



رابطة المحترفين الإماراتية
UAE PRO LEAGUE

UAE PRO LEAGUE CLUB LICENSING REGULATION SEASON 2024-2025

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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"	The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licencees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of the UAE Pro League Club Licensing Regulations.
AFC Club Licensing Financial Handbook (Handbook)	The handbook issued by the AFC which provides operational and technical guidance in relation to the financial criteria in these Regulations. It is a compilation of explanations and templates to support the Licence Applicant in complying with the financial criteria.
AFC Club Licensing Quality Standard	The document issued by the AFC which defines the minimum requirements that a Licensor must comply with in order to operate the club licensing system.

AFC Club Competitions	<p>The AFC Challenge League (ACGL)</p> <p>The AFC Champions League 2 (ACL2)</p> <p>The AFC Champions League Elite (ACLE)</p>
AFC Stadium Regulation	<p>These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC Club Competition matches and UAE Pro League Club Competition matches.</p>
Agreed-upon procedures (AUP)	<p>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.</p>
Amortisation	<p>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.</p>
Annual financial statements	<p>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.</p>
Associate	<p>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.</p>
Assessment process	<p>See Core Process</p>

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> <p>The term "Audited" shall be interpreted accordingly.</p>
Budget	The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
CAS	The Court of Arbitration of Sports, which is located 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 entity.

Control	<p>The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement.</p> <p>The terms "Controlled" and "Controlling" shall be interpreted accordingly.</p>
Core process	<p>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.</p>
Club Licensing Criteria / Criterion	<p>The requirements applicable to the grant of Licences to Licence Applicants, as set out in these regulations, which are divided into six categories (sporting; infrastructure; personnel and administrative; legal; financial; and marketing & promotion), with each category being split into three grades: A, B, C (mandatory and best practice recommendation)</p>
Deadline for submission of the list of licenced applicants to AFC	<p>The date by which each Licensor must submit to AFC the list of licensing decisions (cf. also List of Licensing Decisions). This date is defined by AFC each year and announced to the Licensors</p>
Deadline for submission of the application to the Licensor	<p>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.</p>
Depreciable amount	<p>The cost of an asset, or other amount substituted for cost, less its residual value.</p> <p>Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.</p>

Direct costs of acquiring a player's registration	<p>Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs.</p> <p>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 lists 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	The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period (i.e. 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	The 'going concern' concept, or assumption, is an accountancy term that describes an entity which can continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A reporting entity is normally viewed as a going concern. It is assumed that the reporting entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
Group	A parent and all its subsidiaries.
Historic financial information	Information about the financial effects of past events on the entity concerned. Historic financial information is in respect of the financial performance and position prior to the licensing decision.
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. It does not necessarily have to be a six-month period.
Football Agent	A natural person licensed by FIFA to perform football-related services for or on behalf of a Client, including any negotiation, communication relating or preparatory to the same, or other related activity, with the purpose, objective and/or intention of concluding a Transaction.
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 granted by the licensor confirming fulfillment of all minimum club licensing criteria by the licence applicant as part of the admission procedure for entering UAE Pro League and AFC club competitions.
Licence applicant	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a Licence.
Licensee	Licence applicant 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 season	Season for which a Licence applies. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the AFC and lasts until the same deadline the following year.
Licensing process	Process in which a Licence is granted in accordance with these Regulations.
Licensor	Body mandated by (or on behalf of) the AFC, that operates the club licensing system and grants the Licences in accordance with these Regulations.
List of Licensing Decisions	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the licensing process and been granted or refused a Licence by the Licensor in the format established and communicated by the AFC General Secretariat.
Management (personnel)	Describes those responsible for the preparation and fair representation of the financial statements and other financial information. Other terms may be appropriate depending on the legal framework in the particular jurisdiction. For example, in some jurisdictions, the appropriate reference may be 'to those charged with governance' (for example, the directors).

Material or Materiality	Omissions or misstatements of items or information are material if they could, individually or collectively, influence the decisions of users taken on the basis of the financial information submitted by the Licence Applicant/Licencee. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor.
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.
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 AFC Member Association statutes, which is member of the AFC Member Association and/or its affiliated league.
Related party	A party is related to an entity if:- 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	<p>A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes. Please see Article 4.2.2 in this Regulations for further information.</p>

Review	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's attention, but it does not provide the evidence that would be required for an audit.</p>
Significant change	<p>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.</p>
Significant influence	<p>Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licencee's total revenue.</p>

