



لجنة دوري المحترفين
Pro League Committee

UAE CLUB LICENSING REGULATIONS

2018/2019



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DEFINITIONS

Term	Definition
Accounting policies	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
Administration procedures	Procedures pursuant to laws or regulations whose objectives are to rescue insolvent entities and allow them to carry on running their business. This process, which is an alternative to the liquidation of the entity, is often known as going into administration. The day-to-day management of the activities of an entity in administration may be operated by the administrator on behalf of the creditors.
AFC	Asian Football Confederation
AFC Club Licensing Administration System or "CLAS"	An online system (https://clas.afc-link.com) created by the AFC for the Licensor and the Licence Applicant to complete the processes stipulated in the UAE Club Licensing Manual and UAE Club Licensing Regulations.
AFC Club Licensing Manual (Manual)	Working document which describes the AFC Club Licensing Regulations. The guidelines of the AFC Club Licensing Regulations provide the Licensor and Licence Applicants further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Manual also provides details on mandatory and minimum requirements.
AFC Club Licensing Regulations (Regulations)	The regulations consisting of five categories of criteria and a Core Process. The requirements of the AFC club licensing regulations must be transferred into a "National Club Licensing Regulations".
AFC Club Competitions	AFC Champions League, AFC Cup
AFC Season	See Season to be licensed
AFC Stadium Regulation	Working document which describes the requirements to be fulfilled by the Licence Applicant with regard to the Stadium to be used for AFC Club Competition matches and PLC Club Competition matches.

Agreed-upon procedures (AUP)	In an engagement to perform agreed-upon procedures, an auditor is engaged to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those parties that have agreed to the procedures to be performed since others, unaware of the reasons for the procedures, may misinterpret the results.
Amortisation	The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalized direct costs of acquiring a player's registration, the useful life is the contract life.
Annual financial statements	A complete set of financial statements prepared as at the statutory closing date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
Associate	An entity, including an unincorporated entity such as a partnership, over which the investor has significant influence and that is neither a subsidiary nor an interest in a joint venture.
Assessment process	See Core Process
Audit	<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of material misstatement. This is expressed positively in the audit report as reasonable assurance.</p>
Budget	The schedules containing an entity's future financial information, based on management's assumptions about events that may occur in the future and possible actions by an entity.

CAS	The independent arbitration tribunal known as the Court of Arbitration for Sport and which is established in Lausanne, Switzerland.
Cash and cash equivalents	Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Club Administrator	An account created for the exclusive use of the Licence Applicant's legal representative, namely the CEO, to access the CLAS
Consolidated financial statement	Financial statements of a group presented as those of a single economic company.
Control	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
Core process	Minimum requirements that the Licensor has to put in place for verification of compliance with the criteria described in the regulations as basis for the issuance of a licence to an applicant.
Criteria / Criterion	Requirements to be fulfilled by the Licence Applicant divided into six categories (sporting; infrastructure; personnel and administrative; legal and financial; business, commercial & promotion), with each category being split into three grades: A, B, C (mandatory and best practice recommendation)
Deadline for submission of the list of licensed applicants to AFC	The date by which each Licensor must submit to AFC the list of applicants that were granted with a licence by the national decision-making bodies. This date is defined by AFC each year and announced to the Licensors
Deadline for submission of the application to the Licensor	The dates by which each Licensor requires Licence Applicants to have submitted all relevant information for each of the relevant Criteria's according to the key dates listed in Article 5.3.2 of these Regulations.
Depreciable amount	The cost of an asset, or other amount substituted for cost, less its residual value. Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.

Direct costs of acquiring a player's registration	<p>Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include:-</p> <ul style="list-style-type: none"> a) Transfer fee payable for securing the registration; b) Transfer fee levy (if applicable); and c) Other direct costs of obtaining the player's registration (eg. payments to intermediaries for services to the club, legal fees, compensation payments for training and development of young players in accordance with FIFA and/or domestic transfer regulations and other direct costs in connection with the transfer).
Document Received Checklist	An excel sheet form sent by the Licensing Administration to the Licence Applicant. This form list down documents which had been received by the Licence Administration from the Licence Applicant within the deadline stipulated.
Employee benefits	All forms of consideration given by an entity in exchange for service rendered by employees.
Event or condition of major economic importance	An event or condition is of major economic importance if it is considered material to the financial statements of the reporting entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the reporting entity if it had occurred during the preceding financial year of interim period.
Financial year	1st July to 30th June
Future financial information	Information about the prospective financial effects of future events and possible actions on the entity concerned.
Going concern	A reporting entity is normally viewed as a going concern, that is, as continuing in operation for the foreseeable future. It is assumed that the entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	<p>A parent and all its subsidiaries.</p> <p>A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).</p>
Historic financial information	Information about the financial effects of past events on the entity concerned. Historic financial information is in respect of the financial performance and position prior to the licensing decision.

Independent auditor	An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit www.ifac.org . The term 'auditor' may also be used when describing related services or assurance engagements other than audits.
Intangible asset	An identifiable non-monetary asset without physical substance, such as the registration of a player.
Interim financial statements	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an interim period.
Interim period	A financial reporting period shorter than a full financial year.
Intermediary	A natural or legal person who, for a fee or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.
International Financial Reporting Standards ("IFRS")	Standards and Interpretations adopted by the International Accounting Standards Board (IASB). They comprise:- a) International Financial Reporting Standards; b) International Accounting Standards; and c) Interpretations originated by the International Financial Reporting Interpretations Committee (IFRIC) or the former Standing Interpretations Committee (SIC).
International Standards on Auditing ("ISA")	The International Auditing and Assurance Standards Board ("IAASB") issues International Standards on Auditing as the standards to be applied by auditors in reporting on historical financial information. According to the IAASB, one of its objectives is 'establishing high quality auditing standards and guidance for financial statement audits that are generally accepted and recognized by investors, auditors, governments, banking regulators, securities regulators and other key stakeholders across the world'. For additional information about the IAASB and ISA, visit www.ifac.org
International Standards on Review Engagements (ISRE)	The IAASB issues standards applicable to a review of historic financial information. Current ISREs are available from www.ifac.org
International Standards on Related Services (ISRS)	The IAASB issues engagement standard that include the application of agreed-upon procedures to information. Current ISRSs are available from www.ifac.org .

Joint venture	<p>A contractual arrangement whereby two or more parties (the venturers) undertake an economic activity that is subject to joint control.</p> <p>Where an entity included in the consolidation manages jointly with another entity not included in the consolidation an economic activity that other entity (Joint Venture) may be dealt with in the Group accounts.</p>
Licence	Certificate confirming fulfillment of all mandatory minimum requirements by the licensee in order to start the admission procedure for AFC Champions League.
Licence applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a licence.
Licensee	Licence applicant which has been granted with a licence by the Licensor.
Licensing administration	Body or staff within the Licensor that deals with club licensing matters.
Licensing cycle	See Core Process
Licensing season	Season for which a licence has been granted (cf. also Season to be licensed)
Licensing process	Process in which a licence is granted
Licensor	Body that operates the national licensing system and grants the licence (i.e. PLC)
Management (personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other financial information.
Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively, influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
May	Indicates a party's discretion to do something (ie. optional, rather than mandatory)
Must or shall	Indicates an obligation to do something
National accounting practice	The accounting and reporting practices and disclosures required of entities in a particular country.
Parent	An entity that has one or more subsidiaries.

PLC	Professional League Committee, the league governing body of the UAE
PLC Club Competitions or PLC Competitions	Arabian Gulf League and/or League Cup
Recoverable amount	The higher of an asset's fair value less costs to sell and its value in use. 'Fair value less costs to sell' is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal. 'Value in use' is the present value of future cash flows expected to be derived from the asset.
Registered member	Any legal entity according to national law and/or national association statutes, which is member of the national association and/or its affiliated league.
Related party	<p>A party is related to an entity if:-</p> <ul style="list-style-type: none"> a) Directly, or indirectly through one or more intermediaries, the party:- <ul style="list-style-type: none"> i) controls, is controlled by, or is under common control with the entity (this includes parents, subsidiaries and fellow subsidiaries); ii) has an interest in the entity that gives it significant influence over the entity; or iii) has joint control over the entity; b) the party is an associate of the entity; c) the party is a joint venture in which the entity is a venturer; d) the party is a member of the key management personnel of the entity or its parent; e) the party is a close member of the family of any individual referred to in (a) or (d); f) the party is an entity that is controlled, jointly controlled or significantly influenced by, or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or g) the party is a post-employment benefit plan for the benefit of employees of the entity, or of any entity that is a related party of the entity.

Reporting entity/entities	The registered member and/or company or group which, according to the rules of these regulations, must provide the Licensor with respectively statutory or consolidated financial statements. Please see Article 4.2.2 in this Regulations for further information.
Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's, but it does not provide the evidence that would be required for an audit.</p>
Season to be licensed	Means the UAE season for which the Licence Applicant has applied for the licence; ie. 1 st July to 30 th June
Significant change	Means an event that is considered material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
Significant influence	The power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.
Stadium	Means the venue for a competition match including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centres and accreditation centres).
Statutory closing date	The annual accounting reference date of the reporting entity.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	If the minimum requirements of criterion F.01 for content and accounting are not met in the audited annual financial statements, additional information must be prepared and submitted by the Licence Applicant. The content and

	presentation of the supplementary information, if required at all, will vary between Licence Applicants depending on the amount of information already disclosed in the separate audited annual financial statements.
Training facilities	The venue(s) at which a Licence Applicant's registered players undertake football training and/or youth development activities on a regular basis.
UAE Club Licensing Manual (Manual)	Working document which describes the UAE Club Licensing Regulations. The guidelines of the UAE Club Licensing Regulations provide the Licensor and Licence Applicants further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Manual also provides details on mandatory and minimum requirements.
UAE Club Licensing Regulations (Regulations)	The working document which describes the national club licensing system in the UAE. It includes all minimum requirements of the AFC club licensing system as well as any specific national particularities and objectives.
UAE FA	United Arab Emirates Football Association
UAE Season	See UAE Season to be licensed
UAE Season To Be Licensed	November to October

1. INTRODUCTION

This “UAE Club Licensing Regulations” is the basic working document for Licensees which incorporates the AFC minimum requirements as well as minimum requirements to be considered an “excellent” football company in the UAE Professional League.

First implemented for the 2013 season, the UAE Club Licensing Regulations comes into force on its approval by the PLC Executive Committee and was implemented for the main purpose of participation in AFC Club Competitions.

Chapter 1 to chapter 5 defines the Licensor, the licensing bodies and the License Applicant, explaining their tasks as well as the Core Process to be applied.

Chapter 6 to chapter 11 details the criteria that Licence Applicant must fulfill. The criteria are divided into different subjects: sporting criteria, infrastructure criteria, personnel and administrative criteria, legal criteria and financial criteria, Marketing & Promotion criteria. The criteria are then divided into three different grades (“A”, “B” and “C”).The Licence Applicants are obliged to:-

1. Read and understand the UAE Club Licensing Regulations in conjunction with the UAE Club Licensing Manual;
2. Adapt its own structure and relevant organization according to the minimum requirements regarding the Core Process and further procedures;
3. Set-up a working plan for the application of the License for the UAE Season and the Season to be Licensed taking into account the PLC and AFC deadlines for exceptions and accreditation as well as the decision-making process.

1.1 OBJECTIVES FOR THE UAE CLUB LICENSING SYSTEM

The UAE Club Licensing System has the following objectives:-

- Safeguarding the credibility and integrity of continental and national club competitions
- Allowing the development of benchmarking for Licence Applicants in financial, sporting, legal, personnel, administrative and infrastructure related criteria throughout UAE.
- Further promotion and continuous improvement of the standard of all aspects of football in UAE and continuing priority given to the training and care of young players in each Licence Applicants;
- Increasing the level of management and organization within the Licence Applicants;
- Improvement of the economic and financial capability of the Licence Applicants, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors;
- Adaptation of Licence Applicants' sporting infrastructure to provide spectators and media with well-appointed, well-equipped and safe stadiums;
- Safeguarding the continuity of international competitions for one season;
- Monitoring the financial fair play in the competitions.

1.2 LEGAL BASIS

The Licensor has jurisdiction to govern the Licensing system by virtue of the UAE FA Statutes (cf. Article 137).

1.3 DELEGATION TO LEAGUE

The UAE FA, with the approval of the AFC Executive Committee, has delegated the club licensing system to the Professional League Committee (PLC).

1.4 SCOPE OF APPLICATION

All clubs wishing to participate in PLC Competitions must apply for license

All clubs who have qualified for AFC Club Competitions on sporting merit, must obtain licence in order to participate in the AFC Club Competitions.

2. CRITERIA & SANCTIONS

2.1 CRITERIA

The criteria which the Licence Applicant must comply with in order to obtain the licence are divided into 6 categories:

- a) Sporting criteria;
- b) Infrastructure criteria;
- c) Personnel and Administrative criteria;
- d) Legal criteria;
- e) Financial criteria; and
- f) Marketing and Promotion criteria.

2.2 CRITERIA GRADUATION

2.2.1 PRINCIPLE

2.2.1.1 The criteria described in this UAE Club Licensing Regulations minimum requirements. Licence Applicants may report attainment of higher quality standards for any criteria if they so wish.

2.2.1.1 The criteria are graded into three separate categories.

2.2.1.3 The different grades have been defined as follows:

- a) **"A"- criteria – "MANDATORY"**: If the Licence Applicant does not fulfill any A-criteria, then it cannot be granted with a licence to enter the PLC Club Competitions and / or the AFC Club Competitions.
- b) **"B" – criteria – "MANDATORY"**: If the Licence Applicant does not fulfill any B-criteria, then it is sanctioned as specified by the Licensor but may still receive a licence to enter the PLC Club Competitions and / or the AFC Club Competitions.
- c) **"C"- criteria – "BEST PRACTICE"**: C-criteria are best practice recommendations. Non-fulfillment of any C-criteria does not lead to any sanction or to the refusal of the licence. Certain C-criteria may become "MANDATORY" criteria at a later stage.

2.3 RULES REGARDING SANCTIONS OF THE UAE CLUB LICENSING SYSTEM

2.3.1 The following sanctions may be set up by the First Instance Body (FIB) and / or Appeals Body (AB) for breaches of UAE Club Licensing Regulations (such as submission of falsified documents, non-respect of deadlines, sanctions against deadlines, failure to cooperate with the FIB or the Club Licensing Administration in any way), non-fulfillment of "A" Criteria, or non-fulfillment of "B" Criteria.

- a) Warning
- b) Reprimand
- c) Fine (see note * below)
- d) Match suspension
- e) Ban on taking part in any football-related activity
- f) Extended deadline to fulfill criteria
- g) Obligation to fulfill criteria by certain deadline
- h) Deduction of points
- i) Suspension of personnel
- j) Reports of issues to appropriate bodies within the PLC
- k) Obligation to submit guarantees and undertakings
- l) Exclusion from competitions
- m) Relegation to a lower division
- n) Withhold grants / prize money
- o) Seek more financial details
- p) Playing a match without spectators
- q) Playing a match on neutral territory
- r) Ban on playing in a particular stadium
- s) Licence review
- t) Licence withdrawal
- u) Transfer ban

The list is not exhaustive.

Note *: as per the decision taken by the PLC Executive Committee and circulated in circular number 2361, dated 1 May 2013, a Licence Applicant will be fined AED100,000 (One Hundred Thousand Dirham) for each 'A' criteria that it fails. This applies to all 'A' criteria. In addition, the FIB/AB may impose fine for failure of 'B' criteria up to AED 50,000 (Fifty Thousand Dirham)

The sanction list above will be applicable for both PLC license and AFC License.

2.4 SPOT-CHECKS BY AFC AND / OR PLC

2.4.1 PRINCIPLE

- 2.4.1.1 AFC and/or the PLC and/or their nominated bodies/agencies reserve, at any time, the right to conduct spot-checks with the Licensor and, in the presence of the latter, with the Licence Applicant in order to ensure that its licence was correctly awarded at the time of the final and binding decision of the Licensor. The non-observance of the minimum mandatory requirements as defined in the UAE Club Licensing Regulations accredited by AFC may result in sanctions defined by the appropriate AFC body and / or PLC body according to the nature and the gravity of the violations.
- 2.4.1.2 AFC and/or the PLC and/or their nominated bodies/agencies reserve the right, at any time, to conduct spot-checks with the Licensors to verify that the minimum requirements defined in the Core Process (cf. Chapter 5) are respected. The non-observance of the minimum mandatory requirements may result in sanctions defined by the appropriate AFC and/or PLC body according to the nature and the gravity of the violations.
- 2.4.1.3 The Licensing Administration (LA) will have the power to carry out spot checks on Licence Applicants by attending at the club or ground without prior notice and shall be entitled to examine all documentation relation to licensing, Interview the football club staff listed in the Personnel and Administrative Criteria and to carry out checks on any aspect of Club Licensing Requirements.

3. LICENSOR

3.1 INTRODUCTION

This chapter defines the Licensor and the decision-making bodies.

3.2 BODIES OF THE PLC

3.2.1 PRINCIPLE

3.2.1.1 The bodies through which the PLC will act with regard to the club licensing system shall be:

- a) The PLC Executive office or for the approval of this Regulations, the exception policy and the delegation requests and any other matter which is not regulated by this regulations;
- b) The First Instance Body (FIB) and Appeals Body (AB) who acts as the decision making body (cf. 3.3.2);
- c) The Licensing Administration (LA) for the implementation of the UAE club licensing system;
- d) Specific working groups (e.g. legal working group, financial working group, etc.) composed by specialists delegated by the Licensors, may be set up, to assist the PLC Administration in the development of the club licensing system;
- e) The AFC Judicial Bodies for the penalisation of breaches of duties relating to the "AFC Club Licensing Regulations" and certain decisions on the spot check result (cf. 2.4). The AFC Disciplinary Code and the corresponding AFC competition regulations apply.

3.3 LICENSOR DEFINITION

3.3.1 WHO IS THE LICENSOR?

3.3.1.1 The PLC is the Licensor.

3.3.1.2 The Licensor governs the licensing system, appoints the corresponding licensing bodies and fixes the necessary processes.

3.3.1.3 The Licensor guarantees the licensee full confidentiality with regard to all information given by the Licence Applicant during the licensing process. Anyone involved in the licensing process or appointed by the Licensor must sign a confidentiality clause before starting its tasks.

3.3.1.4 In particular, the Licensor shall:-

- a) establish at least two decision-making bodies (cf. 3.3.2);
- b) establish an appropriate licensing administration (cf. 3.3.3);
- c) set up a catalogue of sanctions (cf. 2.3);
- d) define the Core Process (cf. Chapter 5);
- e) determine whether a licence can be granted.

3.3.2 DECISION-MAKING BODIES

3.3.2.1 The Licensor shall establish two decision-making bodies:-

- a) First Instance Body (FIB) (cf. 3.3.4 & 3.3.6)
- b) Appeals Body (AB) (cf. 3.3.5 & 3.3.6)

3.3.2.2 The decision-making bodies shall be independent from each other. They shall receive administrative support from the administration of the Licensor (cf. 3.3.3).

3.3.3 LICENSING ADMINISTRATION (LA)

3.3.3.1 The Licensor establishes an appropriate administration and appoint qualified staff members to administer the licensing process on its behalf.

3.3.3.2 The tasks of the Licensing administration (LA) will include:-

- a) preparing, implementing and further developing the club licensing system;
- b) setting the deadlines as required in the Core Process;
- c) providing administrative support to the decision-making bodies referred to in 3.3.2 above;
- d) assisting, advising and monitoring the Licensees during the season;
- e) serving as the contact point for and sharing expertise with the Licence Applicants, the licensing departments of other AFC member associations and with AFC itself.

3.3.3.3 The LA will report to the FIB any cases where a Licensee fails to maintain the conditions for the issuance of a licence. The LA may delegate responsibility for aspects of monitoring licenses to other departments with the UAE FA or the PLC.

3.3.3.4 The LA will have the power to seek clarification, further documentation and information from the Licence Applicant and can invite the Licence Applicant to provide any further evidence or explanations on behalf of the Licence Applicant. Any such requests are at the discretion of the LA.

3.3.3.5 The LA will determine the timetable for the Club Licensing Core Process on an annual basis, taking into consideration the start date of the PLC Club Competitions and the deadline set by AFC.

3.3.3.6 The LA will have the power to make recommendations to the FIB on any matter pertaining to the issuance of a Licence, sanctions, withdrawal of licence and / or other related licensing matters.

