

# Myanmar Football Federation - AFC Club Licensing Regulations Edition 2017

## INTRODUCTION - AFC CLUB LICENSING SYSTEM

The *AFC Club Licensing Regulations* (AFC CLR) is the basic working document which incorporates the AFC minimum requirements that must be transformed into a *National Club Licensing Regulations*.

1. These regulations apply whenever expressly referred to by specific regulations governing club competitions to be played under the auspices of the AFC (AFC Club Competitions).
2. These regulations govern the rights, duties and responsibilities of all parties involved in the AFC Club Licensing System and define in particular :
  - a) the minimum requirements to be fulfilled by an AFC Member Association (MA) in order to act as a licensor for its clubs, as well as the procedures to be followed by the licensor in the assessment of the licensing criteria;
  - b) the licence applicant and the licence required to enter the AFC Club Competitions;
  - c) the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a licence by an AFC Member Association as part of the admission procedure to enter the AFC Club Competitions.
3. The AFC Club Licensing Regulations are supplemented by the AFC Club Licensing Manual which provides a standard interpretation of the criteria and assessment process stated in the AFC Club Licensing Regulations.

## OBJECTIVES OF THE AFC CLUB LICENSING SYSTEM

The AFC Club Licensing System has the following objectives:

- a) safeguarding the credibility and integrity of continental and national club competitions;
- b) allowing the development of benchmarking of clubs in sporting, infrastructure, personnel, administrative, legal and financial related criteria throughout Asia;
- c) to promote continuous improvement of the standard of all aspects of football in Asia and to give continued priority to the training and care of young players in each club;
- d) to improve the quality of management and organisation within the clubs;

e)improvementof the financial capability of the clubs, increasing their transparency andcredibility, and placing the necessary importance on the protection ofcreditors;

f)improvement of clubs sporting infrastructureto provide the variousstakeholders with well-equipped and safestadiums.

## Sporting Criteria

### **OBJECTIVES OF SPORTING CRITERIA**

The objectives of the Sporting Criteria are for Licence Applicantsto:

a)ensure top quality football players arebeing developed and producedcontinuously

b)establish progressive developmentstructures with clear pathways;

c)design and implement club-specific,quality-driven youth developmentprogrammes;

d)provide elite player technicaleducation, supported by football relatededucation andsupplementary academic education for youth players

e)provide comprehensive medical supportservices for all players;

f)ensure that qualified personnel areengaged in the development andmanagement ofelite footballers.

S.01 **A** PLAYER DEVELOPMENT STRUCTURES

Due: 30 Jun, 2017

1. The licence applicantmust establish clear player development structures with:

a)clear outlines on club philosophy,playing style and implementable programmes;

b)establishment of age group squads;

c)clear and progressive player pathways,

d)full allocation of resources to establish,maintain and enhance such structures.

2. This structures shall include:

- a) at least three (3) age group squads below the first team;
- b) at least two (2) of the above squads must be Under 15 (U-15) and Under 18 (U-18);
- c) each squad must have a minimum of eighteen (18) players to prepare a team ready for participation in an age-group or open competition;
- d) all squads and the players must be within the licensee's legal entity or affiliated to its legal entity;
- e) within each squad, specific tailor-made programmes must be drawn up and managed by the relevant experts (coaches, trainers, physiotherapist, nutritionist etc).

3. The squads must participate in official competitions organized by the Member Association at the national and/or regional level.

4. The relevant age group competitions should be organized by the Member Association at the national and/or regional levels. This shall include youth leagues, reserve leagues or domestic/local senior leagues.

#### *Supplementary information for Clubs and Member Associations on Criteria S.01*

Clubs along with Member Associations should plan and organize youth competitions at both the National and Regional levels to ensure that players, coaches, referees and administrators receive the required experiences and platform for their development.

An extended youth league competition will ensure that there is a continuous, progressive pathway for all the above personnel through a structured, age group competition tier that provides the minimum required number of high level matches.

Domestic age group competitions should be organized in alignment with Regional Youth Championships, AFC Qualifiers & Finals Under 16 & Under 19 (U-16 & U-19) as well as FIFA Under 17 & Under 20 (U-17 & U-20 World Cups). Detailed references should be made to the FIFA and AFC competition calendars.

The National Competitions should support the preparation of the national youth teams for further international competitions as detailed above, culminating in the FIFA Youth World Cups.

A strategic approach in terms of deciding on the appropriate age group competitions to be organized is highly recommended for all MAs to fully optimise the developmental aspects inherent in competitions. Each player must be registered at the national and/or regional level.

