players	B	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> <ol style="list-style-type: none"> 1. Summary of Registration with FAS from FIFA Connect - SPL 2. Summary of Registration with FAS from FIFA Connect – U21 3. Summary of Registration with FAS from FIFA Connect – U17 4. Summary of Registration with FAS from FIFA Connect – U15 5. Summary of Registration with FAS with League Organiser – U10 		

S.10	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> <ol style="list-style-type: none"> 1. Child Protection and Welfare Policy 2. Name of Club Child Safeguarding Officer 3. CV of Child Safeguarding Officer 4. Designation of Club Child Safeguarding Officer 		

S.11	AFC	SPL
Women's Team	C	C
<p>1. The Licence Applicant must have at least one women's team within its legal entity or another legal entity included in the reporting perimeter.</p> <p>2. The women's team must take part in official competitions played at national, regional or local level and recognised by the FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Women's Team Players List</i> 2. <i>Women's Team Officials List</i> 3. <i>Women's Team Participation in FAS National Level competition – Images</i> 4. <i>Summary of Registration with FAS from FIFA Connect – Women's Team</i> 		

CHAPTER 8

INFRASTRUCTURE CRITERIA

31.OBJECTIVES

31.1. The objectives of the following infrastructure criteria are that:

31.1.13. Licence Applicants have an “approved” stadium available for playing National and AFC club competitions matches which provide spectators and media and press representatives with well equipped, well appointed and safe and comfortable stadia;

31.1.14. Licence Applicants have suitable training facilities for their players to help them improve their technical skills.

32.CRITERIA

I.01	AFC	SPL
Approved Stadiums for AFC Club Competitions	A	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 Stadium Regulations; and respective b) AFC Club Competition Regulations/ AFC Competitions 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. Name and Address of Stadium 3. Official capacity of Stadium 4. Stadium checklist – AFC Venue Questionnaire 6. Floodlight certificate/Lux reading report 7. Images of various parts and function rooms in Stadium 		

I.02	AFC	SPL
Stadium – Safety Certification	A	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 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 the safety certificate issuing authority
2. Fire Certificate issued by Singapore Civil Defence Force (SCDF)
3. Date of issuance of Certificate
4. Date of expire 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	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 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 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. Date of approval 5. Date of validity 6. Risk analysis specific to the Stadium 7. Evidence of the required personnel being briefed on the evacuation plan 		

I.04	AFC	SPL
Training Facilities - Availability	A	A
<p>1. The licence applicant must have training facilities available throughout the year. The licence applicant either:</p> <ul style="list-style-type: none"> a) owns the training facilities; or b) shall provide a written contract with the owner of the training facilities. <p>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.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Licence Agreement between Sport Singapore & FAS 2. Name & Address of training facility 3. Images of various parts and function rooms of facility 		

I.05	AFC	SPL
Training Facilities for Player Development – Min. Infrastructure	B	B
<p>1. As a minimum, the infrastructure of the training facilities for player development must include:</p> <ul 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 owner 2. Location address of training field 3. Images of training field 4. Location address of indoor training facilities 5. Images of indoor training facilities 6. Images of medical room or direct access to first aid 		

I.06	AFC	SPL
Ground Rules	B	B
<p>1. Each stadium must have stadium ground rules and affix them to the stadium visible to the spectators. These rules must provide information on at least the following:</p> <ul style="list-style-type: none"> a) admission rights; b) abandonment or postponement of events; c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.; d) restrictions with regard to alcohol, fireworks, banners, etc.; e) seating rules; f) 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 Singapore 2. Images showing stadium ground rules in display. 		

CHAPTER 9

PERSONNEL AND ADMINISTRATIVE CRITERIA

33.OBJECTIVES

33.1. The objectives of the Personnel and Administrative criteria are that:

33.1.13. Licence Applicants are managed in a professional way;

33.1.14. Licence Applicants have available well-educated, qualified and skilled specialists;

33.1.15. The players of all the Club's teams are trained by qualified coaches and supported by the necessary technical and medical staff.