- 3.3.3.7 The LA, and any other advisors requested by the LA, will have the right to attend meetings of the FIB and the AB. The role of the LA in these meetings will be to facilitate and this person will have no voting rights.
- 3.3.3.8 All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during the licensing procedure. The PLC shall set up the necessary confidentiality clauses in this respect.

3.3.4 FIRST INSTANCE BODY (FIB)

- 3.3.4.1 The FIB will consist of up to seven (7) members, with each member having a single vote. The quorum must be of minimum three members. The chairman has the casting vote.
- 3.3.4.2 The 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 UAE Club Licensing Regulations at the submission deadline set by the Licensor and on whether a licence shall be withdrawn.
- 3.3.4.3 In the case of a licence refusal, the decision must be put in writing and include the reasoning.
- 3.3.4.4 The decision must:-
- a) be in writing;
 - b) state the reasoning;
 - c) include a deadline/time limit;
 - d) provide transparency for the involved parties subject to respect of confidentiality (e.g. financial aspects);
 - e) include a statement of the rights to appeal.
- 3.3.4.5 In case(s) where licence is refused due to submission of documents after the deadline determined by the Licensor and/or due to non-submission of documents required as indicated in the UAE Club Licensing Regulations and/or UAE Club Licensing Manual, the decision of the FIB is final and binding and not subjected to appeal.

3.3.5 APPEALS BODY (AB)

- 3.3.5.1 The AB will consist of Seven (7) members, with each member having a single vote. The quorum must be of minimum Five members. The chairman has the casting vote.
- 3.3.5.2 The AB decides on appeals submitted in writing and makes a final and binding decision on whether a licence should be granted.
- 3.3.5.3 Appeals may only be lodged by:-
- a) The Licence Applicant, who received the refusal of the FIB;
 - b) The licensee, whose licence has been withdrawn by the FIB; or
 - c) The licensing manager of the Licensor.
- 3.3.5.4 The AB makes its decision based on the decision of the FIB and all the evidence provided by the Licence Applicant or Licensor to the FIB with its

written request for appeal within the deadline determined in the appeal procedure.

- 3.3.5.5 No further evidence or documents can be submitted to the AB.
- 3.3.5.6 In the case of a licence refusal, the decision must be put in writing and include the reasoning.
- 3.3.5.7 The decision of the AB, in cases of licences related to entry into PLC Competitions and AFC Club Competitions, is final and is not subject to appeal.

3.3.6 REQUIREMENTS OF MEMBERS OF THE DECISION MAKING BODIES

- 3.3.6.1 The PLC Executive office appoints the members of the FIB and AB for a period of 4 years. Members are eligible for a re-appointment.
- 3.3.6.2 The decision making bodies must have at least one qualified lawyer and an auditor holding a qualification recognised by the appropriate national professional body among their members.
- 3.3.6.3 Members of the FIB may not belong simultaneously to a statutory judicial body of the Licensor and must act impartially in the discharge of their duties.
- 3.3.6.4 The Licensor may nominate administrative staff of the national association and its affiliated league as members of the FIB, with the exception of the Licensing Manager who cannot be member of the FIB.
- 3.3.6.5 Members of the AB must not simultaneously be an administrative staff or be members of any other statutory decision making body or Committee of the Licensor.
- 3.3.6.6 Members of the decision making bodies must follow the strict confidentiality rules in the same way as members of the LA (cf. 3.3.3.8). The Licensor defines these rules and the members have to accept them in writing.
- 3.3.6.7 A member must in all cases automatically abstain if there is any doubt as to his/her independence towards the Licence Applicant or if there is a conflict of interest.

3.3.6.8 In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, siblings) is a:

- a) member
- b) shareholder
- c) business partner
- d) sponsor or
- e) consultant, etc.

of the License Applicant. The foregoing list is illustrative and not exhaustive.

3.3.6.9 Members of the decision-making bodies must act impartially in the discharge of their duties. The separation of powers between the FIB and AB must be guaranteed.

4. LICENCE APPLICANT AND LICENCE

4.1 INTRODUCTION

This chapter defines the legal entity that must apply for the licence and the licence to enter AFC Club Competitions.

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

4.2 DEFINITION OF LICENCE APPLICANTS

4.2.1 PRINCIPLE

4.2.1.1 The Licence Applicant is defined as being the commercial entity fully responsible for the football team participating in national and international club competitions and which is either:-

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

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

4.2.1.3 The Licence Applicant is fully responsible for the participation in national and international football competitions as well as for the fulfillment of the club licensing criteria.

4.2.1.4 The Licence Applicant is, in particular, responsible for ensuring the following:-

- a) that all players are registered with the UAE FA and the PLC and, if professional players, that they have a written labour contract with either the registered member or the company (see Article 2 and 5 of the FIFA Regulations for the Status and Transfer of Players);
- b) that all the compensation paid to the players and/or other football clubs arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member or the company;
- c) that the Licence Applicant is fully responsible for the football team composed of registered players participating in national and international competitions;

- d) that the Licensor 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, financial and Marketing and Promotion criteria set out under Chapters 6, 7, 8, 9, 10 and 11 respectively;
- e) that the Licensor 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, the Licensor must assess whether, in respect of each Licence Applicant, the selected reporting entity/entities is appropriate for club licensing purposes. Please see Article 4.2.2 below for more information about reporting entity and reporting perimeter;
- f) that, unless stipulated in these Regulations, all information and/or documents provided to the Licensor for the purpose of UAE Club Licensing System, including those mentioned in but not limited to Article 4.2.1.4 d) and e) above, must be in English. It is the responsibility of the Licence Applicant to ensure that any non-English document(s) is/are legally translated. The Licence Applicant acknowledge that documents and/or information provided in any other language, except English will not be reviewed by the Licensor and will be treated as if the Licence Applicant had not submitted any document and/or information;
- g) that all documents and/or evidences that are provided to the Licensor must be submitted via the AFC Club Licensing Administration System (<https://clas.afc-link.com>) by the submission deadline announced in the Core Process;
- h) that, in using the AFC Club Licensing Administration System (CLAS), only those legally authorised by the Licence Applicant to submit documents to the PLC is given access to the Club Administrator's account.

4.2.1.5 The Licence Applicant should:-

- a) be based legally in the territory of the UAE and play its home matches only in the UAE;
- b) have the right to use the name and the brands of the Licence Applicant and not change the name of the Licence Applicant for advertising/promotional purposes;
- c) accept no clauses in contracts with television, sponsors or other commercial partners which could restrict the Licence Applicant in its freedom of decision or affect its management.

4.2.1.6 If the Licence Applicant is a company it must provide the Licensor with the financial information of the company and the registered member (e.g. consolidated financial statements as if they were a single company).

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

4.2.1.8 If the Licence Applicant is controlled by a parent, which may be controlled by another parent or which may have control over any other subsidiary or may exercise significant influence over any other associate, any transaction with the parent of the Licence Applicant or any parent or subsidiary or

associate of such parent must be disclosed in the notes to the financial statements to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.

4.2.1.9 The Licence Applicant must provide together with the financial (consolidated) accounts the overall legal group structure (presented in a chart) duly approved by the management. This chart must include information: on any subsidiary, any controlling entity up to the ultimate controlling parent company, any associated company and subsidiary of such parent.

The legal group structure shall clearly identify the entity which is the member of the Licensor and also mention for each Licence Applicant's subsidiary: name of the legal entity; information on main activity and any football activity; % of ownership interest (if different, % of voting power held); share capital; total assets; total revenues; total equity (cf. Appendix 1).

It is best practice that the above key information is provided for each entity of the group and that any change to this legal group structure is promptly communicated to the Licensor.

4.2.1.10 If any Licence Applicant / Licensee wishes to change its legal entity, which is the recognized member of the PLC (for example, if a Licensee that is an incorporated company wishes to dissolve itself at the end of the season, then reincorporate itself as a new incorporated company and apply for a Licence for the following season), it must submit full details of the proposed change to the FIB. Notwithstanding the rules stated below, such new company, provided that its membership has not lasted for a period of three years may not apply for a licence unless a specific exception in this sense has been requested to and approved by PLC. All of the following rules apply in order to change a legal entity:

- a) Licensee's applications to transfer its membership of UAE FA and/or PLC to a new entity must be submitted in writing and by registered post to the LA before the Deadline for Submission of the Application to the Licensor in order for any transfer of membership to be effected.
- b) Licensee's membership of UAE FA and/or PLC may only be transferred to the new entity with the permission of the FIB.
- c) Licensee will not be permitted to transfer its membership of UAE FA and/or PLC to a new entity during the UAE Season.
- d) Licensee will only be permitted to transfer its membership of UAE FA and/or PLC if all the liabilities of the old entity are fully taken over by the new entity or if all the liabilities of the old entity are resolved (e.g. By payment in full or via a creditors' voluntary arrangement) to the satisfaction of all creditors.

4.2.2 REPORTING ENTITY AND REPORTING PERIMETER

4.2.2.1 The Licence Applicant determines the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity or consolidated financial statements) has to be provided in

accordance with the consolidation requirements as stated in the UAE Club Licensing Manual (cf. 1.2.3.2).

- 4.2.2.2 The reporting perimeter must include all entities in whose financial statements the following is accounted for:
- a) compensation paid to employees (as defined by criteria F.03) arising from contractual or legal obligations; and
 - b) costs / proceeds of acquiring / selling a player's registration.
- 4.2.2.3 The reporting perimeter should include all entities included in the legal group structure and in particular all entities which generate revenues and/or perform services and/or incur costs in respect of the following activities of the Licence Applicant in relation to the sport of football
- a) ticketing;
 - b) sponsorship and advertising;
 - c) broadcasting;
 - d) merchandising and hospitality;
 - e) club operations (e.g. administration, match day activities, and travel);
 - f) financing (including financing secured or pledged against the assets of the Licence Applicant);
 - g) use and management of stadium and training facilities;
 - h) youth academy.
- 4.2.2.4. An entity may be excluded from the reporting perimeter only if its main activity is not related to the activities, locations, assets or brand of football companies. For the avoidance of doubt, an entity cannot be excluded if it is involved in activities mentioned in article 4.2.2.2 to 4.2.2.3.
- 4.2.2.5 The Licence Applicant must:
- a) declare whether the activities indicated in article 4.2.2.2 and 4.2.2.3 have been accounted for in the financial statements of one of the entities included in the reporting perimeter and provide a detailed explanation should this not be the case; and
 - b) justify in detail the exclusion from the reporting perimeter of an entity included in the legal group structure.

4.3 LICENCE

4.3.1 PRINCIPLE

- 4.3.1.1 Licences must be issued according to the provisions of the UAE Club Licensing Regulations.
- 4.3.1.2 The Licensor must issue an invitation to the Licence Applicants 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 the Licensor. In

this application, the Licence Applicant must, in particular, declare that it will fulfill the obligations of the licensing system.

- 4.3.1.3 Only Licence Applicants which fulfill the criteria set out in the UAE Club Licensing Regulations at the deadlines defined by the Licensor and the AFC and which have qualified on the basis of their sporting results, may be granted with a licence by the Licensor to enter and participate in AFC Club Competitions of the coming season, provided all other requirements in the relevant competition regulations have been met.
- 4.3.1.4 A licence expires without prior notice:-
 - a) at the end of the season for which it was issued for; or
 - b) on the dissolution of the division in question.
- 4.3.1.5 A licence may be withdrawn during a season by the PLC decision making bodies if:-
 - a) for any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a licensee becomes insolvent but enters administration during the season, for so long as the purpose of the administration is to rescue the Licence Applicant and its business, the licence should not be withdrawn);
 - b) any of the conditions for the issuing of a licence are no longer satisfied; or
 - c) the licensee violates any of its obligations under the UAE Club Licensing Regulations.
- 4.3.1.6 A Licence cannot be transferred.
- 4.3.1.7 As soon as a licence withdrawal is envisaged, the Licensor must inform AFC.
- 4.3.1.8 If a Licence Applicant has its licence withdrawn, a decision concerning the elimination of the Licence Applicant from the current AFC competition in question must be made by the AFC Judicial Bodies.
- 4.3.1.9 AFC reserves the right to sanction a Licence Applicant or eliminate a Licence Applicant from the future AFC club competitions based on the applicable AFC club competition regulations and AFC Disciplinary Code.

4.4 ADMISSION TO AFC CLUB COMPETITIONS

4.4.1 PRINCIPLE

- 4.4.1.1 The Licence Applicant must further fulfill all the requirements according to the relevant AFC club competition regulations to be admitted to the AFC club competition.
- 4.4.1.2 The admission process falls under the sole jurisdiction of AFC and its competent bodies (Competitions Committee, etc.).
- 4.4.1.3 The competent bodies of AFC make the final decision regarding the admission of a Licence Applicant to participate in any AFC club competition.

4.4.1.4 Such decisions are subject to all the statutes-based jurisdiction of AFC including the Court of Arbitration for Sport in Lausanne as ordinary court of arbitration (Art 61 of AFC Statutes).

4.5 EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM FOR ENTERING AFC CLUB COMPETITIONS

4.5.1 PRINCIPLE

4.5.1.1 If a Licence Applicant qualifies for an AFC competition based on its sporting results, but has not undergone at all a national licensing process or has undergone a licensing process which is lower/not equivalent to the one applicable for top division clubs because it belongs to a division other than the top division, the UAE FA and/or the PLC, may - on behalf of such a club - request the extraordinary application of the club licensing system.

4.5.1.2 In practice, such a club could for example be the winner or the runner-up of the main domestic cup or league cup playing in a division other than the top division.

4.5.1.3 Based on such an extraordinary application, AFC may grant special permission to enter the corresponding AFC club competition, which only applies to that specific applicant and for the season in question.

4.5.2 PROCEDURE

4.5.2.1 The AFC General Secretary defines the minimum criteria for the extraordinary procedure and communicates these criteria to the national associations by February 28 of the year preceding the season to be licensed at the latest.

4.5.2.2 The UAE FA and / or the PLC must notify AFC of the possibility of such extraordinary application in writing, by September 30 at the latest, stating the name(s) of the Licence Applicant (s) concerned.

4.5.2.3 The AFC Administration may then decide the minimum criteria for the Licence Applicant (s) concerned by taking into account the requirements of the applicable national club licensing regulations, as well as the status of the Licence Applicant (s) in question. The AFC Administration defines as well the necessary deadlines and forwards these to the concerned national association.

4.5.2.4 The UAE FA and / or the PLC is responsible for submitting the criteria, as soon as these are communicated by the AFC Administration, to the Licence Applicant (s) concerned for the assessment for the extraordinary procedure at national level. It also has to take immediate actions with the Licence Applicant (s) for the preparation of that procedure.

4.5.2.5 The Licence Applicant (s) concerned must provide the necessary documentary proof to the PLC. The Licensor will assess the Licence Applicant (s) against the fixed minimum standards and forward the following documentation in English to AFC within the given deadline:-

- a) a written request to apply for special permission to enter the corresponding AFC club competition;

- b) a recommendation by the Licensor based on its executed assessment (incl. the dates and names of the persons having assessed the Licence Applicant (s));
 - c) all documentary evidence provided by the Licence Applicant (s) and the Licensor;
 - d) any further document requested by AFC during the extraordinary procedure.
- 4.5.2.6 The AFC Administration bases his decision on the received documentation and grants special permission to enter AFC club competitions if all the set criteria are fulfilled and if the Licence Applicant (s) ultimately qualifies on the basis of its sporting results. The decision will be communicated to the national association, which has to forward it to its concerned Licence Applicant (s).
- 4.5.2.7 If a concerned Licence Applicant is sportingly eliminated during this extraordinary procedure, the UAE FA and/or the PLC has to notify the AFC administration immediately, and has to decide if this procedure shall immediately be terminated, without further decision. Such a terminated procedure cannot be restarted at a later stage.
- 4.5.2.8 Appeals can be lodged against decisions made by the AFC administration, or, if applicable, the AFC Executive Committee in writing before the Court of Arbitration of Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.
- 4.5.2.9 The Court of Arbitration for Sport (hereafter CAS) in Lausanne is appointed as independent appeals body for the club licensing system. Decisions of the CAS are final and binding. The relevant articles of the CAS and AFC Statutes, Rules and Regulations shall apply.
- 4.5.2.10 AFC reserves the right to execute spot-checks (cf. 2.4.)

4.6 ADMISSION TO PLC COMPETITIONS

4.6.1 PRINCIPLE

- 4.6.1.1 In principle, all clubs / football companies must obtain a Licence before they can be admitted to the PLC Club Competitions. In addition, the Licence Applicant must further fulfill all the requirements according to the relevant PLC Club Competition regulations.
- 4.6.1.2 Notwithstanding Article 4.6.1.1, the PLC may allow clubs / football companies to participate in case of failure to obtain a Licence. However, clubs will be subjected to further sanctions including fines and/or deduction of points.

4.7 ADMISSION TO PLC CLUB COMPETITIONS: CLUB LICENSING FOR NEWLY PROMOTED CLUBS

4.7.1 PRINCIPLE

- 4.7.1.1 Clubs / football companies who have qualified to the PLC Club Competition by virtue of being the champion or runner-up of the UAE FA first division league must undergo the UAE Club Licensing system for Newly Promoted clubs (see separate document).

5. CORE PROCESS

5.1 INTRODUCTION

This chapter defines the assessment process (hereafter Core Process) of the club licensing system.

5.1.1 PRINCIPLE

- 5.1.1.1 The Core Process describes the procedures to be followed by the Licensor in order to control the issuance of a licence to a Licence Applicant. The Core Process is also for Licence Applicants to perform self-assessment and for the Licensor and the AFC to verify that quality standards have been fulfilled according to the criteria described in this Regulations.
- 5.1.1.2 The Core Process defines the procedures for the verification of the criteria described in this regulations (sporting criteria, infrastructure criteria, personnel and administrative criteria, legal criteria, financial criteria and Marketing and Promotion criteria) and thus to control the issuance of a licence to a Licence Applicant.
- 5.1.1.3 The Core Process shall start at the deadline defined by the Licensor and shall end with the submission of the list of licensing decisions to the AFC Administration within the deadline communicated by AFC.
- 5.1.1.4 The Core Process is aimed at:-
 - a) Helping the Licensor in establishing an appropriate and efficient licensing process according to its needs and organisation;
 - b) Agreeing on the main requirements that the Licensor has to comply with to issue the licence, necessary for entering AFC club competitions;
 - c) Ensuring that the decision on the granting of a club licence is made by an independent body (FIB and/or AB cf. 3.3.2);
 - d) Ensuring that the decision-making bodies receive adequate support from the licensing administration of the Licensor.
- 5.1.1.5 The Licensor must submit to AFC the list of licensed applicants within the deadline communicated by AFC. Communication of this deadline to the national association is done by October 30 of the year preceding the season to be licensed at the latest.
- 5.1.1.6 The Licensor shall ensure equal treatment between all Licence Applicants during the Core Process.
- 5.1.1.7 In the event of contention by the licensing bodies, it is the duty of the clubs / Licence Applicant to prove the fulfillment of the criteria necessary for the granting of the Licence and the truthfulness of the declarations made and the documentation produced. The burden of proof lies with the Licence Applicant.

- 5.1.1.8 The deadline and submission date must be strictly adhered to. The Licensing Administration is responsible to determine all deadlines and submission dates. It is the responsibility of the Licence Applicant to ensure that all original forms, supporting documents and necessary evidences are sent in good time and reach the LA on or before the set deadline. Proof of submission is not proof of receipt. Should the LA not receive the forms, documents and evidences by the deadline, the Licence Applicant shall be considered to have not submitted these documents.
- 5.1.1.9 The Core Process has been set in three (3) different phases for clarity purposes:
- a) Application phase: covers the procedures for the licence application stage and lead up to the decision making process;
 - b) Decision making phase: details the decision-making process including any possible appeals;
 - c) Compliance phase: highlights how compliance will be monitored throughout the period of the licence.

5.2 PROCESS & PROCEDURES

5.2.1 Please see Appendix 2 for the Core Process.

5.3 TIME TABLE

5.3.1 The LA will determine the timetable for the Core Process taking into consideration the deadline set by AFC for admission to AFC Club Competitions.