Stadium	<p>Any stadium at which a match is played. For the avoidance of doubt, this includes:</p> <ul style="list-style-type: none"> (i) the entire premises (to the extent that a valid accreditation card or ticket is required in order to gain access) of a stadium facility inside the outer stadium perimeter fence and (on matchdays and any day on which any official training takes place within the stadium) the aerial space above such stadium premises; (ii) parking facilities; (iii) VIP and hospitality areas (including any hospitality village); (iv) concession areas; (v) commercial display areas; (vi) buildings; (vii) the field of play; (viii) the media tribune; (ix) any broadcast compound; (x) the stadium media centre; (xi) the press conference room; (xii) the mixed zone; (xiii) any stands; and (xiv) any areas beneath the stands.
Statutory closing date	The annual accounting reference date of the reporting entity.
Subsequent events	Events or conditions occurring after the licensing decision.
Subsidiary	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
Supplementary information	<p>Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met.</p> <p>The supplementary information must be prepared on a basis of accounting, and Accounting Policies, consistent with the financial</p>

	statements. Financial information must be extracted from sources consistent with those used for the preparation of the Annual Financial Statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.
Training facilities	The venue(s) at which a Licence Applicant's registered players undertake football training and/or youth development activities on a regular basis.
UAE Pro League Club Licensing Financial Handbook (Handbook)	The guidelines for Licence Applicants to get further understanding into the reasons behind the financial criteria as well as a standard interpretation of the criteria and assessment process, mandatory and minimum requirements.
UAE Pro League 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.
Disciplinary Committee	Means committee of persons, or any subcommittee thereof, formed by the UAE FA, as per their statutes, to issue disciplinary charges, to conduct disciplinary proceedings, to settle disciplinary charges, to impose disciplinary sanctions or to hear appeals thereof.
UAE FA	United Arab Emirates Football Association
UAE Pro League	UAE Professional League, the league governing body of the UAE
UAE Pro League Club Competitions or UAE Pro League Competitions	Pro League and/or League Cup
Licensing Cycle	September to May

Regulations Adoption Body	The adoption of these regulations falls under the jurisdiction of the AFC.
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For the purposes of these Regulations, and provided the context so permits:

- a) the singular shall include the plural and vice-versa;
- b) the masculine gender shall include the feminine and vice-versa;
- c) references to natural persons shall include any legal person or corporation; and
- d) all defined terms, unless otherwise stated herein, shall bear the same meaning as ascribed to them in the AFC Statutes and the AFC Competition Operations Manual.

1. INTRODUCTION

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

First implemented for the 2013 season, the UAE Professional Club Licensing Regulations comes into force on its approval by the AFC and is implemented for the main purpose of participation in AFC Club Competitions and UAE Pro League Competitions.

Chapter 1 to chapter 5 defines the Licensor, the licensing bodies and the Licence 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, financial criteria and 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 Pro League Club Licensing Regulations in conjunction with the UAE Pro League Club Licensing Financial Handbook;
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 Licence for the UAE Season and the Season to be Licenced according to the deadlines approved by the AFC.

1.1 OBJECTIVES FOR THE UAE PRO LEAGUE CLUB LICENSING SYSTEM

The UAE Pro League 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, marketing 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 and to ensure that clubs settle their liabilities with employees, social/tax authorities and other clubs punctually;
- 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 and the UAE Pro League competitions for one season;
- Monitoring the financial fair play in the competitions.

1.2 LEGAL BASIS

As per the UAE FA statutes and the approval of the AFC Executive Committee, the licensor has the jurisdiction and is authorised to use the online licensing system of the AFC (CLAS), and shall enforce the licensing regulations accredited by the AFC according to the documents and data submitted through the online licensing system (CLAS).

1.3 DELEGATION TO LICENCOR, THE UAE PRO LEAGUE

The UAE FA, with the approval of the AFC Executive Committee, has delegated the club licensing system to the UAE Pro League.

The Licensor shall exercise the powers conferred to them under the delegation referred to hereinabove, and shall apply the club licensing regulations accredited by the AFC.

1.4 SCOPE OF APPLICATION

All clubs wishing to participate in UAE Pro League Competitions must apply for licence

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

The AFC General Secretariat may grant an exception to any provisions in these Regulations within the limit as set out in Annex 3 of the AFC Club licensing regulations.

2. CLUB LICENSING CRITERIA & SANCTIONS

2.1 CLUB LICENSING 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 CLUB LICENSING CRITERIA GRADATION

2.2.1 PRINCIPLE

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

2.2.1.2 The criteria are graded into three separate categories.

2.2.1.3 The different grades have been defined as follows:

- a) **“A”- club licensing criteria – “MANDATORY”**: If the Licence Applicant does not fulfill any A-criteria, then it cannot be granted a Licence to enter the UAE Pro League Club Competitions, subject to the principles outlined in article 4.6.1, and / or the AFC Club Competitions
- b) **“B” – club licensing 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 UAE Pro League Club Competitions and / or the AFC Club Competitions.