34.CRITERIA

P.01	AFC	SPL
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. The Licence Applicant must have appointed adequate number of skilled secretarial staff according to its needs to run its daily business.</p> <p>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, fax, email facilities and a website.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Address of the Club Secretariat/office</i> 2. <i>Document of ownership and tenancy</i> 3. <i>Official Website of club</i> 4. <i>Official Email Address of club</i> 5. <i>Official Telephone Number of club</i> 6. <i>Official fax number of club</i> 6. <i>Images of premise with allocated infrastructure</i> 		

P.02	AFC	SPL
General Manager	A	A
<p>1. The Licence Applicant must appoint a General Manager being responsible for running its daily business and operations.</p> <p>2. The appointment must have been done by the appropriate body (e.g. Executive Board) of the licence applicant.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Name of General Manager</i> 2. <i>Letter of appointment or contract</i> 3. <i>Duration of contract</i> 4. <i>Passport size picture</i> 5. <i>Recently updated CV</i> 6. <i>Letter of Endorsement of appointment by FAS</i> 		

P.03	AFC	SPL
Finance Officer	A	A
<p>1. The Licence Applicant must appoint a Finance Officer who will be responsible for its financial matters.</p> <p>2. The Finance Officer must hold as a minimum one of the following qualifications:</p> <ul style="list-style-type: none"> a. a degree in accountancy, finance or related field; or b. a recognition of competence issued by an organisation recognised by the FAS. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Name of Finance Officer 2. Letter of appointment or contract 3. Duration of contract 4. Qualification Documents 5. Recently updated CV 6. Passport size photo 		

P.04	AFC	SPL
Security Officer	A	A
<p>1. The Licence Applicant must appoint a Security Officer who will be responsible for safety and security matters.</p> <p>2. The Security Officer must hold as a minimum one of the following qualifications:</p> <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><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Name of Security Officer 2. Appointment letter or contract 3. Duration of contract 4. Recently updated CV 5. Qualification Documents or recognition of competence by FAS 6. Passport size photo 		

P.05	AFC	SPL
Media Officer	A	A
<p>1. The Licence Applicant must appoint a Media Officer who will be responsible for media matters.</p> <p>2. The Media Officer must hold as a minimum one of the following qualifications:</p> <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 FAS; 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. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Qualification Documents or recognition of competence by FAS</i> 6. <i>Passport size photo</i> 		

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> <ol style="list-style-type: none"> 1. <i>Name of Medical Doctor</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Recently updated CV</i> 5. <i>Qualification Documents</i> 6. <i>Passport size photo</i> 		

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> <ol style="list-style-type: none"> 1. Name of Physiotherapist 2. Appointment letter or contract 3. Duration of contract 4. Recently updated CV 5. Qualification Documents 6. Passport size photo 		

P.08	AFC	SPL
Head Coach of First Team	A	A
<p>1. The licence applicant must appoint a Head Coach responsible for all football technical matters of the first team.</p> <p>2. The Head Coach must:</p> <ol style="list-style-type: none"> a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by the AFC. The current MCR is benchmarked at the AFC 'Professional Coaching Diploma' Coaching Certificate or its equivalence recognised and approved by AFC; b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above or; c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above. <p>3. For the 2021 season onwards, it is compulsory that all Singapore Premier League First Team Head Coaches require a "Professional Coaching Diploma" to be registered in the Singapore Premier League or already have started/enrolled in the required education course.</p> <p>4. The Head Coach must be duly registered with FAS.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Details of First Team Head Coach 2. Appointment letter or contract 		

3. Duration of contract
4. Qualification Documents (at least AFC 'Professional Coaching Diploma' Coaching Certificate/RECC)

5. Passport size photo

6. Registration with FAS for National Competition

7. Recently updated CV

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 of First Squad must:</p> <ul style="list-style-type: none"> a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by AFC. The current MCR is benchmarked at the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC; b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required 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> <ul style="list-style-type: none"> 1. Details of First Team Head Coach 2. Appointment letter or contract 3. Duration of contract 4. Qualification Documents (at least AFC A License/RECC) 5. Passport size photo 6. Registration with FAS for National Competition 7. Recently updated CV 		

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>		

2. The Head of the Youth Development must:

- a) hold at least the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC;
- b) already have started the required education course, recognised 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.