#### **Criteria Requirement Details**

Youth team 1 (age range 15 to 19) - List of Players	document uploads
Youth team 1 - Registration documents with MA or League	document uploads
Participation in competitions/events (images)	document uploads
Youth team 2 (age range 15 to 19) - List of Players	document uploads
Youth team 2 - Registration documents with MA or League	document uploads
Participation in competitions/events (images)	document uploads
Youth team 3 (age range 15 to 19) - List of Players	document uploads
Youth Team 3 Registration documents with MA or League	document uploads
Participation in competitions/events (images)	document uploads
Kids Team 1 (age range 10 to 14) List of players	document uploads
Kids Team 1 Registration documents with MA or League	document uploads
Participation in competitions/events (images)	document uploads

S.02 **A** YOUTH DEVELOPMENT PROGRAMMES (YDP) Due: 30 Jun, 2017

1. The license applicant must:

- a) design and implement club-specific, quality-driven youth development programmes;
- b) provide qualified coaching staff for talented players;
- c) provide supporting football related education;
- d) provide supplementary academic education support for youth players.

2. The YDP shall include but not limited to the following:

- a) clubs objectives;

b) clubs player development philosophy;

c) football education programme for the different age groups with specific contents managed, delivered and reviewed by the relevant personnel to develop talented players in these key areas:

technical;

tactical;

physical;

mental.

d) non-football educational programmes;

e) review and feedback processes to evaluate player performance.

3. The YDP contents shall:

a) cover the years in between each age category team (recommended two (2) years apart in between age group squads);

b) be progressive and seamless, providing consistency and continuity;

c) be reviewed regularly by the Head of Youth Development and other relevant personnel to ensure that the contents are relevant and in keeping with trends of the game.

4. Personnel involved in the YDP should be made aware of existing National policies on Child Protection, Labour Laws and youth players protection laws as promulgated by the Government, Member Association, AFC and FIFA to protect young players.

5. The license applicant must show its commitment and support for mandatory and complementary total education of their players in the YDP through the introduction of the following provisions:

a) ensure that every youth player registered in its YDP have to attend and complete the mandatory school education pathways according to national laws and;

b)is not prevented from continuing his non-football education(further academic and/or professional education);

c)full medical support services for all players are providedat no or minimal cost (preventive, diagnosis, treatment, rehabilitation, fullrecovery and any other relevant services to ensure players can undertake and/orcontinue their role as high performance athletes).

6. The license applicants shall provide:

a)organisation chartfor player development structures and pathways;

b)annual training plansand technical development scheme for the specific youth teams prepared by theirHead of Youth Development and/or Technical Director;

c)list of qualifiedpersonnel involved in the player development structures (technical, medical,administrative etc.) with the required minimum qualifications;

d)infrastructure andfacilities for player development (training and match facilities, gymnasium,recreation hall, classrooms, dormitory, etc.);

e) financial resources (budget allocation,contribution by licence applicant).

#### **Criteria Requirement Details**

Objectives and youth development philosophy	document uploads
Validity of the programme (should be between 3 to 7 years)	date from and to field
Organizational chart showing bodies involved, youth teams, etc.	document uploads
Details of personnel involved including name, qualification, etc.	document uploads
Infrastructure available for youth development (training facilities)	document uploads
Report on the results of the programme for last year	document uploads
Financial resources allocated (Budget, external support)	document uploads
Football education programme (technical, tactical, physical & mental)	document uploads
Non-football (school) educational programmes	document uploads
Medical support for youth players (incl. medical examination)	document uploads

S.03 **A** MEDICAL SUPPORT SERVICES FOR CONTRACTED PLAYERS Due: 30 Jun, 2017

1. The licence applicants shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following:

- a) yearly medical examination including cardio vascular screening for all its players eligible to play for its first squad;
- b) comprehensive medical insurance coverage for contracted players.

**Criteria Requirement Details**

Player identification documents	document uploads
Passport size photo	document uploads
Medical report for each player	document uploads
Medical insurance coverage	document uploads

S.04 **B** EDUCATIONAL PROGRAMMES Due: 30 Jun, 2017

- 1. Children below 13 shall be included in the Grassroots and/or Corporate Social Responsibilities programmes.
- 2. The licence applicants shall engage children from within the community and organize regular Festivals/events to provide equal playing opportunities.
- 3. The activity must involve at least 40 children playing in a regulation-sized football pitch divided into 4 mini pitches playing a 5 versus 5 game.
- 4. Grassroots football activities shall be in line with the AFC philosophy for children aged 6 to 12 years old.
- 5. These can be done in collaboration with the MAs relevant department, Ministry of Education, partners or such other stakeholders. Reference can be made to the AFC Grassroots Framework Policy document.

**Criteria Requirement Details**

List of participants	document uploads
Five (5) images of the event	document uploads

S.05 **B** EDUCATIONAL PROGRAMMES Due: 30 Jun, 2017

1. The licence applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to:
- a) Sports Integrity matters;
  - b) FIFA Laws of the Game;
  - c) doping control;
  - d) other topics as required by the AFC.
2. These sessions or events must be provided either by the license applicant, Member Association or a third party in collaboration with the license applicant / Member Association, during the year prior to the season to be licensed.