- c) **“C”- club licensing 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 PRO LEAGUE CLUB LICENSING SYSTEM

2.3.1 LIST OF SANCTIONS

The following sanctions may be imposed by the First Instance Body (FIB) and / or Appeals Body (AB) for breaches of UAE Pro League Club Licensing Regulations irrespective of the order listed below (such as non-submission of documents and/ or submission of falsified documents, sanctions against late submission, , failure to cooperate with the FIB or the Club Licensing Administration in any way), non-fulfillment of “A” Criteria, and/ or non-fulfillment of “B” Criteria.

- a. Warning
- b. Reprimand
- c. Fine (see 2.3.2 Fines and Sanctions under the UAE Pro League Club Licensing System)
- d. Obligation to submit guarantees and undertakings
- e. Ban on participation in the competitions of the UAE Pro League
- f. Seek more financial details
- g. Licence withdrawal
- h. Referral to the Disciplinary Committee to make decision on one of the following, irrespective of order:
 1. Deduction of points
 2. Ban on taking part in any football-related activity
 3. Relegation to a lower division
 4. Ban on players’ registration for one transfer window

2.3.2 FINES AND SANCTIONS UNDER THE UAE PRO LEAGUE CLUB LICENSING SYSTEM

1. The following fines and sanctions apply to each criteria that the club fails to fulfill:
 - a. AED 100,000 (One Hundred Thousand Dirham) for each ‘A’ criteria that it fails.

- b. A fine of AED 5,000 (Five Thousand Dirham) up to AED 50,000 (Fifty Thousand Dirham) for failure of 'B' criteria.
 - c. For failure to submit proper documentation, that enables the Licence Applicant to pass any 'A' criteria by the submission deadline, the Licence Applicant may be fined upto AED 50,000. Should the Licence Applicant fail to obtain a Licence for the same criteria, this fine will not be applied and, instead, the club will be subject to the fines mentioned in the preceding paragraph.
2. In case of failure to obtain a licence, the UAE Pro League Board may substitute the sanction of banning from participation in the competitions of the UAE Pro League with any of the following:

First Time	Second Time Consecutively*	Third Time Consecutively*	Fourth Time Consecutively*	Fifth Time Consecutively*
Fine AED 200,000	Fine AED 300,000 + referral to the Disciplinary Committee to make decision on banning on registration of foreign Professional Players	Fine AED 400,000 + referral to the Disciplinary Committee to make decision on banning on registration of Foreign and Local Players	Fine AED 500,000 + referral to the Disciplinary Committee to make decision on the deduction of three points (-3) at the start of the coming season	Fine AED 600,000 + referral to the Disciplinary Committee to make decision on relegation to First Division League

* For the purposes of calculation of repetition, the club's failure to obtain a licence should be in consecutive seasons. In the case where the club was granted a licence in any season, this should be considered as an interruption to the repetition.

2.4 COMPLIANCE AUDITS BY AFC AND / OR THE LICENSOR

2.4.1 PRINCIPLE

- 2.4.1.1 AFC and/or the Licensor and/or their nominated bodies/agencies reserve, at any time, the right to conduct compliance audits of the Licensor and the Licence Applicant in order to ensure that the Licence Applicant/Licensee, have fulfilled their obligations as defined in these Regulations and that the Licence was

correctly awarded at the time of the final decision of the Licensor. The non-observance of the mandatory requirements as defined in the UAE Pro League Club Licensing Regulations accredited by AFC may result in sanctions defined by the appropriate AFC body and / or UAE Pro League body according to the nature and the gravity of the violations.

- 2.4.1.2 Non-cooperation of the Licensor or the Licencee to execute a compliance audit shall be referred to the AFC judicial bodies for its appropriate action.
- 2.4.1.3 The Licensing Administration (LA) will have the power to carry out compliance audits 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.
- 2.4.1.4 In the event of a discrepancy between these Regulations and the AFC club licensing regulations, the AFC club licensing regulations shall be authoritative.