5.3.2 Key dates in the annual timetable are shown below:

TIMELINE

Date	Action
November 2017	PLC arranges a workshop to commence the new Club Licensing cycle and explain the changes in the regulation.
1 st December 2017	License Applicants to notify their intention to apply for a License (Form A)
15 th December 2017	DEADLINE: Submission of documents for Legal Criteria (L.01, L.02, , L.03, L.04, L.05, L.06, L.07) DEADLINE: Submission of documents for Finance Criteria F.09 (“Appointment of an Auditor”)
1 st February 2018	DEADLINE: Submission of documents for Marketing and Promotion Criteria M.01 (“Fan Development Strategy”); Submission of documents for Criteria M.02 (“Club Website and Social Media”) DEADLINE: Submission of documents for Finance Criteria F.06 (“Future Financial Information”) for year ending 30 June 2017 DEADLINE: Submission of documents for all Sporting Criteria (S.01,S.02,S.04,S.05,S.06,S.07,S.08)
15 th February 2018	DEADLINE: Submission of documents for all Personnel/Admin Criteria
28 th February 2018	DEADLINE: Submission of documents for Financial Criteria (F.02, F.03 and F.04) for the 6 months period ending 31 December 2017
29 th March 2018	DEADLINE: Submission of documents for Financial Criteria F.08 “Duty to update future financial information” for the 6 months period ending 31 December 2017
5 th April 2018	DEADLINE: Submission of documents for Marketing and Promotion Criteria M.03, M.04 and M.05; Sporting Criteria S.03
10 th April 2018	DEADLINE: Submission of documents for all Infrastructure Criteria;
3 rd May 2018	DEADLINE: OPENING DATE: Submission of documents for Financial Criterion F.05 (“Written Representations to the FIB”)
7 th May 2018	CLOSING DATE - Submission of documents for Financial Criterion F.05 (“Written Representations to the FIB”)
13 th May 2018	Licensing Administration to submit final report to the FIB
16 th May 2018	FIB to make decision on awarding of License to License Applicant for National License (PLC Competitions)
22 st May 2018	Applicants not granted a License in the first instance to submit an appeal within five (5) working days of communication of FIB decision.
27 th May 2018	Appeals Body to make decision on appeal cases
30 th June 2018	DEADLINE: Application for extraordinary license for entering AFC Club Competitions (cf. 4.5) DEADLINE: Submission of documents showing implementation of Fan Development Strategy (M.01)
31 st August 2018	DEADLINE: Submission of documents for Financial Criteria (F.01, F.03, F.04) for year ending 30 June 2018; DEADLINE: Submission of documents for coaches’ qualification (only applicable for those who have submitted proof of enrolment on 15 th February, 2018 for UAE FA coaching courses)
26 th September 2018	DEADLINE: OPENING DATE - Submission of documents for Financial Criterion F.05 “Written Representations to the FIB”
30 th September 2018	DEADLINE: Submission of documents for Financial Criterion F.08 (“Duty to update Future Financial Information”) for the 6 months period ending 30 June 2018. To be assessed following the licensing cycle. DEADLINE: CLOSING DATE - Submission of documents for Financial Criterion F.05 (“Written Representations to the FIB”)
4 th October 2018	Licensing Administration to submit final report to the FIB
8 th October 2018	FIB to make decision on awarding the License to License Applicant for AFC Club competition.
14 th October 2018	Applicants not granted a License in the first instance to submit an appeal within five (5) working days of communication of FIB decision.
18 th October 2018	Appeals Body to make decision on appeal cases
25 th October 2018	PLC informs AFC as to which applicants have been granted a license

***Note 1:**

For criteria P.12 to P.17, in case coaches have not acquired the necessary AFC qualification or recognition by 15th February, 2018, the Licence Applicant may submit an official letter from the UAE FA confirming that the coach have enrolled in the required coaching course to be conducted in sporting season 2017-2018.

For such cases as the above, the Licence Applicant must ensure that by 24th September, 2018, the said-coaches would have acquired the relevant AFC coaching qualification. This qualification must be submitted via the AFC CLAS by 24th September, 2018.

In case the coach fails to obtain the required AFC coaching qualification by 24th September 2018, the Licence Applicant will fail this criteria, regardless of the fact that the coach have attended the coaching course.

5.4 DEADLINE IN AFC CLAS

5.4.1 In the AFC CLAS, the Licensor have defined two deadlines for each criteria as below:

- Submission deadline: this will appear in the AFC CLAS as “submit by the clubs by...”
- Fulfilment deadline: this will appear in the AFC CLAS as “fulfill by the clubs by ...”

5.4.2 The dates indicated in the Time-Table (cf. 5.3.2) are defined as submission deadline. These are dates by which Licence Applicants must submit all their documents.

5.4.3 Once the Licence Applicant have submitted their documents by the submission deadline. In case of any missing documents, the Licensor may, depending on available time, inform the Licence Applicant to submit any missing or additional documents. In this regard, the deadline for submitting these missing or additional documents is defined as the “fulfilment deadline”. For clarification, it is not the responsibility of the Licensor to notify the Licence Applicant of any missing documents. The Licensor will only notify the License Applicant if sufficient time is available.

5.4.4 In case a Licence Applicant have not submitted any document(s) for a criteria by the submission deadline, the Licence Applicant will automatically fail the criteria. In such cases, the Licence Applicant may not submit any documents even if this is before the fulfilment deadline.

5.5 LANGUAGES

5.5.1 All cover letter between the Licence Applicant and the Licensor will be in Arabic.

5.5.2 Unless otherwise stated specifically by these Regulations, all documents, information and evidences provided by the Licence Applicant for each criteria must be submitted in English, and/or are legally translated into English. It is the responsibility of the Licence Applicant to ensure that the legal translation is done.

5.5.3 Unless otherwise allowed by these Regulations, documents, information and evidences submitted in any other languages will not be considered.

6. SPORTING CRITERIA

6.1 INTRODUCTION

For the future of football it is absolutely necessary to have a broad basis of footballers available who have the necessary skills and motivation to become professional players. Therefore, it is important to foster youth development programmes and to attract into football more and better-educated boys and girls who not only play the game but are also supporters.

6.2 OBJECTIVES

The objectives of the sporting criteria are that Licence Applicants:-

- Ensure top quality football players are developed and produced continuously;
- Establish progressive development structures with clear pathways;
- invest in quality-driven youth development programmes;
- support football education and encourage non-football education of their youth players;
- foster medical care of their youth players;
- apply fair play on and off the pitch (including a common understanding of refereeing matters among all those involved in a match such as referees, players, coaches and officials).

6.3 BENEFITS FOR LICENCE APPLICANTS

The first and main advantage of the sporting criteria is to “produce” football talents for the Licence Applicant’s first squad every year. They also normally fit more easily and quickly into the first team squad since they have partly trained with them, know their tactics and speak the same language. They lack only experience.

In light of the FIFA transfer system, Licence Applicants which have trained players under 23 and who are then transferred internationally receive financial compensation. Licence Applicants will thus receive a return on their investment if they train young players. Programmes for improving relations and respect between coaches, officials, players and referees support the idea of fair play on and off the pitch. The image of the players and clubs will improve and on the other hand fines for disciplinary sanctions could be reduced.

6.4 CRITERIA

No.	Description	AFC and PLC
S.01	YOUTH TEAMS	A
<p>The Licence Applicant must at least have the following youth teams within its legal entity or affiliated to its legal entity:-</p> <ul style="list-style-type: none"> a) at least one (1) under 18 team (minimum 18 registered players with the UAE FA); b) at least one (1) under 16 team (minimum 18 registered players with the UAE FA); and c) at least two (2) youth teams from between under 12 to under 15 team (minimum of 18 players registered with the UAE FA). <p>The youth teams in the above age ranges litera a) to litera c) must take part in official competitions or programmes recognised by the national association and played on national, regional or local level. Each youth player of those teams must be registered either on national and/or on regional level. Note: youth teams who are under 11 and below shall be included in criteria S.03: Grassroots programme.</p>		
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. Player's list for each youth team (Form 5) ii. List of competition participated by each youth team, including any publication (Form 7) 		
<p>Assessment process: The Licensing Administration (LA) verifies with the registration department of the UAE FA if the LA complies with the following:</p> <ul style="list-style-type: none"> a) required minimum number of teams within the given age groups (e.g. admission request to competition); b) teams playing in recognised competitions (e.g. list of competitions organised by national association and its affiliated members); c) youth players being registered (e.g. players' lists with registration numbers; date of birth). <p>This information should be corroborated with information submitted by the Licence Applicant (players' list, website etc.).</p> <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
S.02	YOUTH DEVELOPMENT PROGRAMME	A
<p>The Licence Applicant must have a written youth development programme approved by the Licensor. This development programme must cover all of the youth teams as submitted in criteria S.01 and must include at least the following:-</p>		
<ul style="list-style-type: none"> a) Club objectives; b) Clear outlines of club player development philosophy and playing style (overall and each team); Objectives and youth development philosophy; c) Validity of a maximum of four (4) years; d) Organisation of youth sector (organisational chart; bodies involved, relation to Licence Applicant, youth teams etc.); e) Personnel for each age group submitted (head coach, assistant coach, medical [doctor and/or physiotherapist], and administrative etc.) and their qualifications (Form 1) f) Infrastructure available for youth sector (training and match facilities, others) (Form 2); g) Financial resources (available budget to maintain the youth program, its teams and structures; financial resources to be consistent with planned programs (Form 3); h) Training programme for the season for the different age groups (playing skills, technical, tactical and physical) (To submit training program details and Form 4); i) Education programme on the "Laws of the game" (e.g. how and when are these taught/introduced); j) Medical support for youth players (incl. medical checks, infrastructure, health education, medical personnel at training sessions and matches, etc.); k) Review and feedback process to evaluate the results and the achievements of the set objectives. l) Personnel involved in YDP should be made aware of existing national policies on child protection, labour laws and youth players protection laws as promulgated by the government, Football Federation, AFC and FIFA to protect young players (FORM 10); 		
<p>The youth development programme must further show the commitment and support of the Licence Applicant for mandatory and complementary school education of youth players through the introduction of the following mandatory provisions:-</p>		
<ul style="list-style-type: none"> a) the Licence Applicant ensures that every youth player involved in its youth development programme has the possibility to follow the mandatory school education according to national law; b) the Licence Applicant ensures that every youth player involved in this youth development programme is not prevented from continuing his non-football education (complimentary school education or profession) (i.e. training programme not held during school hours). 		

S.02	YOUTH DEVELOPMENT PROGRAMME (continue)	A
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Written youth development programme ii. Form 1: Personnel for age-group teams iii. Form 2: Infrastructure for age-group teams iv. Form 3: Financial resources for age-group teams v. Form 4: Youth Team Training Schedule vi. Form 10: Declaration Form (AFC and FIFA to protect young players) 		
<p>Assessment process: The Licensor will approve such a programme based on the defined minimum standards above. The youth programme must cover at least all the youth teams that are listed in criteria S.01. This body should also monitor the implementation and application of the programme during the year.</p> <p>A youth development programme must cover a maximum of four (4) years. The approval for a submitted youth development programme may affect therefore several licensing cycles.</p> <p>Unless one of the following cases comes into effect, the licence applicant does not need to submit the previously approved youth development programme to the licensor for a subsequent licensing cycle:</p> <ul style="list-style-type: none"> a) Withdrawal of the approval due to the Licence Applicant's non respect of its programme; b) Expiry of the validity of the programme; c) Change in the required minimum content of the programme. <p>The Licensor shall also assess that all documents are submitted according to deadline and completed with information consistent with teams listed in criteria S.01.</p>		

No.	Description	AFC and PLC
S.03	GRASSROOTS PROGRAMMES	A
<p>The Licence Applicant must at least establish a grassroots program for children within the community who are below eleven (11) years. The Licence Applicant shall organize at least (4) festivals / events to provide equal playing opportunities for these players. The activity must involve at least forty (40) children playing in a regulation-sized football pitch divided into four (4) mini-pitches playing a 5 versus 5 game. Grassroots football activities shall be in line with the AFC philosophy for children aged 6 to 12 years old.</p>		
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. Player's list for players registered with the UAE FA (minimum of 40 players under the age of 11 years old) (Form 6) ii. List of festivals organized by the Licence Applicant (Form 8) 		
<p>Assessment process: The Licensing Administration (LA) verifies the following:</p> <ul style="list-style-type: none"> a) At least forty (40) players below 11 years old are registered with the UAE FA; b) These forty (40) players are participating in at least four (4) such festivals per licensing cycle. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
S.04	MEDICAL CARE OF PLAYERS	A
<p>The Licence Applicant must ensure that all its players registered as first team players (professional and amateur) undergo a yearly medical examination, including a cardiovascular screening.</p> <p>This examination must include as a minimum;</p> <ul style="list-style-type: none"> • a cardiac screening questionnaire; • a cardiovascular examination; • an electrocardiogram (Only necessary for players who do not already have an electrocardiogram in their medical records); • an echocardiography (Only necessary for players who do not already have an echocardiography in their medical records). <p>The medical examination must be carried out by a doctor who is registered with the recognized body in the UAE. The medical examination shall include, at the minimum, all of the exams listed in Appendix 6.</p> <p>Club doctors are responsible for ensuring that the Medical Passport (Appendix 5) is completed and maintained for each first team player.</p> <p>Further, Licence Applicant must ensure that all of its players registered as first team players must have comprehensive medical coverage.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> i. Form 38: Completed Pre-Competition Medical Examination (PCMA) form (appendix 6) for each and all first team player registered with the club either at any stage of the season prior to the submission deadline. ii. Form 41: List of players and their medical insurance policy number, certified by insurance company 		
<p>Assessment process: The Licensing Administration verifies if each of the first team players of the Licence Applicant have undergone a medical examination including all cardiovascular screening and all other tests listed within Medical Passport (Appendix 5) prior to the commencement of the season by a medical doctor who is a specialist in that field through verification of the PCMA forms submitted.</p> <p>The Licensing Administration must ensure that PCMA form for all first team players registered in the Arabian Gulf League competition must be submitted. In case the Licence Applicant has 23 players registered in the AGL competition but has submitted only 22 PCMA forms, the Licence Applicant will fail in this criteria.</p> <p>The Licensing Administration will conduct a random inspection of the medical passports and medical insurance policy at a date to be confirmed following the submission deadline for Sporting Criteria documents.</p>		

No.	Description	AFC and PLC
S.05	REFEREEING MATTERS AND LAWS OF THE GAME	A
<p>The Licencing Administration in conjunction with the UAEFA Referees Department will conduct a Workshop on Refereeing Matters and the Laws of the Game with each licence applicant at the commencement of each season.</p> <p>Licence applicants will be circulated information with regards to this workshop, and will be responsible for:</p> <ul style="list-style-type: none"> • Nominating proposed date and time for the workshop within the specified calendar window; • Nominating a location for the workshop on club premises that will comfortably accommodate fifty (50) persons with audio/visual presentation facilities available; • Ensuring the attendance of all first team players and all first team coaches, properly attired in sports uniform. • Ensuring the translator is arranged if needed during the workshop <p>The criteria is fulfilled when the licence applicant meets all its responsibilities as above.</p>		
<p>Document to be submitted:</p> <p>i. Attendance form signed by each first team player and team coaches present at the workshop.</p>		
<p>Assessment process: The licensing administration verifies if all registered first team players and team coaches took part in the Referees Workshop.</p>		

No.	Description	AFC and PLC
S.06	INTEGRITY DECLARATION	B
<p>The Licence Applicant must ensure that all players registered to play with the first team, and registered team officials sign "Integrity Declaration" forms prior to the start of the licensing season.</p>		
<p>Documents to be submitted:</p> <p>i. Form 42: Signed "Integrity Declaration" by every player registered to play with the first team, and all registered team officials. Forms may be submitted in either Arabic or English.</p>		
<p>Assessment process: The licensing administration verifies that Integrity Declarations have been received for all first team players and officials by the deadline indicated by the League.</p>		

No.	Description	AFC and PLC
S.07	SPORTS INTEGRITY WORKSHOP	A
<p>The Licensing Administration in conjunction with the UAEFA Integrity Officer will conduct a Workshop on Integrity and doping with each licence applicant at the commencement of each season.</p> <p>Licence applicants will be circulated information with regards to this workshop, and will be responsible for:</p> <ul style="list-style-type: none"> • Nominating proposed date and time for the workshop within the specified calendar window; • Nominating a location for the workshop on club premises that will comfortably accommodate fifty (50) persons with audio/visual presentation facilities available; • Ensuring the attendance of all first team players and all first team coaches, properly attired in sports uniform. • Ensuring the translator is arranged if needed during the workshop. <p>The criteria is fulfilled when the licence applicant meets all its responsibilities as above.</p>		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Attendance form signed by each first team player and team coaches present at the workshop 		
<p>Assessment process: The licensing administration verifies if all registered first team players and team coaches took part in the Integrity Workshop.</p>		

No.	Description	AFC and PLC
S.08	RACIAL EQUALITY PRACTICE DECLARATION	B
<p>The Licence Applicant must ensure that all players registered to play with the first team, and registered team officials sign "Racial Equality Practice Declaration" forms prior to the start of the licensing season.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Form 42a: Signed "Racial Equality Practice Declaration" by every player registered to play with the first team, and all registered team officials. Forms may be submitted in either Arabic or English. 		
<p>Assessment process: The licensing administration verifies that Integrity Declarations have been received for all first team players and officials by the deadline indicated by the League.</p>		

7. INFRASTRUCTURE CRITERIA

7.1 INTRODUCTION

Several regulations, guidelines and directives refer to criteria with regard to the stadium and to the related safety and security (Laws of the Game, AFC competition regulations, AFC Stadia Regulations, FIFA book for Football Stadiums – Technical Recommendations and Requirements).

Based on these experiences, AFC decided to streamline the infrastructure approach for AFC competitions by creating a specific “AFC Stadia Regulation”, which includes all minimum standards as “must-requirements” in one single document. Specific to the AFC Club Competitions, reference is made to the “AFC Stadia Regulation for AFC Champions League / AFC Cup”.

Because the infrastructure criteria should be seen as long-term investments, several recommendations have been introduced which must be taken into consideration if a stadium is to be built or renovated in the short term (one to three years). These recommendations will probably be essential requirements for stadiums one day.

Therefore, it would be appreciated if the recommendations were either already incorporated into the stadium planning or stadium adaptations began right away in order to improve quality standards on a voluntary basis.

The national law also needs to be taken into consideration when establishing the stadium and security requirements.

7.2 OBJECTIVES

The objectives of the following infrastructure criteria are that:-

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

7.3 BENEFITS FOR LICENCE APPLICANTS

It is appreciated that nowadays people only follow events that are attractive, entertaining and are worth spending a certain amount of money on. A match between two football teams is no longer enough to bring people into a football stadium to watch a match live.

Therefore, each Licence Applicant, together with the stadium owner and the local community, should try to provide a stadium that is attractive to visit, safe and secure, easily accessible by car (including parking facilities) and/or public transport, has comfortable seats with a close view of the pitch, clean hospitality facilities and shops, is equipped with hygienic and spacious toilets for both sexes, provides communication installations (loudspeakers and a video screen) and, has also seats and toilets for disabled spectators.

Higher quality standards and better facilities create more business opportunities and therefore more income for the owner and/or the Licence Applicant, which helps to finance investments in stadium facilities. Finally, the comfort of a stadium is an important element in terms of having a large crowd to support the teams on the pitch.

7.4 CRITERIA

No.	Description	AFC and PLC
I.01	APPROVED STADIUMS	A
<p>The Licence Applicant must have a stadium available to play AFC and PLC 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(s) of the stadium or with owners of different stadia it will use. This contract must guarantee the use of the stadium for the PLC home matches for the coming season, for which the Licence Applicant qualifies in sporting terms. <p>The nominated stadia must fulfill all requirements indicated in the PLC Stadia Regulations and AFC Stadia regulations. A checklist is provided in Form 40.</p> <p>The nominated stadium must not have been nominated by more than two (2) other clubs participating in the Arabian Gulf League as the Licence Applicant. In case that a stadium have been nominated by more than two (2) Licence Applicants, a “first come first serve” policy is applied. The date of the written contract between the owner of the stadium will be used to determine which Licence Applicant have first priority in the use of the stadium.</p> <p>The stadium must be approved by the PLC. Furthermore it must be based in the UAE.</p>		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Document, stamped by the appropriate body showing ownership of the stadium; or Written contract guaranteeing use of stadium ii. Form 40: Stadia facilities checklist filled and duly verified by the Club Licensing Officer. iii. Safety Certifications (not more than 2 years old at the submission deadline) from the relevant authorities confirming the stadium is fit for spectators and containing the minimum information as per the PLC Stadia Regulations; iv. An approved stadium evacuation plan approved by the appropriate national body and containing the minimum information as required by the PLC Stadia Regulations, v. The club shall perform a real evacuation for training purposes for all its safety and security officers, as well as event’s organizers at the club. The evacuation shall be performed in coordination with appropriate national body, and shall be performed at least once in each sports season. The club shall provide the PLC a letter from appropriate national body as an evidence of having performed such evacuation. vi. Computer-assisted drawing (CAD) of the stadium, including floor plan, Seating plan of all seats in the stadium, and the location of OB Van placement in the stadium. vii. Floodlight report as per Form 11 (not more than 2 years old at the submission deadline) from a reputable company to confirm if the floodlight meets the required stated in the PLC Stadia Regulations. viii. In the event, that during the inspection check, certain criteria is not met, the Licence Applicant must provide written proof, by way of legal documentations (contracts with third parties, etc.) to indicate that renovation is carried out to ensure the stadium meets the requirement in the PLC Stadia Regulations ix. AFC Venue Facilities Questionnaire filled and duly verified by the Club Licensing Officer. 		