*This criterion is fulfilled if the license applicant can provide evidence that these persons have attended the session or event.*

**Criteria Requirement Details**

List of speakers	document uploads
List of participants	document uploads
Date of event	date field
Photos of event	document uploads

S.06 **C** CORPORATE SOCIAL RESPONSIBILITY PROGRAMMES Due: 30 Jun, 2017

1. The licence applicant to establish strategies and implementation programmes to promote the Club, the game and to address current issues in football and society.
2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the license applicant, the MA, the AFC and FIFA.
3. Such programmes connect and create links with the community which will facilitate the following:
- a) establishment and enlargement of their fan base;



b)creation of a pool of volunteers;

c)organisation of grassroots footballactivities, initiatives and events for and within the community;

d)creation of strong links with thecommunity;

e)creation of a market base for branding,merchandising, sponsors and commercial partners.

#### Criteria Requirement Details

A brief description of the event	text field
Date of event	date field
List of participants	document uploads
Photos of the event	document uploads

S.07 **C** CLUB YOUTH ACADEMY

Due: 30 Jun, 2017

The licence applicant to establish a Club Youth Academy with therequired infrastructure and facilities for the implementation of their YDP.

#### Criteria Requirement Details

Ownership documents of the academy	document uploads
Address of the Club Youth Academy	text field
List of Students	document uploads
List of Coaches and their Qualification	document uploads
Photos of the facilities	document uploads
Organizational structure	document uploads

S.08 **C** RACIAL EQUALITY PRACTICE

Due: 30 Jun, 2017

The licence applicant to establish a policy to tackle racism in football.

#### Criteria Requirement Details

Policy document to tackle racism

document uploads

### Infrastructure Criteria

## OBJECTIVES OF INFRASTRUCTURE CRITERIA

The objectives of the infrastructure criteria are that:

a) licence applicants have a stadium for playing AFC Club Competition matches with adequate facilities for teams & officials, spectators, VIPs, media representatives and broadcasting & commercial partners.

b) licence applicants have suitable training facilities for their players to help them improve their technical skills.

I.01 **A** APPROVED STADIUMS FOR AFC CLUB COMPETITIONS Due: 15 Jul, 2017

1. The licence applicant must have a stadium available to play AFC Club Competitions. The licence applicant either:

a) owns the stadium; or

b) can provide a written contract with the owner of the stadium it will use. This contract must guarantee the use of the stadium for the AFC matches for the coming season, for which the licence applicant qualifies in sporting terms.

2. The stadium must meet the requirements expressly referred to by the:

a) AFC Stadium Regulations; and respective

b) AFC Club Competition Regulations/Manual.

3. The stadium must be approved by the Member Association/local licensor and located in the same city where the licensee is based. If the stadium is not located in the licensee's base city, a justifiable reason should be provided.

### Criteria Requirement Details

Ownership document or contract with owner	document uploads
Address of stadium	text field
Capacity of stadium	text field
Stadium checklist	document uploads
Floodlight certificate	document uploads
Images of various parts of the stadium	document uploads

I.02 **A** STADIUM – SAFETY CERTIFICATION Due: 15 Jul, 2017

The stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the licensor shall establish the content of the stadium certificate and the procedure include cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.).

The certificate must provide at least the following information:

- a) safety status of the stadium structure and building fitness;
- b) compliance statement regarding the safety/security regulations of the competent civil authority;
- c) approval of the entire stadium capacity (individual seats, terraces and total number).

The certificate issued by the appropriate body must not be older than two (2) years at the beginning of the relevant AFC Club Competition season.

### Criteria Requirement Details

Name of the safety certificate issuing authority	text field
Stadium safety certificate	document uploads
Date of issuance	date field

Date of expiry

date field

I.03 A STADIUM – APPROVED EVACUATION PLAN

Due: 15 Jul, 2017

1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole stadium can be emptied in a case of emergency according to the applicable national law.
2. If such law does not exist, the licensee establishes the content of the evacuation plan, including an evacuation time and the approval body, in close cooperation with the appropriate civil body (e.g. local security authorities, the local hospital, fire brigade, police, etc.).
3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the stadium.
4. The Security Officer, stewards and club & stadium employees shall be briefed on the evacuation plan.

**Criteria Requirement Details**

Name of the approving authority

text field

Evacuation plan

document uploads

Colour coded floor plan diagram

document uploads

Date of approval

date field

Date of validity

date from and to field

I.04 A TRAINING FACILITIES - AVAILABILITY

Due: 15 Jul, 2017

The licence applicant must have training facilities available throughout the year. The licence applicant either:

a) owns the training facilities; or

b) can provide a written contract with the owner of the training facilities.

This contract must guarantee the use of the training facilities for the license season, by all teams of the license applicant.