2.5 INDEPENDENT CONSULTANTS ASSIGNED BY UAE PRO LEAGUE

2.5.1 PRINCIPLE

- 2.5.1.1 The Licence Applicant shall provide the Licensor with any requested documents related to Club Licensing Criteria at any time during the Core Process.
- 2.5.1.2 Should the Licence Applicant not meet the requirements to pass the criteria, the UAE Pro League reserves the right to assign an independent consultant of their choosing to work with the club to fulfill the requirements of that specific Club Licensing Criteria. All costs related to the appointment of the consultant and the subsequent work will be deducted from the annual distribution from the UAE Pro League to the Licence Applicant.
- 2.5.1.3 Upon identifying an issue, the UAE Pro League shall issue an official letter to the Licence Applicant, specifying the actions that must be taken and a deadline for the Licence Applicant to rectify the situation. If the Licence Applicant fails to meet the criteria by the deadline, the UAE Pro League under its sole discretion, may immediately assign the consultant, as per Article 2.5.1.2.

3. LICENSOR

3.1 INTRODUCTION

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

3.2 LICENSING BODIES

3.2.1 PRINCIPLE

3.2.1.1 The following are the decision-making bodies with regard to the club licensing system:

- a) The UAE Pro League Board Members for the initial approval of these Regulations, the exception policy and the delegation requests and any other matter which is not regulated by this regulations;
- b) The AFC for the final approval and accreditation of these Regulations;
- c) The First Instance Body (FIB) and Appeals Body (AB) who acts as the decision making body
- d) The Licensing Administration (LA) for the implementation of the Club Licensing system by the powers conferred to them under these Regulations;
- e) 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 UAE Pro League Administration in the development of the club licensing system;
- f) The AFC Judicial Bodies for the penalisation of breaches of duties relating to the “AFC Club Licensing Regulations” and certain decisions on the compliance audits result (cf. 2.4). The relevant AFC rules and regulations apply.

3.3 LICENSOR DEFINITION

3.3.1 WHO IS THE LICENSOR?

- 3.3.1.1 The UAE Pro League, having been delegated by the UAE FA with the approval of the AFC, acts as the Licensor. The AFC Member Association shall remain liable and responsible for the proper implementation of the club licensing system regardless of any delegation.
- 3.3.1.2 The Licensor governs the licensing system within its country/territory through using CLAS. And determines the necessary processes, assesses the documents uploaded on the licensing system via CLAS, and is entitled to appoint the decision-making bodies.
- 3.3.1.3 Each AFC Member Association must comply with Article 10.1(n) of the AFC Statutes.
- 3.3.1.4 The Licensor shall guarantee the Licence Applicant's full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the Licensor must sign a confidentiality clause before starting its tasks.
- 3.3.1.5 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) assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and define the assessment procedures;
 - f) ensure equal treatment of all clubs applying for a Licence and guarantee the clubs full confidentiality with regard to all information provided during the licensing process as defined in core process;
 - g) strictly follow the core process;

- h) determine whether each criterion has been met and what further information, if any, is needed for a Licence to be granted;
- i) comply with the AFC Club Licensing Quality Standard, and.
- j) comply with all the requirements set out in Annex 7 of the AFC Club Licensing Regulation (Edition 2023).

3.3.2 DECISION MAKING BODY.

- 3.3.2.1 The Licensor shall establish two independent 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 and Licensor. They shall receive administrative support from the administration of the Licensor (cf. 3.3.3).
- 3.3.2.3 The Licensor shall not influence upon the decisions of the decision-making-bodies.

3.3.3 LICENSING ADMINISTRATION (LA)

- 3.3.3.1 The Licensor establishes an appropriate administration and appoint qualified staff members, including the appointment of a licensing manager who is responsible for managing the Licensing Administration, to administer the licensing process on its behalf.
- 3.3.3.2 The Licensor must notify the AFC in writing of the appointment of the Club Licensing Manager, and of any changes to such appointment.
- 3.3.3.3 Within the LA, at least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (e.g. national trade association) or must have several years' experience in the above matters.

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

- a) preparing, implementing and further developing the club licensing system;
- b) accessing and administering the CLAS
- c) setting the deadlines as required in the Core Process;
- d) providing administrative support to the decision-making bodies referred to in 3.3.2 above;
- e) assisting, advising and monitoring the Licencees during the licence season;
- f) Providing training and support for the Licence Applicants in using CLAS;
- g) 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.
- h) informing the AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to the Licensor.

3.3.3.5 The LA will report to the decision making body any cases where a Licencee fails to maintain the conditions for the issuance of a Licence. The LA may delegate responsibility for aspects of monitoring licences to other departments with the UAE Pro League.

3.3.3.6 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.