I.01	APPROVED STADIUMS (continue)	A
<p>Assessment process: The Licensor shall check that:</p> <ul style="list-style-type: none">a) the Licence Applicant legally owns the stadium (e.g. check land register) or that a written confirmation by the owner (e.g. contract, intention paper) for usage of the stadium during the entire PLC Club Competitions season is available;b) An on-site inspection will be carried out (with the assistance of Form 40) to ascertain if the stadia have met the criteria listed in the PLC Stadia Regulations; andc) The stadium is within the territory of the association. <p>Where it is determined that the requirements in the PLC Stadia Regulations have not been made, the Licensor must assess the additional documents submitted by the Licence Applicant and determine if the requirement will be met before the season for which the licence is meant for.</p> <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p> <p>Where changes / updates are made after all documents are submitted, the Licensee and/or Licence Applicant is responsible to update the Licensor as per criteria L.07 (Duty to Notify Significant Changes).</p>		

No.	Description	AFC and PLC
I.02	TRAINING FACILITIES – AVAILABILITY	A
<p>The Licence Applicant must have available throughout the year the following training facilities for the first team and U-20 team:</p>		
<ul style="list-style-type: none"> a) outdoor training facilities: one (1) outdoor full sized pitch (excluding the training facilities for the youth teams and main stadium pitch). b) the dressing rooms: two (2) dressing rooms within and/or adjacent to the training facilities. c) the medical room(s): at least one (1) equipped medical room near the training facilities. 		
<p>The Licence Applicant either:-</p>		
<ul style="list-style-type: none"> a) owns the training facilities; or b) can provide a written contract with the owner(s) of the training facilities This contract must guarantee the use of the training facilities for the coming season, for which the Licence Applicant qualifies in sporting terms, for all teams which participate in a championship approved by the national/regional association. 		
<p>Document(s) to be submitted:</p>		
<ul style="list-style-type: none"> i. Document showing ownership of training facilities; or written contract guaranteeing use of training facilities. 		
<p>Assessment process: The Licensor checks that:</p>		
<ul style="list-style-type: none"> a) the Licence Applicant legally owns the training facilities for usage during the entire AFC club competition season (e.g. check land register); and/or; b) the Licence Applicant has concluded a written contract with the owner of training facilities for their usage during the entire AFC club competition season. 		
<p>The Licensor verifies by on-site inspection if the Licence Applicant provides the requested facilities.</p>		
<p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
I.03	TRAINING FACILITIES FOR YOUTH PROGRAMME – APPROVED INFRASTRUCTURE	A
<p>The Licence Applicant must have available the following training facilities, taking into account the approved youth development programme (cf. criteria S.01):</p> <ul style="list-style-type: none"> a) outdoor training facilities: three (3) outdoor pitches (excluding the training facilities for the first team), two (2) of which must be full sized. b) the dressing rooms: two (2) dressing rooms within and/or adjacent to one of the training facilities c) the medical room(s). <p>The Licence Applicant either:-</p> <ul style="list-style-type: none"> a) owns the training facilities; or b) can provide a written contract with the owner(s) of the training facilities This contract must guarantee the use of the training facilities for the coming season, for which the Licence Applicant qualifies in sporting terms, for all teams which participate in a championship approved by the national/regional association. 		
<p>Document(s) to be submitted:</p> <ul style="list-style-type: none"> i. Document showing ownership of training facilities; or written contract guaranteeing use of training facilities. 		
<p>Assessment process: The Licensor verifies by on-site inspection if the licence applicant provides the minimum number and size of the requested facilities.</p> <p>The Licensor checks that:</p> <ul style="list-style-type: none"> a) the Licence Applicant legally owns the training facilities for usage during the entire AFC club competition season (e.g. check land register); and/or; b) the Licence Applicant has concluded a written contract with the owner of training facilities for their usage during the entire AFC club competition season. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

8. PERSONNEL & ADMINISTRATIVE CRITERIA

8.1 INTRODUCTION

Nowadays a football club is not only a sports club but is also in contact with other parties. The members, the supporters, the media, the sponsors, the suppliers, the commercial partners, the local community and, in some cases already, the shareholders of the football club are more and more involved and interested in the development and results of a football club.

Therefore, professional support should be sought from specialists from various economic fields and industries (e.g. marketing, finance, entertainment, media, etc.).

They can share their knowledge and experience with today's football clubs, to better satisfy the needs and demands of those participants and stakeholders of football who must be treated as clients.

Football clubs already operate in a competitive environment on the sporting side but they are increasingly becoming involved in an economic competition. Clubs have to strengthen the profitability in the long term.

In this respect, football clubs need advice from other professionals, experienced, well educated and innovative people who can bring different skills and know-how into the club and help to satisfy the additional needs and demands of today's football.

8.2 OBJECTIVES

The objectives of the personnel and administrative criteria are that:-

- Licence Applicants are managed in a professional way;
- Licence Applicants have available well-educated, qualified and skilled specialists with a certain know-how and experience;
- the players of the first and other teams are trained by qualified coaches and supported by the necessary medical staff.

8.3 BENEFITS FOR LICENCE APPLICANTS

Professional, well-educated and experienced staff is of key importance to run a football club in an efficient and effective manner. Being professional at all levels and in all functions does not mean that Licence Applicants have to recruit only full-time staff.

The focus is on the professional manner in which the persons appointed perform their duties. Each criterion in this chapter is really important for the smooth and successful running of the club, and every club could or should be able to afford these functions in financial terms.

The professionalism will also be improved if clubs are defining clear profiles for these functions, which include the main activities, the main responsibilities (technical, financial

and decision power, if applicable) and the requirements for the job (education, working experience, technical know-how, IT-skills, human competences, language skills and others incl. football know-how).

It is up to the decision-making body of the Licence Applicant to look for people, who meet the set requirements and to engage those candidates that comply with the defined profile (e.g. full-time, part-time, volunteer).

Qualified coaches are the basis for high quality of education within the football teams. In order to achieve this objective, Licence Applicants need the support of the national association to establish a coach education programme. To improve the football skills of your youth teams as well as your first team squad in all aspects (technically, tactically and physically), trained and qualified coaches are needed. Each youth player who dreams of becoming a professional footballer is entitled to the best qualified coaches from the youngest age. Other skills (e.g. psychological training, media training, social skills, language skills, etc.) are necessary and must be achieved through specific training organised by the national association with a view to issuing a licence for coaches. This is not only desirable but is a must.

In collaboration with the national associations, AFC has implemented the AFC Coach Education system throughout Asia which standardizes the delivery and quality of coach education. The AFC Pro-, AFC A- and AFC B- and AFC C- certificates / licenses offer “free movement of coaches” within AFC member associations.

Additional administrative support from specialists in safety and security matters will then ensure that matches are organised as safe events.

8.4 TRAINING COURSES

The Licensor in cooperation with the training course provider shall organise the training courses to train and develop the skills of administrative staff of the clubs. The License Applicants are required to register their administrative staff for the training courses as per the list of targeted personnel, which will be sent to the License Applicants prior to commencement of the courses. The License Applicant to ensure the participation of the targeted personnel.

Failure to register or not attending the courses without the reason beyond the control of License Applicant will be liable for a Fine of AED 10,000 (Ten Thousand Dirham) per person for each course.

8.5 CRITERIA

No.	Description	AFC and PLC
P.01	CLUB SECRETARIAT	A
<p>The Licence Applicant must have available office space to run its administration.</p> <p>The office space should be a minimum of 80m² and can accommodate at least three (3) persons.</p> <p>The following minimum technical infrastructure must be available:</p> <ul style="list-style-type: none"> i. Telephone (1) ii. Fax (1) iii. Desktop / Laptop (2) iv. Email (1) <p>In addition to the minimum requirements below (P.03-P.20), the Licence Applicant must have employed the appropriate number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that its office is open to communicate with the Licensor and the public.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Information regarding office space (Form 12 – information entered directly into CLAS); ii. Document showing ownership of office space; or written contract showing rental of office space. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor:</p> <ul style="list-style-type: none"> a) reviews legal documents with regard to use of the Licence Applicant's office: owned or rented premises; b) compares defined minimum standard with available office space; c) compares defined minimum technical infrastructure with available equipment (phone, fax and email); d) verifies if the Licence Applicant's secretariat is reachable during the announced office hours. 		

No.	Description	AFC and PLC
P.02	CLUB STRUCTURE	A
<p>The Licence Applicant must have an organizational structure reflecting all the necessary employments in the UAE Club Licensing Regulations. The organizational chart must provide for clear assignment of hierarchical and functional responsibility in its organizational set-up. The organisation chart should also include a breakdown of the Board (names of Board members).</p> <p>Where the UAE Club Licensing Regulations have not indicated that the appointment must be fulltime, should the same person occupy more than one function that is classified as an 'A' or 'B' criterion, this person must have sufficient time and the necessary competencies in order to perform his tasks.</p>		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Approved and stamped organisation Chart of Licence Applicant containing names of Board members, all the departments within the Licence Applicant including the names of the Head of Departments 		

Assessment process: The Licensor verifies that the organization chart is functional and up-to-date