**Criteria Requirement Details**

Documents confirming ownership or contract with owner	document uploads
Training facilities location address	text field
Images of training field	document uploads

I.05 **B** STADIUM – SAFETY Due: 15 Jul, 2017

In accordance with the national law, provisions for safety shall be made. If no such law exists, the licensor shall define and implement at least the following provisions:

- a) all parts of the stadium and its stands, including entrances, exits, stairways, doors, passages, roofs, all public and private areas and rooms, etc. must comply with the safety standards;
- b) all public passages and stairways in the spectator areas must be painted in a bright colour (e.g. yellow), as must all gates leading from the spectator areas into the playing area, and all exit doors and gates leading out of the stadium;
- c) all public passages, corridors, stairs, doors, gates, etc. shall be kept free of any obstructions that could impede the free flow of spectators during an event;
- d) all exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must open outwards away from the spectators, and must remain unlocked while spectators are in the stadium. Each and every such door and gate must be attended at all times by a specially appointed steward, to guard against abuse and ensure immediate escape routes in the event of any emergency evacuation. In order to prevent illegal entry or intrusion, these doors and gates may be fitted with a locking device, which may be operated simply and quickly by anyone from within. Under no circumstances must they be locked with a key during the time that spectators are in the stadium;
- e) in order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices;
- f) it is essential that event holders and stadium safety/security authorities are capable of communicating with spectators inside and outside the stadium by means of a sufficiently powerful and reliable public address system (loudspeakers) and/or by a scoreboard and/or a video screen;
- g) a safety and security strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.

**Criteria Requirement Details**

10 - 15 images of the relevant criteria clarified in the description	document uploads
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I.06	<b>B</b>	TRAINING FACILITIES FOR PLAYER DEVELOPMENT - MINIMUM INFRASTRUCTURE	Due: 15 Jul, 2017
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As a minimum, the infrastructure of the training facilities for player development must include :

- a) outdoor training facilities;
- b) indoor training facilities;
- c) dressing rooms;
- d) medical room(s) or direct access to first aid at the training site.

**Criteria Requirement Details**

Ownership documents or contract with owner	document uploads
Address of Training Field	text field
Images of training field	document uploads
Address of Indoor Training Facilities	text field
Images of indoor training facilities	document uploads
Images of the medical room(s) or first aid box	document uploads

I.07	<b>B</b>	STADIUM – GROUND RULES	Due: 15 Jul, 2017
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Each stadium must have stadium ground rules and affix them to the stadium visible to the spectators. These rules must provide information on at least the following:

- a) admission rights;
- b) abandonment or postponement of events;
- c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.;

d)restrictions with regard to smoking, alcohol, fireworks,banners, etc.;

e)seating rules;

f)causes for ejection from the ground;

g) riskanalysis specific to the stadium.

#### Criteria Requirement Details

Stadium ground rules	document uploads
Images showing stadium ground rules in display (Max: 10)	document uploads

I.08 **B** STADIUM – SPECTATOR WITH DISABILITIES Due: 15 Jul, 2017

The licensor shall set up requirements to accommodate disabledspectators and accompanying persons safely and comfortably.

#### Criteria Requirement Details

3 - 5 images of area allocated to accommodate disabled spectators	document uploads
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I.09 **C** STADIUM - SIGNPOSTING AND DIRECTIONS Due: 15 Jul, 2017

1. All public direction signs inside andoutside the stadium must be presented in internationally understandablepictographic language.
2. Clear, comprehensive signposting must beprovided at the stadium approaches and around, and throughout the stadium topoint the way to the different sectors.
3. Information on the tickets must correlatewith the signpost information provided, both inside and outside the stadium.Tickets must clearly identify the location of the seats for which they havebeen issued.
4. Colour coding of tickets will assist theentry process, and retained ticket stubs must contain information which willguide spectators once they are inside. Large-scale wall maps must be providedfor the guidance of spectators.

#### Criteria Requirement Details

5 -10 images of signages in display

document uploads

## Personnel and Administrative Criteria

### OBJECTIVES OF PERSONNEL & ADMINISTRATIVE CRITERIA

The objectives of the personnel and administrative criteria are that:

1. Licence applicants are managed in a professional manner;
2. Licence applicants have well-educated, qualified and skilled specialists with know-how and experience;
3. The players of the first and other teams are trained by qualified coaches and supported by the necessary staff

P.01 **A** CLUB SECRETARIAT

Due: 30 Jul, 2017

1. The licence applicant must have available office space to run its administration.
2. The office(s) shall be sufficiently spacious with the required minimum infrastructure including phone, fax and email.
3. The licence applicant must have appointed sufficient 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.

#### Criteria Requirement Details

Document of ownership or tenancy

document uploads

Address of the Club Secretariat

text field

images of premise with allocated infrastructure

document uploads

P.02 **A** GENERAL MANAGER

Due: 30 Jul, 2017

1. The licence applicant must have appointed a General Manager being responsible for running its daily business (operational matters).
2. The appointment must have been done by the appropriate body (e.g. Executive Board) of the licence applicant.



**Criteria Requirement Details**

Name of the General Manager	text field
Letter of appointment or contract	document uploads
Duration of contract	date from and to field
CV	document uploads
Passport size picture	document uploads

P.03 **A** FINANCE OFFICER

Due: 30 Jul, 2017

1. The licence applicant must have appointed a Finance Officer being responsible for its financial matters.
2. The Finance Officer must hold as a minimum one of the following qualifications:
  - a) a diploma of certified public accountant; or
  - b) a diploma of qualified auditor; or
  - c) a recognition of competence issued by the licensor based on practical experience in financial matters of at least 3 years.