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

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

- 3.3.3.9 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.
- 3.3.3.10 All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during the licensing procedure. The UAE Pro League shall set up the necessary confidentiality clauses in this respect.
- 3.3.3.11 The LA will establish and manage the procedure of filing and archiving written and electronic documents and records related to the Club Licensing System. The minimum duration for the documents and records relating to licence application would be kept for at least 5 years and actual Licensing decision for ten years. All documents, information and record will be saved electronically on the UAE Pro League internal server.

3.3.4 FIRST INSTANCE BODY (FIB)

- 3.3.4.1 Each member of the FIB shall have a single vote. The quorum must be of minimum of three members. The chairman has the casting vote in case of a tie.
- 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 Pro League Club Licensing Regulations at the submission deadline set by the Licensor and on whether a Licence shall be withdrawn upon the recommendation of the Licensing Administration.
- 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 statement of the rights to appeal and the time limit to appeal in case the decision was appealable;

- d) provide transparency for the involved parties subject to respect of confidentiality (e.g. financial aspects);

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 Pro League Club Licensing Regulations and/or UAE Pro League Club Licensing Financial Handbook, the decision of the FIB is final and binding.

3.3.5 APPEALS BODY (AB)

3.3.5.1 Each member of the AB shall have a single vote. The quorum must be of minimum three members. The chairman has the casting vote in case of a tie.

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 Licensor, the competent body of which must be defined (e.g. licensing manager).

3.3.5.4 The AB shall make its decision based only on the case file and evidence provided by the Licence Applicant and Licensor before 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.

3.3.6 REQUIREMENTS OF MEMBERS OF THE DECISION MAKING BODIES

3.3.6.1 The UAE Pro League Board 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 decision-making bodies must not belong simultaneously to a statutory judicial body of the Licensor.
- 3.3.6.4 Members of the decision-making bodies must not act simultaneously as licensing manager.
- 3.3.6.5 Members of the decision-making bodies must not belong simultaneously to the executive body of the AFC Member Association or its affiliated league.
- 3.3.6.6 Members of the decision-making bodies must not belong simultaneously to the management personnel of an affiliated club or the Licensor.
- 3.3.6.7 Members of the decision making bodies must follow the strict confidentiality rules in the same way as members of the LA (cf. 3.3.3.9). The Licensor defines these rules and the members have to accept them in writing.
- 3.3.6.8 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.
- 3.3.6.9 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 Licence Applicant. The foregoing list is illustrative and not exhaustive.
- 3.3.6.10 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.

3.3.6.11 The decision-making bodies must operate according to the principles of natural justice and must as a minimum regulate the following standards:

- a) deadlines (e.g. submission deadline, etc.);
- b) safeguards of the principle of equal treatment;
- c) representation (e.g. legal representation, etc.);
- d) the right to be heard (e.g. convocation, hearing);
- e) official language (if applicable);
- f) time limit for requests (e.g. calculation, notification, compliance, interruption, extension);
- g) time limit for appeal;
- h) effects of appeal (e.g. no delaying effect);
- i) type of evidence requested;
- j) burden of proof (e.g. Licence Applicant has burden of proof);
- k) decision (e.g. in writing with reasoning, etc.);
- l) grounds for complaints;
- m) content and form of pleading;
- n) deliberation/hearings;
- o) cost of procedure/administrative fee/deposit.

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 and the UAE PL 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 UAE Football Association statutes, which is registered member of the UAE Football Association and/or participate the UAE Pro League, or
- b) any commercial entity according to national law and/or UAE Football 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.

4.2.1.3 The membership and/or the contractual relationship must have lasted at the start of the licensing process for at least two consecutive years.

4.2.1.4 Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours) of a Licence Applicant during this period to the detriment of the integrity of a competition or to facilitate the Licence Applicant's qualification for a competition on sporting merit or its receipt of a Licence is deemed as

an interruption of membership or contractual relationship (if any) within the meaning of this provision.

4.2.1.5 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.

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

- a) that all players are registered with the UAE Football Association and the UAE Pro League and, if professional players, that they have a written labour contract with either the registered member or the company (see Articles 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 and any other document relevant for decision-making by the Licensor, 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, financial and Marketing & Promotion 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) all information and/or documents provided to the Licensor for the purpose of UAE Pro League 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 UAE Pro League is given access to the Club Administrator's account.
- i) Any event occurring after the submission of the licensing documentation to the Licensor representing a Significant Change to the information previously submitted must be promptly notified to the Licensor, especially a change of legal form, legal Group structure or identity.

4.2.1.7 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.

- 4.2.1.8 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).
- 4.2.1.9 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.
- 4.2.1.10 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.
- 4.2.1.11 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.