No.	Description	AFC and PLC
P.03	CHIEF EXECUTIVE OFFICER (CEO)	A
<p>The Licence Applicant must have appointed a CEO being responsible for running its daily business (operative matters). The appointment must have been done by the appropriate body (e.g. Executive Board) of the Licence Applicant.</p>		
<p>The Licence Applicant must fulfill the following:</p> <ul style="list-style-type: none"> - The CEO must be full time with no other responsibility and/or role with any other entity(ies); - This position must be a paid position, and - The CEO's working hours must be in line with the Licence Applicant's office hours, as declared in criteria P.01. - CEO to attend any workshop/seminar if requested and organized by Licensor 		
<p>The CEO must hold one of the following:</p> <ul style="list-style-type: none"> - Have a qualification of minimum bachelor degree or; - Minimum 5 years Leadership experience or; - Minimum 5 years working experience in Sport Administration. 		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> i. CV of CEO (Form 13); ii. Job description signed by both CEO and Licence Applicant; iii. Contract of CEO, clearly indicating he is paid a monthly salary. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); iv. Copy of highest academic education qualification or work experience certificate 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a) a CEO has been appointed by the competent body of the Licence Applicant; b) CEO is paid on a monthly basis; c) CEO's working hours is in line with the Licence Applicant's office hours (spot check can be made) <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.04	FINANCE OFFICER	A
<p>The Licence Applicant must have appointed a full time Finance Officer being responsible for its financial matters who can be either a person working in the Licence Applicant's administration or an external partner mandated by the Licence Applicant through a written contract.</p>		
<p>The Finance Officer must hold the following qualifications:-</p> <ul style="list-style-type: none"> a) a diploma of certified public accountant or qualified auditor; and b) a "recognition of competence" issued by the Licensor based on an assessment to be conducted by the Licensing Administration at the start of the Licensing Cycle 		
<p>The appointment must have been done by the appropriate body of the Licence Applicant.</p>		
<p>The finance officer must attend the workshop/seminar as requested and organised by the Licensor. Further, the nominated Finance Officer must have passed the assessment done by the Licensor. If he/she did not pass this assessment in his first try, he/she will be afforded another opportunity to sit the assessment. A second failure of the assessment will result in the License Applicant needing to nominate a new candidate for this role.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Finance Officer (Form 14) ii. Job Description signed by Finance Officer and Licence Applicant iii. Copy of qualification iv. Copy of certificate from PLC Club Licensing Assessment v. Copy of attendance in Club licensing workshop vi. Contract of employment and/or letter of appointment of an external partner. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) a "Finance Officer" has been appointed by the competent body of the Licence Applicant; b) this person has the sufficient time available to execute the tasks of the Finance Officer; c) this person fulfills the required minimum qualification and have passed the assessment conducted by the Licensor. <p>The Licensor shall assess whether the Finance Officer has attended the workshop conducted by the Licensor. The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.05	CLUB LICENSING OFFICER	A
<p>The Licence Applicant must have appointed a full time Club Licensing Officer responsible for the preparation and application of a Licence for the PLC Club Competitions and the AFC Club Competitions.</p> <p>The Club Licensing Officer shall be the contact point for the Licensing Administration and must have attended the workshop/seminar as requested and organized by the Licensor.</p> <p>The Club Licensing Officer shall be responsible for following:</p> <ul style="list-style-type: none"> - Prepare a plan to submit the documents as per the core process Timeline. - Review the document and verify it before the submission. - Providing administrative support to the relevant department in the Club Licensing system. - Assist and advice the relevant department in implementing the objectives of Club Licensing system. - Coordinate with the Licensing Administration on regular basis for the Club Development Projects. <p>The Club Licensing Officer must be able to communicate fluently in English, both in writing and spoken English. The club licensing officer must attend the workshop/seminar as requested and organised by the Licensor.</p> <p>All Club Licensing Officers must be duly registered with the PLC, and must pass an assessment to be conducted by the Licensing Administration.</p> <p>The appointment must have been done by the appropriate body of the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> i. CV of Club Licensing Officer (Form 15) ii. Job Description signed by Club Licensing Officer and the Licence Applicant iii. Copy of Academic qualification iv. Copy of certificate from PLC Club Licensing Assessment v. Copy of attendance in Club licensing workshop vi. Contract of employment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a) a “Club Licensing Officer” has been appointed by the competent body of the Licence Applicant; b) this person fulfills the minimum requirement as stated above and must have passed the assessment conducted by the Licensor as well as attended the workshop conducted by the Licensor. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.06	CLUB GENERAL COORDINATOR	A
<p>The Licence Applicant must have appointed a full time General Coordinator whose sole responsibility is to prepare for the Licence Applicant's home matches in the PLC Club Competitions. For emphasis and in particular, the General Coordinator must not have any duties with the first team. It is obligatory for the General Coordinator to be present at every single match of the PLC competitions hosted by the Licence Applicant. This position must be a paid position, and the General Coordinator's working hours must be in line with the Licence Applicant's office hours, as declared in criteria P.01. Additionally, the general coordinator must be present in all of the Licence Applicant's home matches.</p> <p>The General Coordinator or his/her representative (should be one of the club staff and having delegation letter from the club) must attend at least one of PLC's Match Officials' workshops conducted for the season before they can pass the criteria.</p> <p>The General Coordinator must be duly registered with the PLC.</p> <p>The appointment must have been done by the appropriate body of the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of General Coordinator (Form 16) ii. Job description signed by General Coordinator and Licence Applicant iii. Copy of highest academic qualification iv. Copy of attendance in PLC Pre-season workshop. v. Contract of employment, clearly indicating that he/she is paid a monthly salary. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether the "General Coordinator" has been appointed by the competent body of the Licence Applicant;</p> <ul style="list-style-type: none"> a) Confirmation of attendance for at least one of PLC's Match Officials' workshops conducted for the season; b) Club General Coordinator is not doing any other job, and in particular no tasks related to the Licence Applicant's first team; c) Club General Coordinator is paid on a monthly basis; d) Club General Coordinator working hours is in line with the Licence Applicant's office hours (spot check can be made); e) During spot check conducted by the Licensor, the Club General Coordinator is present at the match in his capacity as the Club General Coordinator; f) He/she attends every home match of the License Applicant and is in attendance at the pre and post-match meetings. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.07	SECURITY OFFICER	A
<p>The Licence Applicant must have appointed a full time or part time Security Officer (UAE National) being responsible for safety and security matters. It is obligatory for the Security Officer to be present and be overall responsible for all safety & security arrangements at every single home match of the PLC competitions hosted by the Licence Applicant, including attending the pre and post-match meetings.</p> <p>The Club Security Officer is responsible for all duties and responsibilities stipulated in Articles No. (15-21) of the Executive Regulation of the Federal Law No.(8) of the year 2014.</p> <p>The Security Officer must hold as a minimum one of the following qualifications:-</p> <ol style="list-style-type: none"> a certificate as policeman or security person according to national law, or; a safety and security diploma based on a specific course issued by the UAE FA, or the PLC or by a state recognised organisation, or; a “recognition of competence” approved by the PLC, which is based on the participation in specific safety and security course of the national association and/or the Licensing Administration. <p>The appointment must have been done by the appropriate body of the Licence Applicant. The Security Officer must attend at least one of PLC’s Match Officials’ workshops conducted for the season before they can pass the criteria.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> CV of Security Officer (Form 17) Job description signed by Security Officer and Licence Applicant Copy of highest academic qualification Copy of attendance in PLC Pre-season workshop Contract of employment and/or letter of appointment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a “Security Officer” has been appointed by the competent body of the Licence Applicant; this person has sufficient time available to execute the function of the Security Officer and is present at all of the Licence Applicant’s home matches in PLC competitions; During spot check conducted by the Licensor, the Club Security Officer is present at the match in his capacity as the Club Security Officer this person fulfills one of the given alternatives in respect of the required minimum qualification. Confirmation of attendance for at least one of PLC’s Match Officials’ workshops conducted for the season He/she attends every home match of the License Applicant and is in attendance at the pre and post-match meetings. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.08	MEDIA OFFICER	A
<p>The Licence Applicant must have appointed a full time or part time Media Officer being responsible for media matters. It is obligatory for the Media Officer to be present and be overall responsible for all media and broadcast arrangements at every single match of the PLC competitions that is participated by the Licence Applicant, including attending the pre and post-match meetings.</p> <p>The Media Officer must hold as a minimum one of the following qualifications:-</p> <ol style="list-style-type: none"> diploma in journalism; or have worked at least two (2) years as a journalist, website editor, media / communication officer. <p>The Media Officer must be duly registered with the PLC.</p> <p>The appointment must have been done by the appropriate body of the Licence Applicant.</p> <p>Attendance in at least one of PLC's Match Officials' workshops which is conducted prior to the season is compulsory.</p> <p>If the Media Officer is unable to attend the workshop due to business trip assigned by Club outside UAE, then his/her representative (should be one of the club staff and having delegation letter from the club) must attend PLC's Match Officials' workshops conducted for the season before they can pass the criteria.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> CV of Media Officer (Form 18) Job description signed by Media Officer and Licence Applicant Copy of highest academic qualification Copy of attendance in PLC Pre-season workshop Contract of employment and/or letter of appointment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> a "Media Officer" has been appointed by the competent body of the Licence Applicant; this person has sufficient time to execute the tasks of the Media Officer; During spot check conducted by the Licensor, the Club Media Officer is present at the match in his capacity as the Club Media Officer; this person fulfills one of the given alternatives in respect of the required minimum qualification; Confirmation of attendance for at least one of PLC's Match Officials' workshops conducted for the season; and He/she attends home and away matches of the License Applicant and is in attendance at the pre and post-match meetings. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.09	WEBSITE AND SOCIAL MEDIA CONTENT EDITOR	B
<p>The Licence Applicant must have appointed a full time or part time, one Arabic website and social media content editor and one English website and social media content editor. The two editors are responsible for content updates of the Licence Applicant's website and social media (cf. Criteria M.02). The Licence Applicant may employ one person for both roles, if the person has sufficient time and language skills to perform both tasks efficiently.</p> <p>The Content Editors must hold the following qualifications:-</p> <ol style="list-style-type: none"> Bachelor in journalism; or have worked at least three (3) years as a reporter, website content editor, social media content editor etc. <p>For English editor, he/she must be native English speaker OR certificate in English competency (IELTS or TOEFL) issued by a recognised organisation such as British Council, etc.</p> <p>The Content Editors must be duly registered with the PLC. The appointment must have been done by the appropriate body of the Licence Applicant. Attendance in at least one of PLC's Match Officials' workshops which is conducted prior to or during the season is compulsory.</p> <p>The Licence Applicant may appoint a company or an agency to fulfill the role of the Content Editors.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> CV of Content Editors (Form 19) , or details of appointed company (Form 20) Job description signed by employee and Licence Applicant; or in case of a company, job scope signed by Licence Applicant and appointed company. Copy of highest academic qualification Copy of attendance in PLC Pre-season workshop Copy of certificate for English competency (only for English editor) Contract of employment and/or letter of appointment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ol style="list-style-type: none"> An Arabic and an English "Content Editor" have been appointed by the competent body of the Licence Applicant; these persons have sufficient time to execute the tasks of the Content Editors; these persons fulfill one of the given alternatives in respect of the required minimum qualification; these persons have attended at least one of PLC's Match Officials' workshops conducted for the season; these persons have attended an education course conducted by PLC. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.10	MEDICAL DOCTOR	A
<p>The Licence Applicant must have appointed a full time or part time, at least one doctor being responsible for the medical support and advice for the first squad as well as for doping prevention policy. He must ensure medical support during matches and training. He must be in attendance at all of the first team's matches in the Arabian Gulf League.</p> <p>The Medical Doctor must possess medical qualifications [MD/ MBBS degree from Medical University/ Medical College (minimum 5 year program)] and must be duly registered and licensed by the relevant government authority of the UAE as well as with the UAE FA or PLC.</p> <p>The appointment must have been done by the appropriate body of the Licence Applicant.</p> <p>In the event that one medical doctor is not able to attend all of the team's matches in the Arabian Gulf League, the Licence Applicant may appoint another medical doctor. In this case, all documents must also be submitted by the deadline for Personnel and Administrative criteria.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Medical Doctor (Form 21) ii. Job Description signed by Medical Doctor and Licence Applicant iii. Copy of highest academic qualifications iv. Contract of employment and/or letter of appointment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. v. Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the doctor has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the doctor; c) this person has the appropriate qualification and is recognised and certified by the national health authorities and/or the national medical board/council; d) this person is duly registered with the UAE FA or the PLC; e) this person has attended all first team matches in the Arabian Gulf League (name of medical doctor must appear in the list of officials seated on the team bench for the match). <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.11	PHYSIOTHERAPIST	A
<p>The Licence Applicant must have appointed a full time or part time, at least one physiotherapist being responsible for medical treatment and massages for the first squad during the trainings and matches.</p> <p>The physiotherapist must possess a Degree in Physiotherapy from University / College (3 years degree program).</p> <p>The physiotherapist must be duly registered and licensed by the relevant government authority of the UAE as well as with the UAE FA or PLC.</p> <p>The appointment is done by the appropriate body of the Licence Applicant.</p> <p>In the event that one physiotherapist is not able to attend all of the team's matches in the Arabian Gulf League, the Licence Applicant may appoint another physiotherapist. In this case, all documents must also be submitted by the deadline for Personnel and Administrative criteria.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Physiotherapist (Form 22) ii. Job Description signed by Physiotherapist and Licence Applicant iii. Copy of highest academic qualifications iv. Contract of employment and/or letter of appointment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. v. Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the physiotherapist has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the physiotherapist; c) this person has the appropriate qualification and duly registered and licensed by the relevant government authority of the UAE as well as with the UAE FA or PLC. d) this person has attended all first team matches in the Arabian Gulf League (name of physiotherapist must appear in the list of officials seated on the team bench for the match). <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.12	HEAD COACH OF FIRST SQUAD	A
<p>The Licence Applicant must have appointed a Head Coach being responsible for football matters of the first squad.</p>		
<p>The Head Coach must:-</p>		
<ul style="list-style-type: none"> a) hold at least a valid AFC 'A' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or b) already have started the required education course, recognized by the national association, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to be in compliance with the criterion; or c) hold a "recognition of competence" issued by AFC. A "recognition of competence" is provided by AFC in cases where the Head Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a head coach at professional level or national team in the last five years preceding his application/appointment as head coach. 		
<p>The Head coach must be duly registered with the national association or league. The appointment of the head coach must have been done by the appropriate body of the Licence Applicant.</p>		
<p>If the Head Coach does not meet the requirements of a) and b) above, then the Licence Applicant must ensure that the Head Coach must have already obtained a valid AFC recognition of competence prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p>		
<ul style="list-style-type: none"> i. Copy of employment contract. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); and ii. Copy of AFC or AFC-recognised Coaching qualification, or iii. In the event that they do not possess a valid AFC 'A' Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the Head Coach have already started the required education course; or a copy of the AFC recognition of competence. iv. Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p>		
<ul style="list-style-type: none"> a) the Head Coach has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the Head Coach; c) this person fulfills one of the given alternatives in respect of the required minimum qualification; d) this person is duly registered with the national association or the league. 		
<p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.13	ASSISTANT COACH OF FIRST SQUAD	A
<p>The Licence Applicant must have appointed at least one assistant coach assisting the head coach in all football matters of the first squad.</p> <p>The assistant coach must:-</p> <ul style="list-style-type: none"> a) hold at least a valid AFC 'A' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or b) already have started the required education course, recognized by the national association, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to be in compliance with the criterion; or c) hold a "recognition of competence" issued by AFC. A "recognition of competence" is provided by AFC in cases where the Assistant Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been an assistant coach at professional level or national team in the last five years preceding his application/appointment as assistant coach. <p>The assistant coach must be duly registered with national association or league. The appointment must have been done by the appropriate body of the Licence Applicant.</p> <p>If the assistant coach does not meet the requirements of a) and b) above, then the Licence Applicant must ensure that the assistant coach must have already obtained a valid AFC recognition of competence prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Copy of employment contract; Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); and ii. Copy of AFC or AFC-recognised Coaching qualification, or iii. In the event that they do not possess a valid AFC 'A' Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the assistant coach have already started the required education course; or a copy of the AFC recognition of competence. iv. Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the assistant coach has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the assistant coach; c) this person fulfills one of the given alternatives in respect of the required minimum qualification; d) this person is duly registered with the national association or the league. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.14	GOALKEEPERS COACH OF FIRST SQUAD	B
<p>The Licence Applicant must have appointed a goalkeeper's coach assisting the head coach in training of goalkeepers of the first squad.</p> <p>The goalkeepers coach must:-</p> <ul style="list-style-type: none"> a) hold at least a valid AFC 'Level 1' GK Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or b) already have started the required education course, recognized by the national association, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to be in compliance with the criterion; or c) hold a "recognition of competence" issued by AFC. A "recognition of competence" is provided by AFC in cases where the Goalkeepers Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a goalkeepers coach at professional level or national team in the last five years preceding his application/appointment as goalkeepers coach. <p>The goalkeeper's coach must be duly registered with national association or league. The appointment must have been done by the appropriate body of the Licence Applicant.</p> <p>If the goalkeeper's coach does not meet the requirements of a) and b) above, then the Licence Applicant must ensure that the goalkeeper's coach must have already obtained a valid AFC recognition of competence prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Copy of employment contract; Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); and ii. Copy of AFC or AFC-recognised Coaching qualification, or iii. In the event that they do not possess a valid AFC 'Level 1' Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the goalkeeper's coach have already started the required education course; or a copy of the AFC recognition of competence. iv. Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the Goalkeepers coach has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the Goalkeepers coach; c) this person fulfills one of the given alternatives in respect of the required minimum qualification; d) this person is duly registered with the national association or the league. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.15	FITNESS COACH OF FIRST SQUAD	B
<p>The Licence Applicant must have appointed a fitness coach assisting the head coach in training of fitness conditions of players of the first squad.</p> <p>The fitness coach must:-</p> <ul style="list-style-type: none"> a) hold at least a valid AFC 'B' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or b) already have started the required education course, recognized by the national association, allowing him to achieve the required diploma as defined under a) above. The simple inscription to such an education course is not deemed to be in compliance with the criterion; or c) hold a "recognition of competence" issued by AFC. A "recognition of competence" is provided by AFC in cases where the Fitness Coach of the first squad does not meet the required certificate as defined under a) and b) above but has been a goalkeepers coach at professional level or national team in the last five years preceding his application/appointment as fitness coach. <p>The fitness coach must be duly registered with national association or league. The appointment must have been done by the appropriate body of the Licence Applicant.</p> <p>If the fitness coach does not meet the requirements of a) and b) above, then the Licence Applicant must ensure that the fitness coach must have already obtained a valid AFC recognition of competence prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i) Copy of employment contract; Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); and ii) Copy of AFC or AFC-recognised Coaching qualification, or iii) In the event that they do not possess a valid AFC 'B' Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the UAE FA confirming that the fitness coach have already started the required education course; or a copy of the AFC recognition of competence. iv) Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the fitness coach has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the Goalkeepers coach; c) this person fulfills one of the given alternatives in respect of the required minimum qualification; d) this person is duly registered with the national association or the league. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.16	HEAD OF YOUTH DEVELOPMENT PROGRAMME	A
<p>The Licence Applicant must have appointed a head of the youth development programme being responsible for running the daily business and the technical aspects of the youth teams.</p> <p>The Head of the youth development programme must:-</p> <ul style="list-style-type: none"> a) hold at least a valid AFC 'A' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or b) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; c) have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel. d) ensure the Player Development Structure and Programmes align with the first team. <p>The Head of Youth Development must be responsible for preparation of the Licence Applicant's Youth Development programme (cf. Criteria S.01).</p> <p>The Head of the youth development must be duly registered with the national association or league. The appointment of the Head of the youth development must have been done by the appropriate body of the Licence Applicant.</p> <p>The appointed person may coach one of the Licence Applicant's youth teams, however, this must be in addition to the minimum number of coaches as prescribed in criteria P.17.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Head of Youth Development (Form 23) ii. Copy of employment contract. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); iii. Job Description signed by employee and Licence Applicant; iv. Copy of AFC or AFC-recognised Coaching qualification; v. Registration card issued by the UAE FA. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the Head of the youth development programme has been appointed by the competent body of the Licence Applicant; b) this person is indeed executing the function of the Head of the youth development programme; c) this person is responsible for the preparation of the Licence Applicant's youth development programme (cf. Criteria S.01) and demonstrates awareness of the content of the youth development programme d) this person fulfills one of the given alternatives in respect of the required minimum qualification; e) this person is duly registered with the national association or the league. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.17	YOUTH COACHES	A
<p>The Licence Applicant must have appointed at least one coach responsible for all football matters for each mandatory youth team (cf. S.02).</p> <p>The youth coach must hold the minimum qualification as below:</p> <p>a) Coach for youth teams between U-15 to U-18 years old: AFC 'B' certificate;</p> <p>b) Coach for youth teams U-14 years old and below: AFC 'C' certificate;</p> <p>Each of the youth coach must:-</p> <p>a) hold at least a valid AFC 'B' or 'C' Certificate (depending on the level they are coaching as indicated above) or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such;</p> <p>b) have specific youth coaching experience and/or supplementary certification / qualification related to coaching and managing youth players;</p> <p>c) have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.</p> <p>He must be duly registered with national association or league.</p> <p>The appointment must have been done by the appropriate body of the Licence Applicant.</p> <p>If the youth coach does not meet the requirements of a) and b) above, then the Licence Applicant must ensure that the youth coach must have already obtained a valid AFC recognition of competence prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p> <p>The Head of Youth Development may coach one of the Licence Applicant's youth teams, however this should be considered separate from the minimum number of coaches as listed above.</p>		
<p>Documents to be submitted:</p> <p>i. Form 24: List of Youth Coaches.</p> <p>ii. Copy of employment contract for each coach. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English); and</p> <p>iii. Copy of AFC or AFC-recognised Coaching qualification for each coach; and</p> <p>iv. Registration card issued by the UAE FA.</p>		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <p>a) the youth coaches have been appointed by the competent body of the Licence Applicant;</p> <p>b) these persons are indeed executing the function of a youth coach;</p> <p>c) these persons fulfill one of the given alternatives in respect of the required minimum qualification;</p> <p>d) these persons are duly registered with the national association or the league.</p> <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.18	SAFETY AND SECURITY ORGANISATION - STEWARDING	A
<p>The Licence Applicant must have established a safety and security organisation for home matches through the engagement of stewards. 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 c) conclude a written contract with an external security company providing stewards. d) Ensure attendance by a senior operational representative from the nominated security company at the pre-season Security Workshop to be conducted by the League 		
<p>The Licence Applicant must provide appropriately qualified stewards (internal or external) on a ratio of 1 steward for every 250 spectators.</p>		
<p>Document to be submitted:</p>		
<ul style="list-style-type: none"> i. Letter of appointment and/or written contract showing the engagement of stewards at all of the Licence Applicant's home matches. Written contract must include a detailed indication of the duties and responsibilities for the stewards during a match (minimum duties and responsibilities is as per Appendix 8: Role of Stewards). If written contract does not include the duties and responsibilities of the stewards, then a separate job description / roles and responsibilities must be submitted with signatures of the CEO of Licence Applicant and the representative from the stewarding company. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided; ii. Details of appointed company (Form 25) iii. Attendance of senior operational representative in the PLC Pre-Season Worksop. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p>		
<ul style="list-style-type: none"> a) the stewards have been engaged by the Licence Applicant, contracted by the stadium owner or by a security company; b) the stewards fulfill the minimum qualification requirements. c) a senior operational representative from the nominated security company attended the pre-season Security Workshop to be conducted by the League. 		
<p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.19	HEAD OF MARKETING	B
<p>The Licence Applicant must have appointed a full time or part time Head of Marketing who is responsible for the Licence Applicant's Marketing strategy as well as all other marketing and commercial matters.</p> <p>It is obligatory for the appointed person to ensure that at least he / she or one of his/her staff member is present and be overall responsible for all marketing and commercial arrangements at every single match of the PLC competitions hosted by the Licence Applicant, including attending the pre- and post-match meetings.</p> <p>The Head of Marketing may be:</p> <ul style="list-style-type: none"> a) an employee of the Licence Applicant; or b) an external company / consultant appointed by the Licence Applicant by virtue of a written contract. <p>The Head of Marketing must possess either of the following qualification:</p> <ul style="list-style-type: none"> a) An educational qualification in Marketing; or b) Worked two years (within the last five years) in the area of Sports Marketing. <p>The Head of Marketing must be duly registered with the PLC. The Head of Marketing must be responsible to prepare the Licence Applicant's Fan Development strategy and plan (cf. Criteria M.01).</p> <p>The appointment must have been done by the appropriate body of the Licence Applicant. Additionally, attendance at least one of PLC Match Officials' workshops conducted for the season before they can pass the criteria.</p> <p>The Licence Applicant may appoint a company in place of an individual to fulfill the role of the Head of Marketing. In this case, this company shall at least be responsible of all the above obligations as well (i.e attendance at PLC workshops, attendance at home matches of the Licence Applicant and preparation of the Licence Applicant's Marketing Strategy).</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Head of Marketing (Form 26), or details of appointed company (Form 27) ii. Job description signed by employee and Licence Applicant; or in case of a company, job scope signed by Licence Applicant and appointed company. iii. Copy of highest academic qualification iv. Contract of employment and/or letter of appointment. Note: the Licence Applicant may submit a written contract in Arabic. The Licensor highly encourages that the Licence Applicant submits a bilingual written contract (in Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided. 		

P.19	HEAD OF MARKETING (continue)	B
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p>		
<ul style="list-style-type: none"> a) a “Head of Marketing” has been appointed by the competent body of the Licence Applicant; b) this person has sufficient time to execute the tasks of the Head of Marketing; c) During spot check conducted by the Licensor, the Head of Marketing or one of his/her staff to deliver activities planned within the Fan Development Strategy and to deliver the Licence Applicant’s commercial obligations towards the Licensor; d) Confirmation of attendance for at least one of PLC Match Officials’ workshops conducted for the season; e) He/she or one of his/her staff attends home matches of the License Applicant and is in attendance at the pre and post-match meetings; and f) The Head of Marketing was responsible for preparation of the Licence Applicant’s Fan Development strategy and plan (cf. Criteria M.01) and is aware of the content of the strategy. 		
<p>In the event that the Licence Applicant has hired an external company / consultant, the Licensor shall assess the contract between the Licence Applicant and determine whether:</p>		
<ul style="list-style-type: none"> a) the company has been appointed by the competent body of the Licence Applicant; b) the company’s scope of responsibilities is related to enhancing the Licence Applicant’s brand and commercial value; c) the company’s representative have attended at least one of PLC Match Officials’ workshops conducted for the season; d) the company’s representative attends home matches of the License Applicant and is in attendance at the pre and post-match meetings; and e) the company was responsible for preparation of the Licence Applicant’s Fan Development strategy and plan (cf. Criteria M.01) and is aware of the content of the strategy. 		
<p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
P.20	LEGAL OFFICER	B
<p>The Licence Applicant appoints a legal person full time or part time who is responsible to handle all legal matters in the Licence Applicant’s activities. A company may be appointed in place of an individual person.</p>		
<p>The legal advisor shall have the necessary legal qualifications.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Legal Officer (Form 28) ii. Copy of highest academic qualification iii. Contract of employment and/or letter of appointment. Note: contract of employment may be submitted in Arabic. The Licensor highly encourages that the Licence Applicant submit a bilingual contract of employment (Arabic and English). In case of letter of appointment, an English copy (original or legally translated copy) must be provided iv. Job description signed by employee and Licence Applicant; or in case of a company, job scope signed by Licence Applicant and appointed company. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) a “Legal Officer” has been appointed by the competent body of the Licence Applicant; b) this person has sufficient time to execute the tasks of the Legal Officer; <p>In the event that the Licence Applicant has hired an external company / consultant, the Licensor shall assess the contract between the Licence Applicant and determine whether:</p> <ul style="list-style-type: none"> a) the company has been appointed by the competent body of the Licence Applicant. 		

No.	Description	AFC and PLC
P.21	COMMUNITY ENGAGEMENT OFFICER	B
<p>The License Applicant shall appoint full time or part time a Community Engagement Officer as to assist the club and in cooperation with the Marketing department to implement the following:</p> <ul style="list-style-type: none"> • Greater collaboration between fan groups and the license applicant; • Developing a forum and opportunity for fans and club fan groups to have a voice within the club and the league; • Coordination between fans and fan groups with regards to match logistics, ticketing, transport etc.; • Responsible for Corporate Social Responsibility; • To work with the Fans Association of License applicant; • Creation of a pool of volunteers from universities, colleges, schools etc. • establishment and enlargement of their fan base; • creation of strong links with the community i.e schools, colleges, universities etc. <p>We highly encourage that this person shall be available in each of the license applicant matches.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> i. CV of the Community Engagement Officer (Form 29); ii. Contract of the employment and/or Letter of appointment; iii. Job description signed by employee and Licence Applicant; iv. Implementation Plan in powerpoint format. 		
<p>Assessment process: In order to verify if the licence applicant is in compliance with the criterion, the licensor assesses whether:</p> <ol style="list-style-type: none"> a) Form 29 and required documents have been submitted for the applicant; b) The applicant is performing an official role with the club. c) The implementation documentation is submitted with in the indicated deadline and signed and stamped by authorized person, the implementation must contain the define minimum contents above. 		

No.	Description	AFC and PLC
P.22	DUTY OF REPLACEMENT DURING THE LICENSING SEASON	A
<p>If a function defined in criteria P.03 to P.21 becomes vacant during the licensing season due to a reason beyond the control of the Licence Applicant (resignation, illness, accident, etc.) then the Licence Applicant must ensure that such function is taken over (within a maximum of sixty (60) days) by:-</p> <ul style="list-style-type: none"> a) a person who holds the necessary qualification and fulfilling the criterion (in which case the replacement may be for an indefinite period of time); b) a person who does not hold the necessary qualification and does not fulfill the criterion (in which case the replacement is only temporarily and cannot last longer than ninety (90) days from the time the position became vacant). However, the technical position can be replaced by the technical person. <p>One of the above either (a) or (b) shall be applied immediately the position become vacant during the sporting season.</p> <p>In the case 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 his duties.</p> <p>If a function in criteria P.03 to P.21 becomes vacant due to a decision of the Licence Applicant (e.g. release of head coach or termination), or in the case of a lapsed employee contract then the Licence Applicant must ensure that such function is taken over (within a maximum of thirty (30) days) by:-</p> <ul style="list-style-type: none"> a) a person who holds the necessary qualification and fulfilling the criterion (in which case the replacement may be for an indefinite period of time); b) a person who does not hold the necessary qualification and does not fulfill the criterion (in which case the replacement is only temporarily and cannot last longer than thirty (30) days from the time the position became vacant). However, the technical position can be replaced by the technical person. <p>One of the above either (a) or (b) shall be applied immediately the position become vacant during the sporting season.</p> <p>The replacement must be notified to the Licensor within seven (7) working days. The compliance with this criterion shall be assessed by the Licensor in respect of the next licensing cycle.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Form 35: Duty of replacement. ii. In case the vacancy is due to a reason of the Licence Applicant, the Licence Applicant should submit documents to such effect (i.e. termination letter) iii. In case the vacancy is due to a reason beyond the control of the Licence Applicant, the Licence Applicant should submit documents to such effect (i.e. resignation letter of the employee, sick leave or unfit certificate, etc.); iv. Contract of new employee with relevant qualification, CV and job description. Contract may be submitted in Arabic although the Licensor highly encourages that written contract be bilingual – Arabic and English; v. If a position replaced with not holding the necessary qualification then the letter of temporary replacement and CV of the employee must be provided. vi. Letter of replacement notification to be sent to the PLC by email or Fax. Letter may be in Arabic. 		