**Criteria Requirement Details**

Name of the Finance Officer	text field
Letter of appointment or contract	document uploads
Duration of contract	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

P.04 **A** SECURITY OFFICER

Due: 30 Jul, 2017

1. The licence applicant must have appointed a Security Officer being responsible for safety and security matters.
2. The Security Officer must hold as a minimum of one of the following qualifications:
  - a) a certificate as policeman or security person according to national law, or;
  - b) a safety and security diploma based on a specific course issued by the Member Association or by a state recognised organisation, or;
  - c) a recognition of competence approved by the Member Association, which is based on the participation in specific safety and security course of the Member Association and at least one (1) year experience in such matters.

#### Criteria Requirement Details

Name of the Security Officer	text field
Appointment letter or contract	document uploads
Duration of contract	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

P.05 **A** MEDIA OFFICER Due: 30 Jul, 2017

1. The licence applicant must have appointed a Media Officer being responsible for media matters.
2. The Media Officer must hold as a minimum one of the following qualifications:
  - a) diploma in journalism;
  - b) concluded a media officer education course provided by the Member Association or an organisation recognised by the Member Association;
  - c) a recognition of competence approved by the Member Association, which requires at least one (1) year experience in such matters.

#### Criteria Requirement Details

Name of the Media Officer	text field
Appointment letter or contract	document uploads
Duration of employment	date from and to field
CV	document uploads
Qualification Documents	document uploads
Passport size photo	document uploads

P.06 **A** MEDICAL DOCTOR Due: 30 Jul, 2017

1. The licence applicant must have appointed atleast one doctor who is responsible for medical support during matches and training as well as for doping prevention.
2. The qualification of the medical doctor must be recognised by the appropriate national health authorities.
3. The medical doctor must be duly registered with the AFC Member Association and/or the affiliated league.

#### Criteria Requirement Details

Name of the Medical Doctor	text field
Appointment letter or contract	document uploads
Duration of appointment	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

P.07 **A** PHYSIOTHERAPIST Due: 30 Jul, 2017

1. The licence applicant must have appointed at least one (1) physiotherapist being responsible for medical treatment and massages for the first squad during trainings and matches.
2. The qualification of the physiotherapist must be recognised by the appropriate national health authorities.
3. The physiotherapist must be duly registered with AFC Member Association or the affiliated league.

#### Criteria Requirement Details

Name of the Physiotherapist	text field
Appointment letter or contract	document uploads
Duration of appointment	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

P.08 **A** FIRST TEAM HEAD COACH

Due: 30 Jul, 2017

1. The licence applicant must appoint a Head Coach responsible for all football technical matters of the first squad. Additionally he may be involved with the reserve/developmental squads in the club.
2. The Head Coach must:
  - a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by the AFC. The current MCR is benchmarked at the AFC A Coaching Certificate or its equivalence recognised and approved by AFC;
  - b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above or;
  - c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.
3. The Head Coach must be duly registered with the Member Association and undertaken by the appropriate body of the licence applicant.

**Criteria Requirement Details**

Name of the First Team Head Coach	text field
Appointment letter or contract	document uploads
Duration of appointment	date from and to field
Qualification documents (at least AFC A license/RECC)	document uploads
Passport size photo	document uploads

P.09 **A** ASSISTANT COACH OF FIRST TEAM Due: 30 Jul, 2017

1. The licence applicant must appoint an Assistant Coach assisting the Head Coach in all football technical matters of the first squad and additionally he may coach the reserve/developmental squads in the club.

2. The Assistant Coach of First Squad must:

a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by AFC. The current MCR is benchmarked at the AFC A Coaching Certificate or its equivalence recognised and approved by AFC;

b) hold a RECC issued by AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (a) above or;

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

3. The Assistant Coach must be duly registered with the Member Association and undertaken by the appropriate body of the licence applicant.

**Criteria Requirement Details**

Name of the Assistant Coach of First Team	text field
Appointment letter or contract	document uploads
Qualification documents (at least AFC A License/ RECC)	document uploads
Duration of appointment	date from and to field

Passport size photo

document uploads

P.10 **A** HEAD OF YOUTH DEVELOPMENT

Due: 30 Jul, 2017

1. The licence applicant must appoint a Head of Youth Development (HYD) responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme (YDP).
2. The Head of the Youth Development must:
  - a) hold at least the AFC A Coaching Certificate or its equivalence recognised and approved by AFC;
  - b) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.
  - c) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
  - d) have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel.
3. The HYD must be duly registered with the Member Association and undertaken by the appropriate body of the licence applicant.

#### Criteria Requirement Details

Name of the Head of Youth Development	text field
Appointment letter or contract	document uploads
Duration of appointment	date from and to field
Qualification documents (at least AFC A licence)	document uploads
Passport size photo	document uploads

P.11 **A** YOUTH COACHES

Due: 30 Jul, 2017

1. The Licence applicant must have appointed a Youth Coach responsible for all football matters for each youth squad.
2. At least one (1) Youth Coach must:

- a) hold at least AFC B Coaching certificate or its equivalence recognised and approved by AFC;
  - b) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
  - c) have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
3. The other youth coaches must hold the minimum qualification as defined by the Member Association which shall not be below an AFC C Coaching certificate or its equivalence recognised and approved by AFC.
4. The Youth Coaches must be duly registered with the Member Association and undertaken by the appropriate body of the licence applicant.