- 4.2.1.12 If any Licence Applicant / Licencee wishes to change its legal entity, which is the recognized member of the UAE Pro League (for example, if a Licencee 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 UAE Pro League. All of the following rules apply in order to change a legal entity:

- a) Licencee's applications to transfer its membership of UAE FA and/or UAE Pro League 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) Licencee's membership of UAE FA and/or UAE Pro League may only be transferred to the new entity with the permission of the FIB.
- c) Licencee will not be permitted to transfer its membership of UAE FA and/or UAE Pro League to a new entity during the UAE Season.
- d) Licencee will only be permitted to transfer its membership of UAE FA and/or UAE Pro League 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/ENTITIES AND REPORTING PERIMETER

4.2.2.1 The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided. For further information on mandatory reporting period and minimum requirement on the format of reporting and accounting, please refer to Chapter 1 of the UAE Pro League Club Licensing Financial Handbook and the AFC Club Licensing Financial Handbook ("Handbook").

4.2.2.2 The reporting perimeter must include:

- i. the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
- ii. any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
- iii. any other entity included in the legal Group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in Article 4.2.2.3. iii. to x. below;
- iv. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in Article 4.2.2.3. i. and ii. below.

4.2.2.3 Football activities include:

- i. employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
- ii. acquiring/selling players' registrations (including loans);
- iii. ticketing;
- iv. sponsorship and advertising;
- v. broadcasting;
- vi. merchandising and hospitality;
- vii. club operations (e.g. administration, matchday activities, travel, scouting, etc.);
- viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
- ix. use and management of Stadium and Training Facilities; and
- x. youth sector.

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

- i. its activities are entirely unrelated to the football activities defined in Article 4.2.2.3 above and/or the locations, assets or brand of the football club; or
- ii. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in Article 4.2.2.3. i. and ii. above; or

- iii. the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.

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

- i. that all revenues and costs related to each of the football activities indicated in Article 4.2.2.3 have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
- ii. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to Article 4.2.2.4.

4.3 LICENCE

4.3.1 PRINCIPLE

4.3.1.1 The Licence must be issued according to the provisions of the these 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 Pro League 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 UAE Pro League decision making bodies or the AFC 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 Professional 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.
- 4.3.1.9 The 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 rules and regulations.

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 the competent court of arbitration (as per the 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 club qualifies for an AFC club competition on sporting merit but has not undergone any licensing process at all or has undergone a licensing process which is lesser/not equivalent to the Licence required for the competition it became eligible for, the Licensor of the club concerned may on behalf of such a club request an extraordinary application of the club licensing system in accordance with Annex 4 of the AFC Club Licensing Regulations.
- 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.
- 4.5.1.4 The AFC Entry Control Body shall make all final AFC decisions in this regard. Such decisions shall be made in accordance with the Procedural Rules Governing the AFC Entry Control Body.

4.5.2 PROCEDURE

- 4.5.2.1 The UAE FA and / or the UAE Pro League must notify AFC of the possibility of such extraordinary application in writing, by January 31 at the latest, stating the name(s) of the Licence Applicant (s) concerned.
- 4.5.2.2 The AFC 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 defines as well the necessary deadlines and forwards these to the UAE FA and / or UAE Pro League.

4.5.2.3 The UAE FA and / or the UAE Pro League is responsible for submitting the criteria, as soon as these are communicated by the AFC, 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.

4.5.2.4 The Licence Applicant (s) concerned must provide the necessary documentary proof to the UAE Pro League. The Licensor will assess the Licence Applicant (s) against the fixed minimum standards and forward the following documentation in English to the AFC by the 30 April of the year preceding the season to be licenced:-

- a) a written petition to the AFC Entry Control Body duly signed and dated by the club requesting it to grant a Licence to participate in the corresponding AFC club competition. Such request must provide:
 - i. the name and address of the club;
 - ii. the identity of any club(s) directly affected by its petition;
 - iii. the full written argument with reference to the relevant regulations;
 - iv. all documentary evidence provided to the Member Association;
- 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.

4.5.2.5 The AFC bases its 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).

- 4.5.2.6 If a concerned Licence Applicant is sportingly eliminated during this extraordinary procedure, the UAE FA and/or the UAE Pro League has to notify the AFC 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.
- 4.5.2.7 Appeals can be lodged against decisions made by the AFC in writing before the Court of Arbitration of Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.
- 4.5.2.8 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.
- 4.5.2.9 AFC and the UAE Pro League reserve the right to execute compliance audits (cf. 2.4.)