Documents required:

1. Details of Club Head of Youth Development
2. Appointment letter or contract
3. Duration of contract
4. Qualification Documents (at least AFC A License/RECC)
5. Passport size photo
6. Recently updated CV

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. At least two (2) Youth Coaches must:</p> <ol 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; andc) 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 other Youth Coaches must hold the minimum qualification as defined by the FAS which shall not be below the AFC Member Association's 'C' coaching diploma/licence or its equivalence recognised and approved by AFC.</p> <p>4. The Coaches must be duly registered with FAS and the appointment approved by the Management Committee of the Licence Applicant.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. No. of Youth Coaches2. Details of Youth Coaches3. Appointment Letters or Contract4. Duration of Contract5. Qualification Documents6. Passport size photo7. Recently updated CV		

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> <ul style="list-style-type: none"> a) employ the stewards; or b) conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards; <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Details of Safety and Security Organization</i> 2. <i>Official Letter of Appointment</i> 3. <i>Duration of appointment</i> 4. <i>Proof of qualification / competence</i> 5. <i>Logo of Safety and Security Organization</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>Job description of the General Manager (signed)</i> 2. <i>Job description of the Finance Officer (signed)</i> 3. <i>Job description of the Security Officer (signed)</i> 4. <i>Job description of the Media Officer (signed)</i> 5. <i>Job description of the Medical Officer (signed)</i> 6. <i>Job description of the Physiotherapist (signed)</i> 7. <i>Job description of the First Team Head Coach (signed)</i> 8. <i>Job description of the Assistant Coach of First Team (signed)</i> 9. <i>Job description of Head of Youth Development (signed)</i> 10. <i>Job description of the Youth Coaches (signed)</i> 11. <i>Job description of the Club Legal Advisor (signed)</i> 12. <i>Job description of the Club Technical Director (signed)</i> 13. <i>Job description of the First Team Goalkeeper Coach (signed)</i> 14. <i>Job description of the First Team Fitness Coach (signed)</i> 15. <i>Job description of Club Licensing Officer (signed)</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 duties.</p> <p>3. The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event.</p> <p><u>Documents required:</u></p> <p><i>1. Signed undertaking that any vacancy shall be notified within seven (7) days and replacement of such roles within sixty (60) days</i></p>		

P.15	AFC	SPL
Legal Advisor	B	B
<p>1. The licence applicant must appoint a qualified legal advisor who is responsible to handle all legal matters in the licence applicant's activities.</p> <p>2. The legal advisor shall have the necessary legal qualifications.</p> <p><u>Documents required:</u></p> <p><i>1. Name of Legal Advisor</i> <i>2. Appointment letter or contract</i> <i>3. Duration of Appointment or Contract</i> <i>4. Updated CV</i> <i>5. Qualification documents</i> <i>6. Passport sized photo</i></p>		

P.16	AFC	SPL
Club Technical Director	B	B
<p>1. It is recommended that the License applicant employ a Club Technical Director.</p> <p>2. He should have a relevant technical qualification/certification (recommended - minimum AFC 'A' Coaching certificate) and/or supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.</p> <p>3. He must have strong management skills, visionary and lead the technical development of the club.</p> <p>4. He shall be responsible for but not limited to the following</p> <ul style="list-style-type: none"> a) establish and/or implement club philosophy; b) establish Youth and Player Development Structures and Programmes; c) ensure technical standards are maintained and enhanced; d) monitor and evaluate all technical and developmental programmes; e) talent scouting; f) management of Club's Youth Academies; g) recruitment and management of coaches and talent scouts; and h) management of match analysis processes. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Name of the Club Technical Director 2. Appointment letter or contract 3. Duration of contract 4. CV 5. Qualification Documents 6. Passport size photo 		

P.17	AFC	SPL
Goalkeeper Coach of First Team	B	A
<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> <ul style="list-style-type: none"> a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual; or b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach does not have the required certification 		

as defined under (a) above; or
 c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.