**Criteria Requirement Details**

No. of Youth Coaches	text field
Name of Youth Coaches	text field
Appointment letter or contract	document uploads
Duration of appointment	date from and to field
Qualification documents (at least one (1) AFC B License & Others: AFC C License)	document uploads
Passport size photo	document uploads

P.12 **A** SAFETY AND SECURITY ORGANISATION - STEWARDING Due: 30 Jul, 2017

- 1.. The licence applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:
- a) employ the stewards; or
  - b) conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards.

**Criteria Requirement Details**

Appointment letter or contract	document uploads
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Duration of appointment	date from and to field
Photo(s)	document uploads

P.13 **A** RIGHTS, RESPONSIBILITIES AND DUTIES Due: 30 Jul, 2017

The rights, responsibilities and duties of the license applicants staff members described in P.01 to P.12 must be defined in writing.

**Criteria Requirement Details**

Job descriptions of General Manager (signed)	document uploads
Job descriptions of Finance Officer (signed)	document uploads
Job descriptions of Security Officer (signed)	document uploads
Job descriptions of Media Officer (signed)	document uploads
Job descriptions of Medical Doctor (signed)	document uploads
Job descriptions of Physiotherapist (signed)	document uploads
Job descriptions of First Team Head Coach (signed)	document uploads
Job descriptions of Assistant Coach of First Team (signed)	document uploads
Job descriptions of Head of Youth Development (signed)	document uploads
Job descriptions of Youth Coaches (signed)	document uploads

P.14 **A** NOTIFYING REPLACEMENT OF PERSONNELS Due:

1. If a function defined in criteria P.01 to P.12 becomes vacant during the licensing season, the licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.
2. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.



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

#### Criteria Requirement Details

Signed undertaking that any vacancy shall be notified within seven (7) days and replacement of such roles within sixty (60) days document uploads

P.15 A DUTY TO NOTIFY SIGNIFICANT CHANGES Due:

Any event occurring after the submission of the licensing documentation to the licensor representing a significant change compared to the information previously submitted and related to criteria P.01 to P.13, must be notified to the licensor within seven (7) working days of the event.

#### Criteria Requirement Details

Signed undertaking that all significant changes shall be notified within seven (7) working days document uploads

P.16 C LEGAL ADVISOR Due: 30 Jul, 2017

1. It is recommended that the licence applicant appoint a legal advisor (full time or part time) who is responsible to handle all legal matters in the licence applicant's activities.

2. The legal advisor shall have the necessary legal qualifications.

#### Criteria Requirement Details

Name of the Legal Advisor	text field
Appointment letter or contract	document uploads
Job description of the Legal Advisor	document uploads
Duration of appointment	document uploads
CV	document uploads
Qualification documents	document uploads

Passport size photo

document uploads

P.17 **C** CLUB TECHNICAL DIRECTOR

Due: 30 Jul, 2017

1. It is recommended that the License applicant employ a full time or part time Club Technical Director.
2. He should have a relevant technical qualification/certification (recommended minimum AFC A Coaching certificate) and/or supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.
3. He must have strong management skills, visionary and lead the technical development of the club.
4. He shall be responsible for but not limited to the following:
  - a) establish and/or implement Club Philosophy;
  - b) establish Youth and Player Development Structures and Programmes;
  - c) ensure technical standards are maintained and enhanced;
  - d) monitor and evaluate all technical and developmental programmes;
  - e) talent scouting;
  - f) management of Clubs Youth Academies;
  - g) recruitment and management of coaches and talent scouts;
  - h) management of match analysis processes.

#### Criteria Requirement Details

Name of the Club Technical Director

text field

Appointment letter or contract

document uploads

Job descriptions of the Club Technical Director

document uploads

Duration of appointment	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

P.18 **C** FIRST TEAM GOALKEEPER COACH Due: 30 Jul, 2017

1. It is recommended that the licenseapplicant employ a full time or part time qualified Goalkeeper Coach for thefirst team.
2. He should havethe Minimum Coaching Requirments (MCR) as stipulatedby the AFC.

**Criteria Requirement Details**

Name of the First Team Goalkeeper Coach	text field
Appointment letter or contract	document uploads
Job descriptions of the First Team Goalkeeper Coach	document uploads
Duration of appointment	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

P.19 **C** FIRST TEAM FITNESS COACH Due: 30 Jul, 2017

1. It is recommended that the licenseapplicant employ a full time or part time qualified Fitness Coach for the firstteam.
- 2.He should have the Minimum Coaching Requirments (MCR) as stipulatedby the AFC.