4.6 ADMISSION TO UAE PRO LEAGUE COMPETITIONS

4.6.1 PRINCIPLE

- 4.6.1.1 All clubs / football companies must obtain a Licence before they can be admitted to the UAE Pro League Club Competitions. In addition, the Licence Applicant must further fulfill all the requirements according to the relevant UAE Pro League Club Competition regulations.
- 4.6.1.2 Notwithstanding Article 4.6.1.1, the UAE Pro League Board of Members may grant an exception to clubs / football companies to participate in case of failure to obtain a Licence, and substitute the sanction with the fines and penalties stipulated for in these Regulations.

4.7 ADMISSION TO UAE PRO LEAGUE CLUB COMPETITIONS: CLUB LICENSING FOR NEWLY PROMOTED CLUBS

4.7.1 PRINCIPLE

- 4.7.1.1 Clubs / football companies who have qualified to the UAE Pro League Club Competition by virtue of being the champion or runner-up of the UAE FA first division league must (a) have attained a First Division Club Licence during the most recently concluded Cycle and (b) undergo the UAE Club Licensing System for Newly Promoted Clubs (see separate document).
- 4.7.1.2 For the purpose of participation in the UAE PL competitions, the UAE PL Board of Members may grant an exception for clubs/ football companies qualified to participate in the UAE PL competitions for being the champion or the runner-up of the First Division of the UAE FA, even without obtaining the First Division Licence.

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 these 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 licenced applicants within the deadline communicated by AFC. Communication of this deadline to the national association is done by May 31 of the year preceding the season to be licenced at the latest.
- 5.1.1.6 The Licensor shall ensure equal treatment of 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 to obtain a Licence.

5.3.2 Key dates in the annual timetable are shown below:

TIMELINE

Date	Action
20 September 2023	UAE Pro League arranges a workshop to commence the new Club Licensing cycle and explain the changes in the regulations.
22 September 2023	Licence Applicants to notify their intention to apply for a Licence (Form A)
30 September 2023	<p>DEADLINE: Submission of documents for Financial Criteria F.01 (Annual Audited Financial Statements)</p> <p>DEADLINE: Submission of documents for Financial Criterion F.08 ("Duty to update Future Financial Information") for the 6 months period ending 30 June 2023.</p> <p>DEADLINE: Submission of documents for Finance Criteria F.09 ("Appointment of an Auditor")</p>
4 October 2023	<p>DEADLINE: Submission of documents for Legal Criteria (L.01, L.02, , L.03, L.04, L.05, L.06)</p> <p>DEADLINE: Submission of documents for Marketing and Promotion Criteria M.01 ("Marketing Strategy"); Submission of documents for Criteria M.02 ("Club Website and Social Media")</p>
10 October 2023	DEADLINE: Submission of documents for Legal Criteria (L.07 "summer transfer window")
8 November 2023	DEADLINE: Submission of documents for Personnel/Admin Criteria (P.01 to P.28)
10 November 2023	DEADLINE: Submission of documents for Financial Criterion F.06 (Future Financial Information)
11 December 2023	DEADLINE: Submission of documents for all Infrastructure Criteria;
17 January 2024	DEADLINE: Submission of documents for all Sporting Criteria (S.01, S.02, S.04, S.05, S.06, S.07, S.08)
28 February 2024	<p>DEADLINE: Submission of documents for Legal Criteria (L.07 "winter transfer window") -(L.08 L.09)</p> <p>DEADLINE: Submission of documents for Financial Criteria (F.02, F.03 and F.04) for the 6 months period ending 31 December 2023</p>
20 March 2024	<p>DEADLINE: Submission of documents for Marketing and Promotion Criteria M.03 and proof of Implementation of M.01 marketing Strategy, M.04 , M.05</p> <p>DEADLINE: Submission of documents for Sporting Criteria S.03</p>
31 March 2024	DEADLINE: Submission of documents for Financial Criteria F.08 "Duty to update future financial information" for the 6 months period ending 31 December 2023 "To be assessed following the licensing cycle."
20 April 2024	DEADLINE: Submission of documents for coaches' qualification (only applicable for those who have submitted proof of enrolment on 8 November 2023 for UAE FA coaching courses)

9 May 2024	DEADLINE: OPENING DATE - Submission of documents for Financial Criterion F.05 ("Written Representations prior to the licensing decision")
13 May 2024	DEADLINE: CLOSING DATE - Submission of documents for Financial Criterion F.05 ("Written Representations prior to the licensing decision")
13 May 2024	Licensing Administration to submit final report to the FIB.
16 May 2024	FIB to make decision on awarding the Licence to Licence Applicants.
24 May 2024	Applicants not granted a Licence in the first instance to submit an appeal within five (5) working days of communication of FIB decision.
28 May 2024	Appeals Body to make decision on appeal cases.
31 May 2024	UAE Pro League informs AFC as to which applicants have been granted a licence.