Documents required:

1. *Details of First Team Goalkeeper Coach*
2. *Appointment letter or contract*
3. *Duration of Contract*
4. *Qualification Documents*
5. *Passport size photo*
6. *Updated CV*

P.18	AFC	SPL
Fitness Coach of First Team	B	A
<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; or b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Fitness Coach does not have the required certification as defined under (a) above; or c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above. <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. <i>Details of First Team Fitness Coach</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Updated CV</i> 5. <i>Qualification Documents</i> 6. <i>Passport size photo</i> 		

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"> 1. <i>Name of Club Licensing Officer</i> 2. <i>Appointment letter or contract</i> 3. <i>Duration of contract</i> 4. <i>Proof of qualification</i> 5. <i>Passport size photo</i> 6. <i>Updated CV</i> 		

CHAPTER 10

LEGAL CRITERIA

35.CRITERIA

L.01	AFC	SPL
Declaration in Respect of Participating in Club Competitions	A	A
<p>1. The Licence Applicant must submit a legally-valid declaration which confirms 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> <ul style="list-style-type: none">1. Name of the authorized signatory2. Title of the authorized signatory3. Letter of Declaration4. Date of Signature		

L.02	AFC	SPL
Legal Documents	A	A
<p>1. The Licence Applicant must submit the following documents:</p> <p>a) a copy of its current company articles, constitution, statutes or similar- type governing document;</p> <p>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;</p> <ol 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). <p>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> <p><u>Documents required:</u></p> <ol style="list-style-type: none"> 1. Club Constitution or Statutes 2. Registered name of the license applicant 3. Registered address of the License Applicant 4. Certificate of registration of Club 5. Date of registration 6. Is the Legal Entity registered as a Company? 7. Was there any changes in the license applicant’s legal form or company structure, including its headquarter, name, club colors, ownership structure or shareholders in the last two years? 8. List of Authorized Signatories of Licence Applicant 9. Is the Legal Entity registered as an Association? 10. Declaration by the authorized person that the documents are valid 11. Date of Declaration 		

L.03	AFC	SPL
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> <ol style="list-style-type: none"> a) holds or deals in the securities or shares that allows such person to exercise decisive influence in the activities of any other club participating in the same competition; 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;
- g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.

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.

Documents required:

1. Name of Chairman/President of Club
2. Is the License Applicant part of a Group Structure
3. List of executive members and/or board of directors
4. List of members and/or shareholders
5. Declaration signed by the authorized signatory with the date stated
6. Name of the authorized signatory
7. Title of the authorized signatory
8. Date of declaration

L.04	AFC	SPL
Legal Group Structure and Ultimate Controlling Party	A	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.

3. If deemed relevant the Licensor may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity).

4. The following information must be provided in relation to all entities included in the legal Group structure:

- a) Name of legal entity;
- b) Type of legal entity;
- c) Main activity of legal entity; and
- d) Percentage of ownership interest (and, if different, percentage of voting power held).

5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of the AFC Member Association, the following information must also be provided:

- a) Share capital;
- b) Total assets;
- c) Total revenues; and
- d) Total equity.