**Criteria Requirement Details**

Name of the Fitness Coach	text field
Appointment letter or contract	document uploads
Job descriptions of the Fitness Coach	document uploads
Duration of appointment	date from and to field
CV	document uploads
Qualification documents	document uploads
Passport size photo	document uploads

## Legal Criteria

The content are the minimum legal criteria to be fulfilled by licence applicants.

L.01	A	DECLARATION IN RESPECT OF THE PARTICIPATION IN AFC CLUB COMPETITIONS	Due: 15 Aug, 2017
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1. The licence applicant must submit a legally-valid declaration which confirms that:

- a) it recognises as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, its Member Association and, if it exists as a separate legal entity, of its national league;
- b) it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;
- c) it recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes;
- d) at national level, it will play in competitions that are recognised and endorsed by its Member Association (e.g. national championship, national cup);
- e) at international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;
- f) it undertakes to abide by and observe the provisions and conditions of the National Club Licensing Regulations;

g) all submitted documents are complete and correct;

h) it authorises the competent licensor 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;

i) it acknowledges that the AFC reserves the right to execute compliance audit at national level reviewing the assessment process and the decision making; and

j) it acknowledges that FIFA reserves the right to execute compliance audit at national level to review the assessment process and the decision making in case the AFC fails to implement and execute a compliance audit procedure at national level.

2. This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the licensor.

#### Criteria Requirement Details

Name of the authorized person	text field
Title of the authorized person	text field
Declaration signed by the authorised person	document uploads
Date of signature	date field

L.02 **A** LEGAL DOCUMENTS

Due: 15 Aug, 2017

1. The licence applicant must submit the following documents:

a) a copy of its current company articles, constitution, statutes or similar-type governing document;

b) an extract from a public register (e.g. trade register) which demonstrates that the licence applicant is a legal entity which contains the following information:

i) name;

ii) address of headquarters;

iii) legal form;

iv)list of authorised signatories;

v)type of signature (e.g. individual, collective).

c)(if applicable) the agreement between the licence applicant and the relevant member which has the right to participate in affiliated competitions of the Member Association.

#### Criteria Requirement Details

Copy of Statues or Company Articles	document uploads
Certificate of registration or extract from public register	document uploads
Declaration by the authorized person that the documents are valid	document uploads
Date of Declaration	date field
Registered name of the license applicant	text field
Date of registration	date field
Was there any changes in the license applicant's legal form or company structure, including its headquarter, name, club colors, ownership structure or shareholders in the last two years?	yes or no selection

L.03 **A** OWNERSHIP AND CONTROL OF CLUBS

Due: 15 Aug, 2017

1. The licence applicant must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declarations should ensure conformity with the conditions set out below.

No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:

a) holds or deals in thesecurities or shares that allows such person to exercise decisive influence in the activities of any other club participating in the same competition;

b) holds a majority of the shareholders voting rights of any other club participating in the same competition;

- c)has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;
- d)is a shareholder and alone controls a majority of the shareholders voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;
- e)is a member of any other club participating in the same competition;
- f)is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;
- g)has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.

2. These declarations must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the licensor.

**Criteria Requirement Details**

Nature of legal entity - Association, Company etc	document uploads
List of executive members and/or board of directors	document uploads
List of members and/or shareholders	document uploads
Declaration signed by the authorized signatory with the date stated	document uploads

L.04 **A** WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS Due: 15 Aug, 2017

The professional players of all licence applicants must have a written contract with the licence applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and the Member Association.

**Criteria Requirement Details**

List of the professional players	document uploads
Contract of each professional player	document uploads

1. It is recommended that the licence applicant establishes a legally valid code of conduct for players and officials in compliance with the national law, and the Statutes of FIFA, the AFC and the Member Association.
2. The code of conduct should be supplemented by a legally-valid disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.

**Criteria Requirement Details**

Code of conducts for players & officials	document uploads
Code of disciplinary regulations	document uploads
Signed undertaking that the disciplinary regulations are in compliance with the national law, FIFA, AFC, MA's rules & regulations	document uploads

**Financial Criteria**

INTRODUCTION OF THE FINANCIAL CRITERIA

The financial criteria relate to:

- a) historic financial information about a club's financial performance and position; and
- b) future financial information about a club's future prospects.

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

REPORTING PERIOD & 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 6 of the AFC Club Licensing Manual.



1. Regardless of the legal structure of the licence applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditor.
2. The annual financial statement must consist of:
  - a) a balance sheet;
  - b) a profit and loss account;
  - c) a cash flow statement;
  - d) notes, comprising a summary of significant accounting policies;
  - e) other explanatory notes; and
  - f) a financial review by management.
3. The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.
4. If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then no further supplementary information has to be provided.
5. If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then supplementary information must be prepared by the licence applicant and assessed by the auditor.