Assessment process: The Licensor verifies whether the Licence Applicant:

- a) has communicated any replacement within the given period of time;
- b) the person taking in charge the function fulfills the criterion.

The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.

If the criterion is not fulfilled, the Licensor shall sanction the Licence Applicant according to its catalogue of sanctions (cf. Article 2.4). This may be done during the season or in respect of the following licensing cycle.

9. LEGAL CRITERIA

9.1 INTRODUCTION

This chapter defines the minimum legal criteria for Licence Applicants.

9.2 CRITERIA

No.	Description	AFC and PLC
L.01	DECLARATION IN RESPECT OF THE PARTICIPATION IN AFC AND PLC CLUB COMPETITIONS	A
<p>The Licence Applicant must submit a legally valid declaration confirming the following:-</p> <ul style="list-style-type: none">a) it recognises as legally binding the statutes, rules and regulations and decisions of FIFA, AFC, the UAE FA and, the PLC;b) it recognizes the exclusive jurisdiction of CAS (the Court of Arbitration for Sport in Lausanne) for any dispute of international dimension and in particular involving FIFA, AFC, the UAE FA and, the PLC;c) it recognizes the prohibition on recourse to ordinary courts under the FIFA, AFC, the UAE FA and, the PLC Statutes;d) at national level, it will play in competitions that are recognised and endorsed by the UAE FA (e.g. national championship, national cup);e) at continental level, it will participate in competitions recognised and endorsed by AFC. To avoid any doubt, this provision does not relate to friendly matches;f) it undertakes to ensure that all its players and officials have read and understood the regulations of the UAE FA and PLC, and agrees to abide by and observe these regulations;g) it undertakes to abide by and observe the provisions and conditions of the UAE Club Licensing Regulations;h) all submitted documents for UAE Club Licensing are complete and correct and will be submitted by legally authorised person of the Licence Applicant through the AFC Club Licensing Administration system;i) it authorises the competent club licensing authority to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;j) it acknowledges that AFC and / or the PLC reserves the right to execute spot-checks at national level reviewing the assessment process and the decision making;k) it acknowledges that FIFA reserves the right to execute spot-checks at national level to review the assessment process and the decision making in case AFC fails to implement and execute a sport check procedure at national level.l) it will inform the Licensor about any significant change, event or condition of major economic importance and subsequent event occurred after the submission of the licensing documentation within the fixed deadlines; <p>This declaration must be executed by an authorised signatory no more than one (1) month prior to the corresponding deadline for its submission to the Licensor.</p>		

L.01	DECLARATION IN RESPECT OF THE PARTICIPATION IN AFC AND PLC CLUB COMPETITIONS (continue)	A
<p>Documents to be submitted:</p> <p>i. Declaration Form (Form 30)</p>		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <p>a) the declaration is signed by an authorised person of the Licence Applicant;</p> <p>b) the declaration is signed not more than one (1) month prior to its submission deadline.</p>		

No.	Description	AFC and PLC
L.02	OTHER DOCUMENTS AND CONFIRMATIONS FROM THE LICENCE APPLICANT	A
<p>Documents to be submitted:</p> <p>The Licence Applicant must submit the following documents:-</p> <p>a) Copy of the Licence Applicant's current company articles (e.g. company act).</p> <p>b) An extract from a public register (e.g. trade registration) containing information on the license applicant (such as name, address, legal form etc)</p> <p>c) Form 31: List of authorized signatories for the Licence Applicant (and sample of their signature), including all those whose signature appears on any document submitted as part of the Club Licensing Process, and a minimum the CEO, Finance Officer and at least one board member.</p> <p>These documents must be executed by an authorised signatory no more than one (1) month prior to the corresponding deadline for their submission to the Licensor.</p>		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <p>a) the Licensor has a copy of the statutes or the company articles of the Licence Applicant;</p> <p>b) these documents have been declared as being valid by the Licence Applicant;</p> <p>c) the declaration is signed by an authorised person of the Licence Applicant;</p> <p>d) the declaration is signed not more than one (1) month prior to its submission deadline.</p>		

No.	Description	AFC and PLC
L.03	OWNERSHIP AND CONTROL OF CLUBS	A
<p>The Licence Applicant must submit a legally valid declaration outlining the ownership structure, the overall legal group structure (presented in a chart) and control mechanism of the Licence Applicant and its club.</p>		
<p>No natural or legal person involved in the management, administration and/or sporting performance of the Licence Applicant, either directly or indirectly:-</p>		
<ul style="list-style-type: none"> a) holds or deals in the securities or shares, that can cause significant influence, 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. 		
<p>This declaration must be executed by an authorized signatory no more than three months prior to the corresponding deadline for its submission to the Licensor (cf. F.01 and F.02).</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. FORM 33: Ownership Declaration; ii. Overall legal group structure and control mechanism of the Licence Applicant (presented in a chart, please see Appendix 3 for examples); iii. List of shareholders, including percentage of each shareholder (if not explicitly outlined in the Commercial License). 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses the list of shareholders of the Licence Applicant and ensures that the declaration as well as ownership structure has been submitted.</p>		

No.	Description	AFC and PLC
L.04	BOARD MEMBERS	A
<p>The Licence Applicant must continually update the Licensor with regards to changes to their Board. This criteria works in parallel with Criteria P.02, L.07 and F.05. Changes to any board members (either resignation, removal or replacement) must be notified to the Licensor within seven (7) working days.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. FORM 34: Board Members; ii. Current passport style photograph (in electronic .JPG format) for each board member. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor:</p> <ul style="list-style-type: none"> a) assesses if FORM 34 and accompanying photographs were received by the assigned deadline; and b) assesses if any changes to Board Members were duly notified to the Licensor within seven (7) working days. 		

No.	Description	AFC and PLC
L.05	HUMAN RESOURCE MANUAL	B
<p>The Licence Applicant must submit a legally valid human resource manual which shall comply with the national law and FIFA, AFC, the UAE FA and the PLC statutes, rules and regulations. The HR manual shall contain at least the following sections / chapters:</p> <ul style="list-style-type: none"> a) Introduction (Vision/Mission, Objectives, Core values) b) Employment Policy and Hiring process c) Work schedule & Overtime d) Organisation hierarchy e) Remuneration / Salary f) Allowances and benefits g) Travel policy h) Leave and holidays i) Dress Code j) Training and Development k) Job evaluation l) Safety and Health m) Disciplinary Action (for general employees and players/officials) n) Dispute resolution o) Termination of employment <p>The HR manual must have been approved by the Licence Applicant's board.</p>		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Licence Applicant's approved human resource manual in English and/or bilingual (English/Arabic) ii. Cover letter confirming approval of the HR manual by the Board and signed by the Chairman and 50% + 1 members of the Board 		

L.05	HUMAN RESOURCE MANUAL (continue)	B
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the Disciplinary Regulations comply with national law and FIFA, AFC, the UAE FA and the PLC statutes, rules and regulations; b) the HR manual contains all the minimum sections as indicated above; c) The HR manual have been approved by the Chairman and Board of the Licence Applicant. 		

No.	Description	AFC and PLC
L.06	CODE OF CONDUCT FOR PLAYERS AND OFFICIALS	B
<p>The Licence Applicant must establish a legally valid code of conduct for players and officials which is in compliance with the national law and FIFA, AFC and National Association Statutes, Rules and Regulations.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Code of conduct of the Club (bilingual – Arabic & English or in English) ii. Code of conduct Declaration form signed by players and official of the First team (FORM 32). 		
<p>Assessment process: The Licensor will verify the code of conduct submitted by the Licence Applicant and signed by its players and officials and assess whether it is in compliance with the relevant Statutes, Rules and Regulations.</p> <p>Declaration Form signed by the registered players and officials and submitted by the deadline.</p>		

No.	Description	AFC and PLC
L.07	WRITTEN CONTRACT WITH PROFESSIONAL OR AMATEUR PLAYERS	A
<p>The Licence Applicant must submit a written contract for each and all PROFESSIONAL player registered with the PLC Arabian Gulf League Competition and MOU for AMATEUR players. These players must have been registered with the UAEFA, 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 FIFA, AFC and National Association's instructions.</p> <p>At least 18 of these players registered in the Arabian Gulf League must be professional players.</p> <p>Whenever there is an addition or deletion of players, the Licensee and/or Licence Applicant must submit updated documents below as required under criteria L.08 (Duty to notify significant changes).</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Forms 9a and 9b: Name list of players registered with the UAE FA and PLC as first team players participating in the Arabian Gulf League with professional and amateur contract. ii. Copy of written contract for each player with a professional contract. Note: the Licence Applicant may submit written contracts in Arabic. However, the Licensor highly encourages that written contracts are bilingual (Arabic and English). 		
<p>Assessment process: The licensing administration verifies if copy of contract have been submitted for all professional and amateur players and if the contracts contain the minimum provisions.</p> <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
L.08	DUTY TO NOTIFY SIGNIFICANT CHANGES	A
<p>Any event or changes, relating to any of the criteria in the UAE Club Licensing Regulations, occurring after the submission of the licensing documentation to the Licensor must be notified to the Licensor within seven (7) working days.</p> <p>The Licence Applicant must also submit to the Licensor all the updated documents required to fulfil the criteria.</p> <p>Any change or replacement occurring in P.03 to P.21 the required documents to be submitted in Personnel and Administrative criteria P.22. However, the Form 36 must be submitted in criteria L.07</p> <p>The compliance with this criterion shall be assessed by the Licensor in respect of the next licensing cycle.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Form 36: Significant changes ii. Official documents to support/explain the changes iii. In case of change of personnel, all documents and information of the new candidate must be submitted 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p> <ul style="list-style-type: none"> a) the Licensor has received a copy of Form 35 and other related documents (including supporting evidence of resignation if applicable) for the event, which is related to criteria P.01 to P.20 and which represents a change of the previously submitted information; or b) the Licensor has received a copy of Form 36 and other related documents for the event, and which represents a significant change of the previously submitted information; and c) the information has been provided within the given deadline. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p> <p>If the criterion is not fulfilled, the Licensor shall sanction the Licence Applicant according to its catalogue of sanctions (cf. Article 2.2). This may be done during the season or in respect of the following licensing cycle.</p>		

10. FINANCIAL CRITERIA

10.1 INTRODUCTION

The financial criteria relate to:

- Historic financial information about a Licence Applicant's (and the associated 'Sports Club's) financial performance and position;
- Future financial information about a Licence Applicant's future prospects; and
- Subsequent information after the licensing decision has been made.

For detailed explanation of financial criteria, please refer to the UAE Club Licensing Manual.

To facilitate the implementation of the financial criteria, historic financial information may continue to be prepared on the basis of national accounting practice requirements.

The preparation and presentation of financial statements by entities differs from country to country due to a variety of social, economic and legal circumstances and due to different countries having in mind different users of financial statements when setting national requirements.

AFC recognises that the implementation of the financial criteria in the national regulations presents a challenging task for many member associations and Licence Applicants/clubs.

The financial criteria - to be met for participation in PLC Competitions 2018/2019 and the 2019 AFC Club Competitions - are set out in this chapter. This means that financial information in respect of the interim financial statements of the 6 months period ending 31 December 2017 and in respect of the financial year ending at 30 June 2018, will form part of the information to be assessed by Licensors for Applicants to obtain a licence for 2018/2019 PLC season and the 2019 AFC season.

10.2 OBJECTIVES

The financial criteria aim principally to:-

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

10.3 BENEFITS

Implementation of the financial criteria will help deliver both short and long term improvements for Licence Applicants, the Licensors and for the football family in general. For the football family in general, the financial criteria should help to:-

- Safeguard the continuity and integrity of competitions;
- Increase the transparency and credibility of Licence Applicants' financial operations and, thereby, of Asian football generally;

- Improve confidence in the probity of the football industry;
- Create a more attractive market for the game's commercial partners and investors; and
- Provide the basis for fair competition, because competition is not just about the teams on-the-pitch.

For the Licensors, the financial criteria should help to:-

- Improve their understanding of the financial position and prospects of their Licence Applicants;
- Encourage Licence Applicants to settle liabilities to creditors on a timely basis;
- Enhance their ability to be proactive in assisting Licence Applicants with financial issues; and
- Provide a starting point for Licence Applicant benchmarking, at a national level, for those Licensors and Licence Applicants who want to develop this aspect.

For the Licence Applicants, the financial criteria should help to:-

- Improve standards and quality of financial management and planning activities;
- Enable better management decision-making;
- Enhance Licence Applicants' financial and business credibility with stakeholders;
- Improve financial stability; and
- Enhance revenue generating ability and cost management.

10.4 REPORTING PERIOD AND FORMAT

For further information on mandatory reporting period and minimum requirement on the format of reporting and accounting as well as detailed explanation of each of the criteria below, please refer to Chapter 2 of the UAE Club Licensing Manual.

All documents submitted under the financial criteria must either be in bilingual format (Arabic and English) or in English. In case the original document is only in Arabic, a legally translated English copy must be provided to the Licensor.

10.5 CRITERIA

10.5.1 HISTORIC FINANCIAL INFORMATION

No.	Description	AFC and PLC
F.01	ANNUAL FINANCIAL STATEMENTS - AUDITED	A
<p>Regardless of the legal structure of the Licence Applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditors.</p> <p>The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by this Regulations and Manual.</p> <p>Alternative 1:</p> <p>If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by this Regulations and Manual, then no further supplementary information has to be provided.</p> <p>Alternative 2:</p> <p>If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by this Regulations and Manual, then supplementary information must be prepared by the Licence Applicant and assessed by the auditor.</p> <p>Reporting period starts from 1st July 2017 to 30th June 2018.</p>		

No.	Description	AFC and PLC
F.02	FINANCIAL STATEMENTS FOR THE INTERIM PERIOD - REVIEWED AND AUDITED	A
<p>The Licence Applicant must prepare and submit additional financial statements (either audited or reviewed) covering an interim period, starting from the day immediately after the statutory closing date and ends on 31 December the year preceding the season to be licensed (i.e.1 July to 31 December) The interim financial statements meet the minimum disclosure requirements and accounting principles defined by the Regulations and Manual.</p> <p>Reporting period starts from 1st July 2017 to 31st December 2017.</p>		

No.	Description	AFC and PLC
F.03	NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES	A
<p>The Licence Applicant must prove that it has no payables overdue (e.g. final and binding decisions of the FIFA Players' Status Committee, the FIFA Dispute Resolution Chamber and the Court of Arbitration for Sport) towards football clubs arising from transfer activities as at:</p>		

- 31st. December of the year preceding the season to be licensed, unless by the following 28th. February 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. (applicable for PLC competition “c.f article 4.6.1 of UAE Club Licensing Regulation”) And
- 30th. June of the year preceding the season to be licensed, unless by the following 31st. 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.

No.	Description	AFC and PLC
F.04	NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES	A
<p>The Licence Applicant must prove that, in respect of contractual and legal obligations with its current and former “employees”.</p> <p>The term “employees” shall include but not limited to:</p> <ol style="list-style-type: none"> a. all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and b. the administrative, technical, medical, and security staff specified in the UAE Club Licensing Regulations. <p>It has no payables overdue towards employees and social/tax authorities as at</p> <ul style="list-style-type: none"> • 31st. December of the year preceding the season to be licensed, unless by the following 28th. February 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. “c.f article 4.6.1 of UAE Club Licensing Regulation”) And • 30th. June of the year preceding the season to be licensed, unless by the following 31st. 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. 		

No.	Description	AFC and PLC
F.05	WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION	A
<p>Within seven working days prior to the start of the period in 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>The written representations shall state whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the Licence Applicant’s financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable).</p>		

10.5.2 FUTURE FINANCIAL INFORMATION

No.	Description	AFC and PLC
F.06	FUTURE FINANCIAL INFORMATION	A
<p>Future financial information shall be prepared and submitted by the Licence Applicant, consisting of:</p> <ol style="list-style-type: none">A budgeted profit and loss account;A budgeted cash flow; andExplanatory notes including assumptions and risks and comparison of budget to actual figures. <p>The future financial information shall be based on assumptions that are not unreasonable and meet the minimum disclosure requirements defined by this Regulations and Manual.</p>		

The future financial information shall be based on assumptions that are not unreasonable and meet the minimum disclosure requirements defined by this Regulations and Manual.

Note: If the Licence Applicant exhibits a breach of any of the indicators, then the Licensor must undertake more detailed assessment procedures upon the submitted future financial information and, in certain circumstances, this may provide the basis for a licence refusal. If the Licence Applicant does not exhibit a breach of any indicators, then the Licensor does not have to undertake more detailed assessment procedures and, in certain circumstances, the Licence Applicant may be subject to a sanction, but not a licence refusal.

It is irrelevant that the Licence Applicant is able to subsequently show with submission of additional documents that it can continue as a going concern until the end of the season to be licensed.

10.5.3 SUBSEQUENT INFORMATION

Criteria F.07 and F.08 apply to Licensees in the time 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. Both criteria will help to safeguard the continuity of the competitions and will provide the Licensor with more transparency and possibility to better assist the Licence Applicants during the whole season.

No.	Description	AFC and PLC
F.07	DUTY TO NOTIFY SUBSEQUENT EVENTS	B
<p>Following the licensing decision by the decision-making body, the licensee must promptly notify the Licensor in writing about any subsequent events that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the licence has been granted.</p> <p>Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</p>		

No.	Description	AFC and PLC
F.08	DUTY TO UPDATE FUTURE FINANCIAL INFORMATION	B
<p>If the licensee is in breach of one or more of the indicators (as per article 1.7.4.2 of the UAE Club Licensing Manual), then the licensee must prepare and submit an updated version of the future financial information (prepared according to F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a six-month basis.</p> <p>The updated future financial information shall meet the minimum disclosure requirements defined by this Regulations and Manual. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</p>		

No.	Description	AFC and PLC
F.09	APPOINTMENT OF AN AUDITOR	A
<p>The License applicant must submit to the Licensing Administration a copy of their auditor appointment letter or contract.</p> <p>In the event that multiple auditors are required to audit separate entities of the License Applicant or its parent entity, then copies of all auditor appointment letters should be submitted.</p> <p>The auditor must have his name entered in the list of auditors in compliance with the provisions of UAE Federal Law No. (12) for the year 2014 Concerning Auditing Profession which repealing the old UAE Federal Law No. (22) for the year 1995 (as amended).</p> <p>Auditor(s) appointment letter should cover the following periods:</p> <ul style="list-style-type: none"> • Interim period from 1st July 2017 to 31st December 2017 and • Financial year starting on 1st July 2017 and ending 30th June 2018. 		

11. MARKETING AND PROMOTION CRITERIA

11.1 INTRODUCTION

Football is no longer just a sporting activity. With the amount of interest and fans, football has become a business. The economic situation of football has changed and to remain competitive on the field, it is vital that Licence Applicants are able to compete off the field.

Football clubs should look for new and different sources of revenue in addition to the existing ones (TV, gate receipts, sponsors, etc.) in order to be more independent of the income from the sporting success of the Licence Applicant and to have greater possibilities of functioning as a financially successful entity.

11.2 OBJECTIVES

The objectives of the Marketing and Promotion criteria are, among others, that:-

- Licence Applicants have a set of objectives, targets and strategies so that business performances can be monitored; and
- commercial activities are given a priority with a focus on revenue diversification and increasing fan attendance as well as experience.