Documents required:

1. *Chart of the licence applicant's group structure*

L.05	AFC	SPL
Written Contracts with Professional 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 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>Number of players under professional contract in First Team</i> 2. <i>List of players under professional contract in First Team</i> 3. <i>Contract of each registered professional 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"> <i>Signed code of conduct for players in First Team</i> <i>Signed code of conduct for officials in First Team</i> <i>AFC/FAS Disciplinary Code</i> <i>Signed undertaking that the disciplinary regulations are in compliance with national law, FIFA, AFC, MA's 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> <ol style="list-style-type: none"> <i>Signed Club Formation Agreement with FAS</i> 		

CHAPTER 11

FINANCIAL CRITERIA

36.CRITERIA

- 34.1 Reporting Entity/Entities and reporting perimeter
- 35.1.1 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.
- 35.1.2 The reporting perimeter must include:
- 35.1.2.1 the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
 - 35.1.2.2 any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
 - 35.1.2.3 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 35.1.3 iii. to x. below;
 - 35.1.2.4 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 paragraph 35.1.3 i. and ii. below.
- 35.1.3 Football activities include:
- i. employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
 - ii. acquiring/selling players' registrations (including loans);
 - iii. ticketing;
 - iv. sponsorship and advertising;
 - v. broadcasting;
 - vi. merchandising and hospitality;

- vii. club operations (e.g. administration, matchday activities, travel, scouting, etc.);
- viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
- ix. use and management of Stadium and Training Facilities; and
- x. youth sector.

35.1.4 An entity may be excluded from the reporting perimeter only if:

- 35.1.4.1 its activities are entirely unrelated to the football activities defined in paragraph 35.1.3 above and/or the locations, assets or brand of the football club; or
- 35.1.4.2 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 35.1.3 i. and ii. above; or
- 35.1.4.3 the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.

35.1.5 The Licence Applicant must submit a declaration by an authorised signatory which confirms:

- 35.1.5.1 that all revenues and costs related to each of the football activities indicated in paragraph 35.1.3 have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
- 35.1.5.2 whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph 35.1.4.

35.2 For further information on the mandatory reporting period and the minimum requirements on the format of reporting and accounting, as well as a detailed explanation of each of the criteria below, please refer to the AFC Club Licensing Financial Handbook.

F.01	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> <ol style="list-style-type: none"> 1. Audited Annual Financial Statement 2. Period of Audited Financial Statement 3. Date of Audit Report 4. Exchange Rate (SGD to USD) 5. Income from media (TV) rights (Amount in USD) 6. Income from sponsorship (Amount in USD) 7. Gate receipts / ticketing (Amount in USD) 8. Membership Fees [i.e. season tickets] (Amount in USD) 9. Income from merchandising (Amount in USD) 10. Transfer Fee Income 11. Income from the FAS / League (Amount in USD) 12. Income from the Government (Amount in USD) 13. Rental income of stadium/facilities (Amount in USD) 14. Other income (Amount in USD) 15. Breakdown of 'Other Income' (Amount in USD) 16. Total Income (Amount in USD) 17. Salaries for players (Amount in USD) 18. Salaries for coaches (Amount in USD) 19. Salaries for club staff (Amount in USD) 20. Operational expenses of teams [trip/training camp etc.] (Amount in USD) 21. Player Transfer Expenses (Amount in USD) 22. Rental/maintenance fee of the stadium/training centre (Amount in USD) 23. Administrative costs [office etc.] (Amount in USD) 24. Advertisement Expenses (Amount in USD) 		

- 25. Finance Costs (Amount in USD)
- 26. Other Expenses (Amount in USD)
- 27. Breakdown of 'Other Expenses' (Amount in USD)
- 28. Total Expenses (Amount in USD)

F.02	AFC	SPL
Financial Statements for the Interim Period - Reviewed	A	A
<p>1. If the statutory closing date of the licence applicant is more than six (6) months before the deadline for submission of the list of licensed clubs to AFC, then the licence applicant shall prepare and submit additional financial statements covering the interim period.</p> <p>2. If the financial statements for the interim period are prepared and submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed or audited by an independent auditor.</p> <p>3. The interim financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Financial Handbook.</p> <p><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. Statutory closing date of the license applicant 2. Period covered in interim financial statement 3. Date of interim financial report 4. Interim financial statements reviewed by external auditor 		