**Criteria Requirement Details**

Audited Financial Statement	document uploads
Period of Audited Financial Statement	date from and to field
Date of Audit Report	date field
Income from media (TV) rights (Amount in USD)	text field
Income from sponsorship (Amount in USD)	text field
Income from merchandising (Amount in USD)	text field

Gate receipts / ticketing (Amount in USD)	text field
Transfer Fee Income (Amount in USD)	text field
Income from the MA / League (Amount in USD)	text field
Income from the Government (Amount in USD)	text field
Membership Fees [i.e. season tickets] (Amount in USD)	text field
Rental Income of the Stadium / Facilities (Amount in USD)	text field
Other income : Contributions/ Donations (Amount in USD)	text field
Other income (please specify - provide details) (Amount in USD)	large text field
Compensation for players (Amount in USD)	text field
Compensation for coaches (Amount in USD)	text field
Salaries for club staff (Amount in USD)	text field
Operational expenses of teams [trip / training camp etc.] (Amount in USD)	text field
Advertisement expenses (Amount in USD)	text field
Rental / maintenance fee of the stadium / training centre (Amount in USD)	text field
Administrative costs [office etc.] (Amount in USD)	text field
Finance costs (Amount in USD)	text field
Other expenditure ( please specify - provide details) (Amount in USD)	large text field

F.02

A

FINANCIAL STATEMENTS FOR THE INTERIM PERIOD –  
REVIEWED

Due: 01 Sep, 2017

1. If the statutory closing date of the licence applicant is more than six (6) months before the deadline for submission of the list of licensed clubs to AFC, then the licence applicant shall prepare and submit additional financial statements covering the interim period.

2. If the financial statements for the interim period are prepared and submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed or audited by an independent auditor.

3. The interim financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.

#### Criteria Requirement Details

Statutory closing date of the license applicant	date field
Interim financial statements reviewed by external auditor	document uploads
Period covered in interim financial statement	date from and to field
Date of interim financial statement signed by auditor	date field

F.03 **A** NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES Due: 01 Sep, 2017

The licence applicant must prove that it has no payables towards football clubs arising from transfer activities as at 30 June preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.

#### Criteria Requirement Details

Declaration of No overdue payables on transfer activity	document uploads
Player identification table (Appendix 4)	document uploads
Case 1: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc)	document uploads
Case 2: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc.)	document uploads
Case 3: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc.)	document uploads
Case 4: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc.)	document uploads
Case 5: Other supporting evidence to explain overdue payables (written agreements, legal cases, etc.)	document uploads

F.04 **A** NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES Due: 01 Sep, 2017

1. The licence applicant must prove that, in respect of contractual and legal obligations with its current and former employees it has no payables overdue towards employees and social/tax authorities as at 30 June preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.

2. The term employees shall include but not limited to:

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 AFC Club Licensing Regulations.

#### Criteria Requirement Details

List of employees employed anytime during the year	document uploads
Declaration that there are no dues payable to employees	document uploads
Declaration that there are no dues towards social / tax authorities	document uploads
Confirmation letter from staff P.2 to P.12	document uploads

F.05	A	WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION	Due: 25 Aug, 2017
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1. Within seven (7) 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.

2. The written representations shall state whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the licence applicant's financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable).

#### Criteria Requirement Details

Management representation letter	document uploads
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F.06	A	FUTURE FINANCIAL INFORMATION	Due: 01 Sep, 2017
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1. The licence applicant must prepare and submit future financial information in order to demonstrate to the licensor its ability to continue as a going concern until the end of the licence season if it has breached any of the indicators defined in paragraph 2 below.

2. If a licence applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:

a) Indicator 1 : *Going concern*

The auditors report in respect of the annual or interim financial statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of going concern.

b) Indicator 2 : *Negative equity*

The annual financial statements (including, where required, the supplementary information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous years annual financial statements, or the interim financial statements submitted in accordance with F.02 (including, where required, the supplementary information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding statutory closing date.

3. Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements or, if applicable, the balance sheet date of the interim financial statements, and it must cover at least the entire licence season.

4. Future financial information consists of:

a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);

b) a budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period (if applicable);

c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.

5. Future financial information must be prepared, as a minimum, on a quarterly basis.

6. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied for the preparation of the annual financial statements, except for accounting policy changes made after the date of the most recent annual financial statements that are to be reflected in the next annual financial statements, in which case details must be disclosed.

7. Future financial information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Manual. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.

8. Future financial information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

#### Criteria Requirement Details

Budgeted Profit and loss statement	document uploads
Budgeted cash flow statement	document uploads
Explanatory notes on assumptions and risk	document uploads

#### F.07 **B** DUTY TO NOTIFY SUBSEQUENT EVENTS

Due:

1. 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.

2. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.

#### Criteria Requirement Details

Description of the event with an estimate of financial effect	document uploads
Statement regarding estimate	document uploads

#### F.08 **B** DUTY TO UPDATE FUTURE FINANCIAL INFORMATION

Due:

1. 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 (prepared according to F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a six (6) month basis.

2. The updated future financial information shall meet the minimum disclosure requirements defined by the AFC Club Licensing Manual.

3. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.

**Criteria Requirement Details**

Original budgeted profit and loss account and cash flow figures in respect of six-month before the interval date	document uploads
Actual profit and loss account and cash flow figures for six month before the interval date	document uploads
Brief explanation of significant differences between the budgeted and actual result	document uploads