11.3 CRITERIA

No.	Description	AFC and PLC
M.01	FAN DEVELOPMENT STRATEGY	B
<p>The Licence Applicant must produce strategy and plan to develop their fan base and increase fan attendance to their home matches in the Arabian Gulf League. The plan must include at least the following:-</p>		
<ul style="list-style-type: none"> a) Vision, mission and target of the Licence Applicant in relation to Fan Development and its relationship with its fans; b) General research analysis (i.e. SWOT analysis, PEST analysis, etc.); c) Specific fan research analysis (i.e. analysis of fan attendance over last 5 seasons, study why fans attend / do not attend matches of Licence Applicant, etc.); d) Strategy and plans to develop / increase fan base (include short term & long term plans on marketing and promotion) (exclude those that are done in partnership with Licence Applicant's commercial partners). This section must include details of community outreach programme; e) Strategy and plans to increase fan attendance (include short and long term plans detailing any promotional activities as well) (exclude those that are done in partnership with Licence Applicant's commercial partners). The activities conducted must be more than just conducting raffle draws and/or free prizes at matches; f) Strategy and plans to increase fan base or fan attendance in cooperation with Licence Applicant's commercial partners (include short and long term plans). 		
<p>Each of sections d) to f) must include the following:</p>		
<ul style="list-style-type: none"> i. "WHAT" the Licence Applicant wishes to achieve; ii. "HOW" the Licence Applicant intends to achieve the items indicated in (i) above; iii. "WHO" is responsible for each of the activities identified in (ii) above; iv. "HOW MUCH" financial resources are allocated to the activities identified in (ii) above; v. "WHEN" will these activities be conducted, including a timeline to complete and/or achieve the activities identified in (ii) above; vi. how does the Licence Applicant intend to "MEASURE" the success of each activities / objectives identified in (i) and (ii) above; vii. evaluation of previous plans and activities, including if they were successful or not and reasons for the success and/or failure (applicable in the next licensing cycle) 		

M.01	FAN DEVELOPMENT STRATEGY (continue)	B
<p>The Fan Development strategy must have been approved by the chairman and Board of the Licence Applicant.</p> <p>The Fan Development Strategy shall be valid for a minimum period of one (1) year, up to a maximum period of two (2) years. The Licence Applicant does not need to resubmit a previously approved Fan Development Strategy to the Licensor except for the following cases:</p> <ul style="list-style-type: none"> a) Withdrawal of the approval due to the Licence Applicant's non respect of its plan; b) Expiry of the validity of the plan; c) Change in the required minimum content of the plan; d) Section on evaluation of previous plans and activities must be submitted for each licensing cycle. The evaluation must include: <ul style="list-style-type: none"> i. Whether an activity which was planned was carried out or not; ii. If activity was not carried out, to indicate the reasons; iii. Where an activity was carried out, did it meet the KPI and/or anticipated success; <p>Where an activity was carried out, to submit documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted as per strategy.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Fan Development Strategy in English (stamped and initialed on each page); ii. Cover letter confirming approval of the Fan Development Strategy by the Board and signed by the Chairman and 50% + 1 members of the Board; iii. Documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted as per strategy. 		
<p>Assessment process: In order to fulfill this criteria, the Licensor will assess whether:</p> <ul style="list-style-type: none"> a) The Fan Development Strategy is submitted within the indicated deadline and signed by Chairman and 50% +1 members of the Board. In addition, the strategy must contain the defined minimum contents above; b) At least 75% of the planned activities are conducted and implemented by the Licensee / Licence Applicant. This assessment shall be based on documents, including but not limited to media clippings, photographs, videos, etc. that are submitted by the Licence Applicant by the deadline, to prove that activities and plans were conducted as per strategy. 		

No.	Description	AFC and PLC
M.02	CLUB WEBSITE AND SOCIAL MEDIA	B
<p>The Licence Applicant must develop a website (in English and Arabic) to promote the football and social activities of the Club to its fan base and to prospective fans.</p> <p>At a minimum, the Club website must contain the following and must be updated as indicated below:</p> <ul style="list-style-type: none"> a) Club news and features (updated at least once before each first team match and once after each first team match); b) Fixtures (updated at least two weeks before the start of the season) and results (updated within 2 hours after the match); c) Player and coach profiles of the First team (updated at least two weeks before the season starts and any changes to be reflected within 24 hours of public announcement); d) Player and coach profiles of youth teams and the fixtures of youth team competitions. e) Club information (map, stadium location, contact details) (updated at least two weeks before start of season and within 24 hours of change); f) Club history (updated at least two weeks before the start of the season); g) Ticketing information (or online portals) (updated at least one week before each match of the first team); h) Community initiatives and activities (updated at least once a week); i) Sponsor logos and links; j) Links to UAE football stakeholder websites (PLC, UAEFA etc). <p>Other information on the website could include (but not limited to):</p> <ul style="list-style-type: none"> a) Merchandising; b) Club Membership (how to become members of the clubs) <p>Additionally, the Licence Applicant must engage in at least two (2) Social Media platforms (Facebook, Twitter, Instagram, Youtube, snapchat, etc.) and must be in English and Arabic to connect with their fan base, and with other prospective fans.</p> <p>The English and Arabic content on the Licence Applicant's website and social media shall be up to date and not be translated via an automated computer software such as Google translate.</p>		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Website URLs of the Licence Applicants/club website; ii. Internet URLs of various social media platforms. 		
<p>Assessment process: The Licensor will check if the website URLs and Internet URLs submitted by the Licence Applicant is in working order and contains the minimum content as defined above.</p> <p>The Licensor will check, throughout the season that the updates on the Licence Applicant's website and social media platform occur as defined above. In case the Licence Applicant failed to update its contents in at least 25% of the time, the Licence Applicant shall fail the criteria.</p> <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
M.03	MERCHANDISING	B
<p>The Licence Applicant must produce merchandising for sale to the public. Sale of merchandising could be at the Licence Applicant's headquarters, within the stadium perimeter on match days or at public locations, or additionally in dedicated club shops in malls or certain products made available for sale with third party retailers or flagship stores belonging to their kit suppliers.</p>		
<p>Documents to be submitted:</p> <p>i. Catalogue of merchandised items (Form 37), including cost per item and location(s) of sale and opening hours/days of such stores.</p>		
<p>Assessment process: The Licensor verifies by on-site inspection, that merchandising is sold at the specified location(s). The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		

No.	Description	AFC and PLC
M.04	MEDIA TRAINING WORKSHOP FOR PLAYERS	B
<p>The Licensing Administration will conduct a Workshop on media training for youth teams players with each licence applicant during season.</p> <p>Licence applicants will be circulated information with regards to this workshop, and will be responsible for:</p> <ul style="list-style-type: none"> • Nominating minimum fifteen (15) players each from the U-16, U-18 and U-20 youth teams; • Nominating proposed date and time for the workshop within the specified calendar window; • Nominating a location for the workshop on club premises that will comfortably accommodate fifty (50) players with audio/visual presentation facilities available; • Ensuring the attendance of required youth team players, properly attired in sports uniform. <p>The criteria is fulfilled when the licence applicant meets all its responsibilities as above.</p>		
<p>Document to be submitted:</p> <p>i. Attendance form signed by the players in attendance at the workshop</p>		
<p>Assessment process: The licensing administration verifies if the required persons took part in the Media Training Workshop.</p>		

No.	Description	AFC and PLC
M.05	PRIVATE FOOTBALL ACADEMY	C
<p>The License Applicant to establish a Private Football Academy under the name of the football company. The key objective of this academy to provide a grassroots development to foreign children. The License Applicant must organise at least 2 training programme in one sporting season. The maximum duration of the training programme for each group shall be 10 weeks. The License Applicant shall organise minimum 2 training session in a week for the following age groups.</p> <p>a) Group one between the age of 5 years to 7 years (maximum 15 registered players)</p> <p>b) Group two between the age of 8 years to 9 years (maximum 15 registered players)</p> <p>c) Group three between the age of 10 years to 11 years(maximum 15 registered players)</p> <p>If the above mentioned group exceeded with the maximum registered players then the License Applicant can split the number of players in more groups of same Age group</p> <p>The License Applicant must have appointed minimum two qualified coaches holds atleast AFC 'B' certificate responsible for the training programme. The license applicant can take the services of registered youth team coaches (cf. criteria P.17) if they are available.</p> <p>The License Applicant must promote the private academy to attract the foreign children at minimum three of the following platforms (in English and Arabic).</p> <ul style="list-style-type: none"> • at schools • at malls • during official matches of the club (LED advertisement, flyers, etc.) • club's official social media (website,twitter,facebook,snapchat,instagram,etc.) <p>The License Applicant apply a registration fee for the each training programme, considering the average market fee of the private academies.</p>		
<p>Document to be submitted:</p> <ol style="list-style-type: none"> i. Approved License from the UAE FA Academy ii. Copy of AFC recognised coaching qualification for each coach iii. Player's list for each group (FORM 43) iv. Training schedule for each training programme (FORM 44) <p>Documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted.</p>		
<p>Assessment process: In order to fulfill this criteria, the Licensor will assess whether:</p> <p>The private academy comply with the requirements of FA academy requirements and have acquired the approved license.</p> <p>They have a required number of age groups and the registration fee structure.</p> <p>The Licensor shall also assess that all required documents are submitted with in the deadline and completed with all required information</p>		

12. FINAL PROVISIONS

12.1 APPENDICES

All appendices to the present regulations form an integral part thereof.

12.2 DISCIPLINARY PROCEDURES

Any breach of these regulations may be penalized by the PLC in accordance with the UAE FA Disciplinary Code.

12.3 IMPLEMENTING PROVISIONS

The PLC shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these regulations.

12.4 MATTERS NOT PROVIDED FOR

In the event of any discrepancy in interpretation between the English and the Arabic version of the UAE Club Licensing Regulations, the English version is the authoritative text.

Matters not provided for in these regulations shall be decided by the AFC Executive Committee, whose decisions are final, taking into consideration that decisions made should not be in contradiction with AFC Statutes, Regulations and the AFC Club Licensing System.

12.5 RATIFICATION

These regulations were accredited by the AFC on October 2017 and came into force immediately.

For the PLC Board

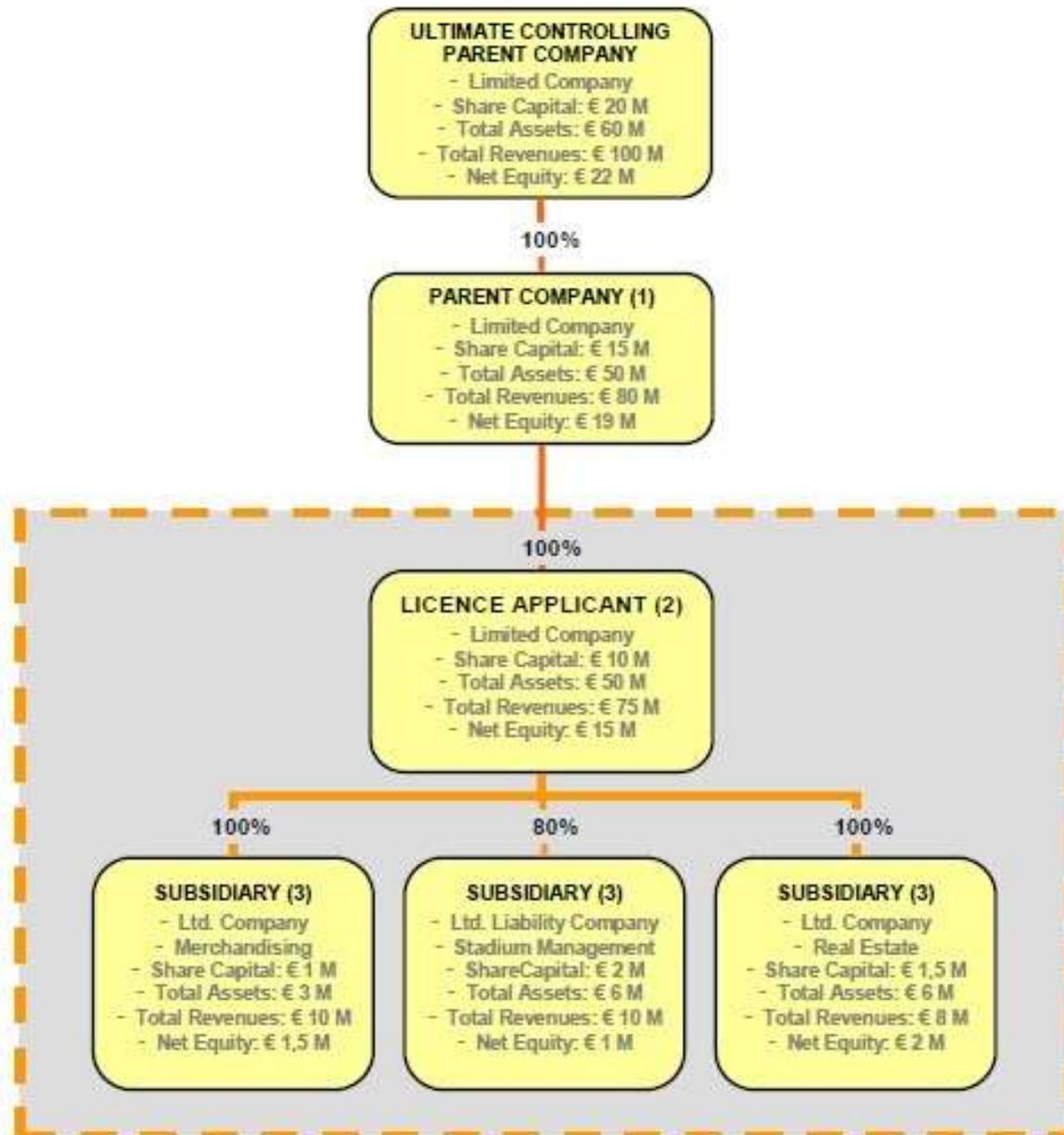
Chairman

CEO

Abu Dhabi, October 2017

APPENDIX 1: EXAMPLE OF LEGAL GROUP STRUCTURE

*** Note *** This is a PURELY ILLUSTRATIVE EXAMPLE



- (1) Where the immediate parent company does not coincide with the ultimate controlling parent company;
- (2) Licence applicant which must prepare its own consolidated Annual financial statements;
- (3) Subsidiary companies whose Annual financial statements are consolidated with those of the Licence applicant.

APPENDIX 2: CORE PROCESS

The following provides further explanation of the Core Process as described in Chapter 5 of this Regulations:

The numbers are listed in logical order refer to the steps to be taken in terms of processing a club licence on behalf of the Licence Applicants. These steps will be the ones to follow where no issues arise in the process, i.e. a Licence Applicant meets all the requirements and the Licensor's management proceeds according to the ideal plan.

The letters refer to the issues that may or are likely to arise in the process and which need to be dealt with appropriately.

APPLICATION PHASE

1. The licensing administration produces the documents on club licensing which will include the criteria, the questionnaires and forms for return.
2. By no later than 30th November 2017, the Licensing Administration distributes the prepared pack of documents to the Licence Applicants and/or conducts a Workshop to prepare Applicants for the upcoming Club Licensing Cycle. These can be posted, faxed, posted on the extranet, hand delivery, etc. The licensing administration will request an acknowledgement of receipt.
3. By no later than 1st December 2017, the Licence Applicant notifies the licensing administration of its intention to apply for a Licence (please use Form A). The notification of interest must be accompanied by a non-refundable application fee of AED1,500 (UAE One Thousand Five Hundred Dirham), made payable to the Licensor via Bank Draft or Postal Order.
4. The Licence Applicant completes the documents providing the required evidence for each criteria as necessary (questionnaires, templates, etc). These documents must be submitted online via the AFC Club Licensing Administration system (<https://clas.afc-link.com>). No documents will be accepted via hard-copy and/or hand-delivered and/or via email.

In the AFC CLAS, the Licensor have defined two deadlines for each criteria as below:

- Submission deadline: this will appear in the AFC CLAS as "submit by the clubs by..."
- Fulfilment deadline: this will appear in the AFC CLAS as "fulfill by the clubs by ..."

The dates indicated in the Time-Table (cf. 5.3.2) are defined as submission deadline. These are dates by which Licence Applicants must submit all their documents.

Once the Licence Applicant have submitted their documents by the submission deadline, the Licensor will acknowledge receipt of these documents. In case of any missing documents, the Licensor may, depending on available time, inform the Licence Applicant to submit any missing or additional documents. In this regard, the deadline for submitting these missing or additional documents is defined as the "fulfilment deadline". For clarification, it is not the responsibility of the Licensor to notify the

Licence Applicant of any missing documents. The Licensor will only notify the License Applicant if sufficient time is available.

In case a Licence Applicant have not submitted any document(s) for a criteria by the submission deadline, the Licence Applicant will automatically fail the criteria. In such cases, the Licence Applicant may not submit documents, any documents even if this is before the fulfilment deadline.

As long as the submission deadline is not passed, the Licence Applicant may change documents and/or information submitted to the Licensor. However, absolutely no changes and/or no submission of documents are allowed once the submission deadline have passed, unless approved by the Licensor.

In addition, all documents, information and evidences provided by the Licence Applicant for each criteria must be in English, unless otherwise stipulated in these Regulations. Unless otherwise provided for by these Regulations, documents, information and evidences submitted in any other languages, except English, will not be considered. It is the responsibility of the Licence Applicant to ensure that any non-English document(s) is/are legally translated.

5. The Licensor shall create a "Club Administrator" username and password for each Licence Applicant. The Licence Applicant can only and must only submit documents to the Licensor via the "Club Administrator's" account. As such, it is vital and crucially important that the "Club Administrator" must only be used by person(s) officially granted the legal authority by the Licence Applicant to sign and/or submit official documents and/or information and/or data on behalf of the Licence Applicant.

It is the sole responsibility of the Licence Applicant to ensure that all documents submitted are true and correct. It is the Licence Applicant's sole responsibility to ensure that no unauthorized person(s) is allowed access to the "Club Administrator's" account.

6. Two alternatives: step 7 or step (A)
7. If the documents are complete and sent within the agreed deadline, the licensing administrator sorts the information received, records it and forwards it to the appointed experts with responsibilities for that particular areas for review (eg. Legal documents will be forwarded to the legal expert, financial information to the financial expert, etc).
8. The nominated experts received the Licence Applicants' documents from the licensing administrator, review the documents, check the fulfillment of the criteria and then report back to the licensing administrator within the agreed deadline and according to prepared forms (checklists, reports etc). The checks have to be justified by supporting documents (evidence that the criteria have been fulfilled), eg. Criteria I.01 Stadium-certification has to be supported by a copy of the valid stadium certificate.
9. Two alternatives: step 10 or step (B)
10. The licensing administrator verifies that the reports of the experts are complete and returned within the agreed deadline. The licensing administrator reviews the reports and the opinion of the experts.
11. The licensing administrator assesses the Licence Applicant on the basis of the reports of the experts, he may identify areas of concern that may require further investigation.

12. Two alternatives: step 13 or step (B)
13. If the licensing administrator does not identify any area that requires further review, he prepares the report for consideration of the FIB within the agreed deadline. This report will contain aspects of the review (analysis of the documents received and, if performed, information on site visits). The report will also include a recommendation by the licensing administrator on whether to issue a licence, issue a licence with sanctions, refuse a licence or apply other sanctions as laid down in Article 2.3 of these Regulations.
14. Licensing administrator obtains management representation letter from Licence Applicant (as per requirement of F.05) stating whether or not any events or conditions of major economic importance have occurred. This is included in his report. According to the results of the review, the report will include the recommendation to grant or to refuse the licence.

DECISION MAKING PHASE

15. By 13th May 2018 for PLC license and by 4th October 2018, the FIB receives the report of the licensing administrator, reviews it, asks the LA for further explanations if necessary. The FIB decides on whether a license should be granted to an applicant on the basis of the documents provided and in accordance with the provisions of the UAE Club Licensing Regulations at the submission deadline set by the Licensor and on whether a licence shall be withdrawn. The FIB may request for further information, documents and/or evidences, only if these information, documents and/or evidences had not been previously stated and/or required by the UAE Club Licensing Regulations and/or the UAE Club Licensing Manual. Otherwise, no other additional documents may be requested by the FIB from the Licence Applicant (see illustrations A & B below). The FIB has to fulfill the requirements of qualification, independence and confidentiality as described in Articles 3.3.4 – 3.3.6 of these Regulations.