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 at 30 June preceding the season to be licensed, unless by the following 31 August 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><u>Documents required:</u></p> <ul style="list-style-type: none"> 1. Declaration of No overdue payables on transfer activity 2. Player identification tables – Transfer Receivables 3. Player identification tables - Transfer Payables 		

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 at 30 June preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <p>a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and</p> <p>b) the administrative, technical, medical and security staff specified in the AFC Club Licensing Regulations.</p> <p><i>Documents required:</i></p> <p>1. Declaration that there are no dues payable to employees</p> <p>2. Declaration that there are no dues towards social/tax authorities</p> <p>3. List of employees employed anytime during the year</p> <p>4. Confirmation Letter from Current & Former employees</p>		

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> <p>a) That all documents submitted to the Licensor are complete and correct;</p> <p>b) Whether or not any Significant Change in relation to all the licensing criteria has occurred;</p> <p>c) Whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the Licence Applicant’s financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any Events or Conditions of Major Economic Importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and</p> <p>d) 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</p>		

the 12 months preceding the Licence Season.

3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.

Documents required:

1. *Management Representation letter*

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> <p>a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);</p> <p>b) a budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period (if applicable);</p> <p>c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.</p> <p>4. Future financial information must be prepared, as a minimum, on a quarterly basis.</p> <p>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.</p> <p>6. Future financial information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Manual. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.</p> <p>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.</p>		

Documents required:

1. *Budgeted Profit and Loss Statement*
2. *Budgeted Cash flow Statement*
3. *Explanatory notes on assumptions and risks*

F.07	AFC	SPL
Duty to Notify Subsequent Events	A	A
<p>1. Following the licensing decision by the decision-making body, the Licensee must promptly notify FAS in writing about any subsequent events that may cast significant doubt upon the Licensee's ability to continue as a going concern until at least the end of the season for which the licence has been granted.</p> <p>2. Compliance with this criterion shall be assessed by FAS in respect of the following licensing cycle.</p> <p>Criteria F.07 and F.08 apply to Licensees after the Licensing Decision. Criterion F.07 (duty to notify Subsequent Events) applies to all Licensees. Criterion F.08 (duty to update Future Financial Information) only applies to those Licensees who exhibited a breach of one or more of the indicators.</p> <p><u>Documents required:</u></p> <ol style="list-style-type: none">1. <i>Financial statement regarding estimate</i>2. <i>Description of event with an estimate of financial effect.</i>		

F.08	AFC	SPL
Duty to Update Future Financial Information	A	A
<p>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.</p> <p><u>Indicator 1: Going concern</u></p> <p>The auditor's report in respect of the Annual or Interim Financial Statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</p> <p><u>Indicator 2: Negative equity</u></p>		

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

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.

Criteria F.07 and F.08 apply to Licensees after the Licensing Decision. Criterion F.07 (duty to notify Subsequent Events) applies to all Licensees. Criterion F.08 (duty to update Future Financial Information) only applies to those Licensees who exhibited a breach of one or more of the indicators.

Documents required:

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

CHAPTER 12

GLOSSARY

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 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.
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	The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all Material respects, in accordance with an identified financial reporting framework.

	A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor’s attention but it does not provide the evidence that would be required for an audit.
Significant Change	An event that is considered Material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant Influence	Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licensee’s total revenue.
Stadium	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	Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met. The supplementary information must be prepared on 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.
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> <ul style="list-style-type: none"> a) the singular shall include the plural and vice-versa; b) the masculine gender shall include the feminine and vice-versa; and c) references to natural persons shall include any legal person or corporation 	



FAS Club Licensing Regulations

2021

Based on AFC Club Licensing Regulations (Version 2016)

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