Illustration A: The UAE Club Licensing Regulations require a Licence Applicant to submit Document XYZ by 1 April 20XX as evidence that the Licence Applicant has met the criteria. Unfortunately by 1 April 20XX, the Licence Applicant had not submitted Document XYZ. In this case, the FIB has no right and no jurisdiction to request for Document XYZ. Instead, the FIB will decide that on the basis of non-submission of Document XYZ by 1 April 20XX, the Licence Applicant has failed the criteria.

Illustration B: The UAE Club Licensing Regulations require a Licence Applicant to submit Document XYZ by 1 April 20XX as evidence that the Licence Applicant has met the criteria. By 1 April 20XX, the Licence Applicant submitted Document XYZ. However, when the FIB reviews Document XYZ, the FIB is unable to reach a decision based on Document XYZ and would like to have additional documents / information which had not earlier been requested for in the UAE Club Licensing Regulations and/or UAE Club Licensing Manual. In this case, the FIB has the possibility to request for additional information on the basis that these documents / information / evidences had not been requested for in the UAE Club Licensing Regulations and UAE Club Licensing Manual.

16. Two alternatives: step 17 or step (C).
17. After careful review of the Licence Applicant's documents and of the report of the licensing administrator, the decision-making body issues the licence. The issuance of

the licence is subject to the condition that the Licence Applicant fulfills all MUST criteria defined in the UAE Club Licensing Regulations. The issued licence may or may not detail areas for future attention of the Licence Applicant.

18. The licensing administration receives the report of the decision-making body. On the basis of the decision made by the decision-making body, he prepares the list of the Licence Applicants authorized to enter in PLC Competitions and AFC club competition. Clubs must at least have obtained licence to qualify for PLC competitions and the AFC Club competition. The list of licensed applicants is sent to AFC within the deadline fixed and communicated by AFC by 25th October, 2018.

COMPLIANCE PHASE

19. After it has been issued a licence, up until the end of the season to be licensed, the licensee must promptly notify the Licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the license has been granted.
20. If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six month basis.

EXPLANATION OF 'ALPHABETS' USED IN THE MIDDLE COLUMN OF THE CHART ILLUSTRATING THE CORE PROCESS

(A) From step 6:

If time permits (i.e. before the deadline and bearing in mind other tasks of the licensing administrator), the licensing administrator may reviews the Licence Applicant's documents and if the documents are not complete and if time permits, the licensing administrator contacts the Licence Applicant in order to agree on the next actions to be taken (eg. to request information, supporting documents, questionnaire or form that is missing). Any resubmission of documents, information and/or evidences must be resubmitted within the deadline stipulated in the Core Process. The Licence Applicant acknowledges and accepts that any feedback received and/or not received from the licensing administrator does not constitute and/or reflect the opinion of the FIB. For clarification of doubt, it is not the responsibility of the licensing administrator to review documents and/or information provided by the Licence Applicant.

(B) From Step 9 and/or Step 12:

After careful review of the Licence Applicant's documents and in order to clarify a particular situation, the nominated experts and/or the licensing administrator may request for additional information and/or documents provided these documents and information were not already part of the compulsory documents, forms and/or information as required by the UAE Club Licensing Regulations.

(C) From Step 16:

After careful review of the Licence Applicant's documents and of the report of the licensing administrator, the FIB refuses to grant the licence. The report of the FIB must detail all of the reasons for refusing the licence and make specific reference to particular conditions and /or criteria that have not been fulfilled. The licensing administrator communicates the decision to the Licence Applicant by registered post or hand delivery and is provided with information about instigating the appeals process. This communication is deemed effective from the date of postage of the registered letter or in the case of hand delivery, date of letter received by the Licence Applicant. If the Licence Applicant decides to appeal the FIB decision, the Licence Applicant must lodge a letter of appeal with the licensing administrator.

In the case where licence is refused due to submission of documents after the deadline determined by the Licensor and/or due to non-submission of documents required as indicated in the UAE Club Licensing Regulations and/or UAE Club Licensing Manual, the decision of the FIB is final and binding and not subjected to appeal.

Where the decision of the FIB is not final and can be appealed against, the Licence Applicant may lodge an appeal. The licensing administrator can also appeal the FIB decision. A Licence Applicant who is awarded a licence with sanctions can also appeal the sanctions imposed. Appeals against club licensing decisions must be sent by registered post or hand delivered to the LA within five working days of when the FIB decision was notified to the Licence Applicant. Appeal applications must be accompanied by a Bank Draft or Postal Order for the Appeal Fee of AED 10,000 (UAE Ten Thousand Dirham), made payable to the Licensor. This fee will be refunded if the appeal is successful.

Failure to comply with the time limits or failure to enclose the correct Bank Draft or Postal Order will invalidate any appeal. The AB is notified and the meeting date is set by agreement. The unavailability of the club licensing officer and/or any officer(s) of the Licence Applicant or the fact that the Licence Applicant has not read the registered / hand delivered letter will not be grounds for extending the appeals deadline. It is a matter for the Licence Applicant to ensure that their own postal procedures take into account the appeal time limits. An appeal can be abandoned at any stage prior to the hearing by notifying the licensing administrator in writing by registered post or hand delivery.

The AB meets and considers the Licence Applicant's appeal. The AB will only review the decision of the FIB and will base its decision solely upon the documents furnished to the FIB. For the avoidance of doubt, no additional documents, information and/or evidences can be submitted to the AB by the Licence Applicant and/or the licensing administrator for review. Similarly, no new evidence can be submitted to the AB for review. The AB will assess the decision of the FIB having regard to several considerations such as the following examples:

- a) Did the FIB adhere to fair procedures?
- b) Did the FIB act within its own powers?
- c) Were the sanctions or decisions excessive or inappropriate?
- d) Were the facts and evidence not considered properly?
- e) Was the decision generally flawed based on the evidence before it?

(this list is not exhaustive)

If necessary, the AB may ask the licensing administrator and the club licensing officer of the Licence Applicant to further oral clarifications on the documents which had been submitted to the FIB. The Licence Applicant is entitled representation. The original decision of the FIB will be deemed to be final and binding in the case of the withdrawal of any appeal. The appeal fee will be forfeited and the Licence Applicant may be held liable for any expenses incurred at the discretion of the AB.

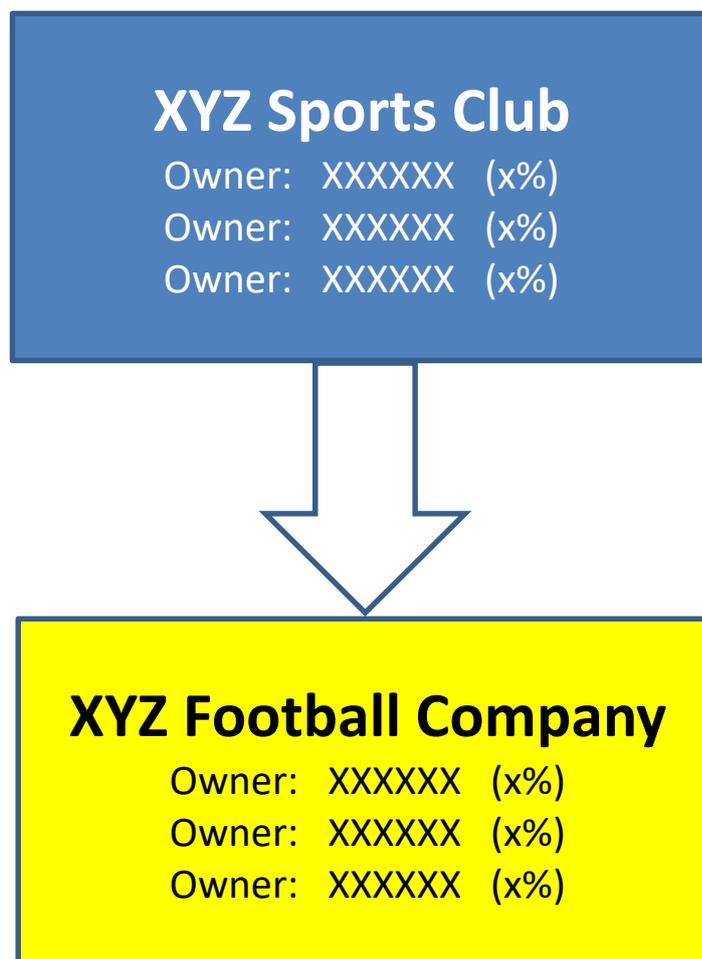
Decision: Two alternatives: step 17 or step (F).

(F) After careful review of the Licence Applicant's documents and of the report of the licensing administrator, the AB refuses to grant the licence. The report of the AB details the reasons for the refusal and the areas to be addressed. The decision of the AB is final and binding and is not subject to appeal.

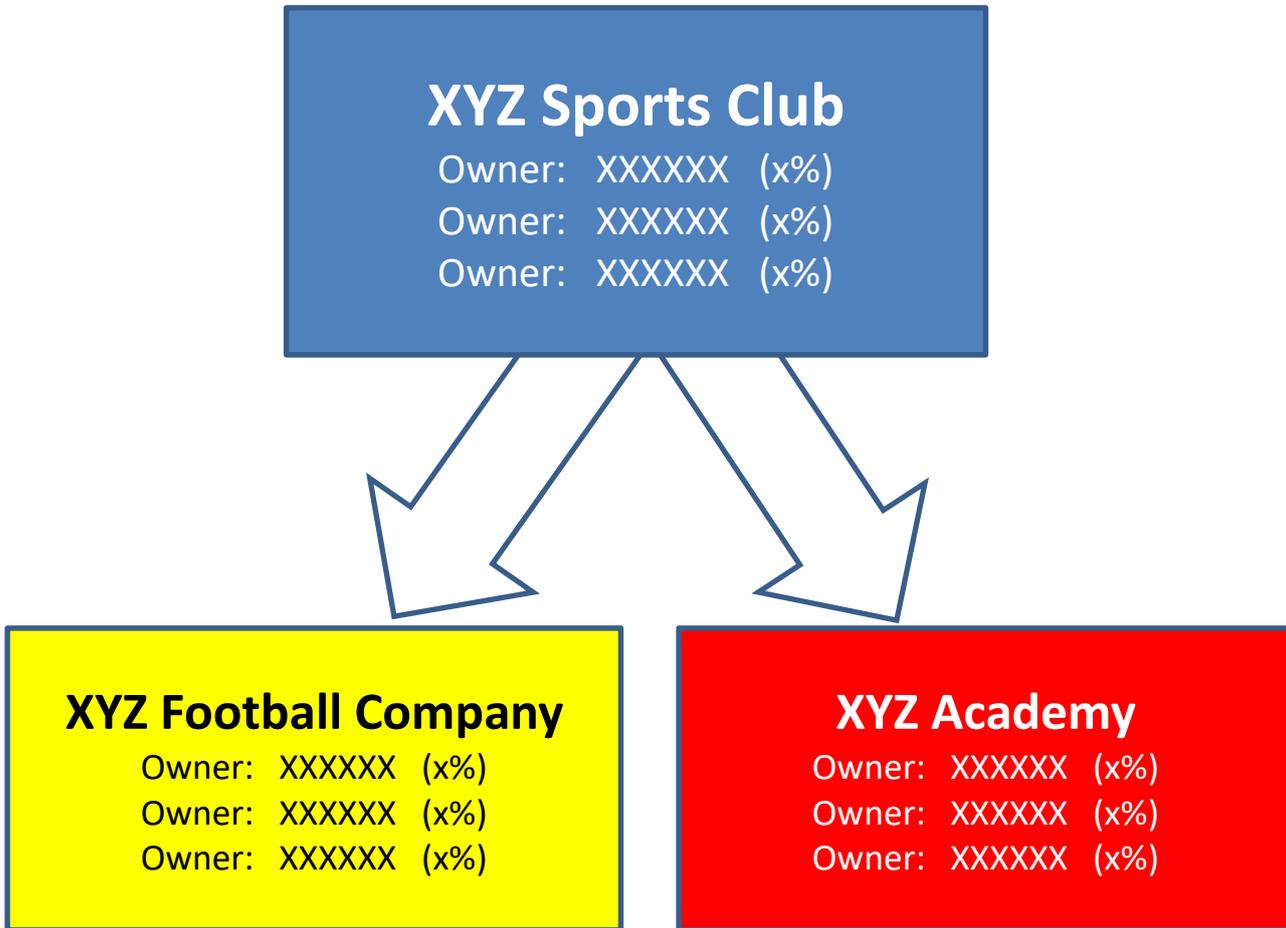
Fulfillment of steps 19 and 20 shall be assessed in respect of the following licensing cycle.

APPENDIX 3: LEGAL GROUP STRUCTURE AND CONTROL MECHANISM

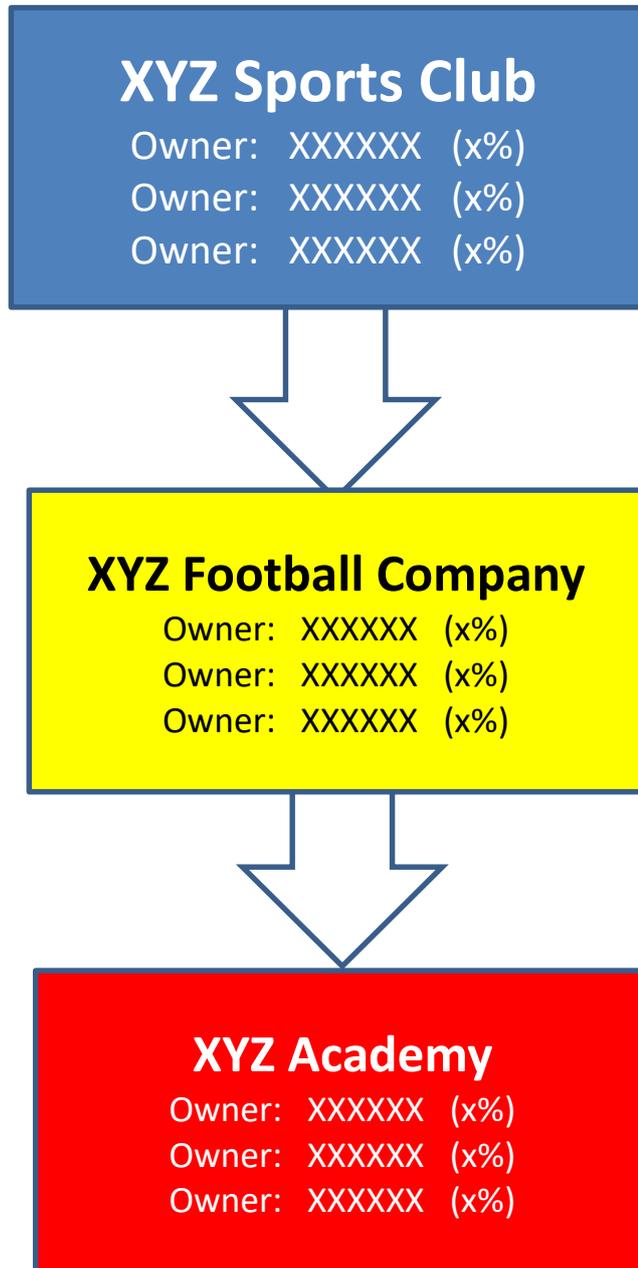
(EXAMPLE ONLY): FOOTBALL COMPANY WHOSE PARENT OWNER IS THE SPORTS CLUB



(EXAMPLE ONLY): FOOTBALL COMPANY WITH AN ACADEMY OR RELATED FOOTBALL SUBSIDIARY WHOSE PARENT OWNER IS THE SPORTS CLUB



(EXAMPLE ONLY): FOO TBALL COMPANY WITH AN ACADEMY OR RELATED FOOTBALL SUBSIDIARY WHOSE PARENT OWNER IS THE SPORTS CLUB



APPENDIX 4: FORMS

FORM A:	APPLICATION FOR UAE CLUB LICENCE
FORM 5:	S.01: YOUTH TEAMS (LIST OF PLAYERS)
FORM 7:	S.01: YOUTH TEAMS (COMPETITION)
FORM 1:	S.02 YOUTH DEVELOPMENT PROGRAM (PERSONNEL)
FORM 2:	S.02 YOUTH DEVELOPMENT PROGRAM (FACILITIES)
FORM 3:	S.02 YOUTH DEVELOPMENT PROGRAM (FINANCE)
FORM 4:	S.02 YOUTH DEVELOPMENT PROGRAM (TRAINING)
FORM 10:	S.02 YOUTH DEVELOPMENT PROGRAM (DECLARATION FORM)
FORM 6:	S.03: GRASSROOTS PROGRAM (LIST OF PLAYERS)
FORM 8:	S.03: GRASSROOTS PROGRAM (LIST OF FESTIVALS)
FORM 38:	S.04: MEDICAL CARE OF PLAYERS (PCMA)
FORM 41:	S.04: MEDICAL CARE OF PLAYERS (MEDICAL INSURANCE)
FORM 42:	S.06: INTEGRITY DECLARATION
FORM 42a:	S.08: RACIAL EQUALITY PRATICE DECLARATION
FORM 40:	I.01: APPROVED STADIUMS (STADIA CHECKLIST)
FORM 11:	I.01: APPROVED STADIUMS (FLOODLIGHT REPORT)
FORM 12:	P.01: CLUB SECRETARIAT (Information entered directly into CLAS)
FORM 13:	P.03: CHIEF EXECUTIVE OFFICER
FORM 14:	P.04: FINANCE OFFICER
FORM 15:	P.05: CLUB LICENSING OFFICER
FORM 16:	P.06: CLUB GENERAL COORDINATOR
FORM 17:	P.07: SECURITY OFFICER
FORM 18:	P.08: MEDIA OFFICERS
FORM 19:	P.09: WEBSITE & SOCIAL MEDIA EDITOR
FORM 20:	P.09: WEBSITE & SOCIAL MEDIA EDITOR (3 RD PARTY COMPANY)
FORM 21:	P.10: MEDICAL DOCTOR
FORM 22:	P.11: PHYSIOTHERAPIST
FORM 23:	P.16: HEAD OF YOUTH DEVELOPMENT
FORM 24:	P.17: YOUTH COACHES
FORM 25:	P.18: SECURITY / STEWARDING COMPANY
FORM 26:	P.19: HEAD OF MARKETING
FORM 27:	P.19: DIRECTOR OF MARKETING (3 RD PARTY COMPANY)

- FORM 28: P.20: LEGAL OFFICER
- FORM 29: P.21: COMMUNITY ENGAGEMENT OFFICER
- FORM 35: P.22: DUTY OF REPLACEMENT
- FORM 30: L.01: DECLARATION OF CLUB
- FORM 31: L.02: LIST OF AUTHORIZED SIGNATORIES
- FORM 33: L.03: OWNERSHIP DECLARATION
- FORM 34: L.04: BOARD MEMBERS
- FORM 32: L.06: CODE OF CONDUCTS (PLAYERS AND OFFICIALS)
- FORM 9: L.07: WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS
- FORM 36: L.08: DUTY TO NOTIFY CHANGES (ALL CRITERIA, EXCEPT PERSONNEL)
- FORM 37: M.03: MERCHANDISING
- FORM 43: M.05: PRIVATE FOOTBALL ACADEMY (LIST OF PLAYERS)
- FORM 44: M.05: PRIVATE FOOTBALL ACADEMY (TRAINING SCHEDULE)

APPENDIX 5: MEDICAL PASSPORT

APPENDIX 6: Pre-Competition Medical Examination (PCMA)

APPENDIX 7: Role of Stewards

Basic duties of stewards:

1. Understand responsibilities towards health and safety of spectators (including those with disabilities and children);
2. To carry out pre-event safety checks;
3. To control or direct spectators leaving the stadium and help achieve an even flow of people;
4. To assist in the safe operation of the stadium, not to watch the match;
5. To staff entrances, exit doors or gates;
6. To recognize crowd conditions, ensure the safe dispersal of spectators and prevent overcrowding;
7. To assist emergency services as required;
8. To provide basic emergency first aid;
9. To respond to emergencies (such as fires) to raise the alarm and take immediate action;
10. To undertake specific duties in an emergency as directed by police or the Club Security Officer;
11. To keep passageways and exits clear;
12. To identify incidents, investigate and report;
13. To report fire hazards and suspect packages;
14. To help prevent any pitch invasion; and
15. Searching of spectators upon entry to the stadium for prohibited items.

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