***Note 1:**

For criteria P.12 to P.17 and P. 23 to P. 26, in cases where the coach has not acquired the necessary AFC qualification or recognition by 20 April 2024, the Licence Applicant may submit an official letter from the UAE FA confirming that the coach has enrolled in the required coaching course to be conducted in sporting season 2023-2024.

For such cases as the above, the Licence Applicant must ensure that by 20 April, 2024, the said-coaches would have acquired the relevant AFC coaching qualification. This qualification must be submitted via the AFC CLAS by 20 April, 2024.

Where a coach fails to obtain the required AFC coaching qualification by 20 April, 2024, the Licence Applicant will fail this criteria, regardless of the fact that the coach has attended the coaching course.

5.4 DEADLINE IN AFC CLAS

5.4.1 In the AFC CLAS, the Licensor defines 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 Timetable (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 Licence Applicant if sufficient time is available.

- 5.4.4 In case a Licence Applicant has 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 In the event of any discrepancies, misstatement, omission or error appearing between the Arabic version and the English version of these Regulations, this English version shall prevail.
- 5.5.2 Unless otherwise stated specifically by these Regulations, all documents, information and evidence 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 evidence submitted in any other languages will not be considered.



رابطة المحترفين الإماراتية

UAE PRO LEAGUE

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 team 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 Licence
S.01	YOUTH TEAMS	A
<p>The Licence Applicant must have at least 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 19 registered players with the UAE FA);b) at least one (1) either Under 15 or under 16 team (minimum 18 registered players with the UAE FA); andc) at least two (2) youth teams from between under 12 to under 14 team (minimum of 18 players registered with the UAE FA).d) at least one (1) under 10 team <p>The youth teams in the above age ranges a) to d) must take part in official competitions or programmes recognised by the national association and played on national, regional or local level. All youth players (between 10 and 18 years old) in any team under, or affiliated to, the Licence Applicant, must be registered with the UAEFA with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players. Each youth player of those teams must be registered either on national and/or on regional level.</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 competitions participated by each youth team, including any publications (Form 7)iii. Youth Development and Academy Benchmarking (Form 7a)		
<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 LicenceL
S.02	YOUTH DEVELOPMENT PROGRAMME	A
<p>The Licence Applicant must have a written youth development programme approved by the CEO of the Club and Youth Development Panel of the UAE Pro League by 1 October 2023. This development programme must be aligned with the requirements of the AFC Elite Youth Scheme in accordance with the UAE FA and 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; Club Code of Conduct; c) Validity of four (4) years starting from the 2023-24 season, updated annually so that it continually illustrates a plan for the four years ahead; d) Specific Key Performance Indicators (KPIs) for the four-year term of the plan, a review of the previous season with the achievements recorded against the plan (KPIs) that was in place, and summary of learnings from the previous season that have resulted in any adjustments to the updated plan (for the upcoming four-year period) e) Organisation of youth sector (organisational chart; bodies involved, relation to Licence Applicant, youth teams etc.); f) Personnel for each age group submitted (head coach, assistant coach, medical [doctor and/or physiotherapist], and administrative etc.) and their qualifications (Form 1) g) Infrastructure available for youth sector (training and match facilities, others) (Form 2); h) Financial resources (available budget to maintain the youth program, its teams and structures; financial resources to be consistent with planned programs (Form 3)); i) Training programme for the season for the different age groups (playing skills, technical, tactical and physical) (To submit training program details and Form 4); j) Football education programme for the different age groups (psychological, technical, tactical and physical); k) Education programme on the "Laws of the game", anti-doping, integrity and anti-racism (e.g. how and when are these taught/introduced); l) Medical support for youth players (incl. medical checks, infrastructure, health education, medical personnel at training sessions and matches, etc.); m) Individual performance evaluation of players in the programme; n) Review and feedback process to evaluate the results and the achievements of the set objectives. 		



- o) Personnel involved in YDP should be made aware of clubs' Code of Conduct and 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);

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:-

- 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).

The Youth Development Panel of the UAE Pro League shall meet a further two times, once at the start of the season and once at the end of the season, to monitor implementation of the Licence Applicant's Youth Development Programme.

Document to be submitted:

- i. Written youth development programme (shall be uploaded in CLAS separately as mentioned in a), b), d, e), j), k), and l).
- 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 signed by every member of staff working in the Club Youth System (AFC and FIFA to protect young players)

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.

A youth development programme must cover four (4) years. The approval for a submitted youth development programme may affect therefore several licensing cycles.

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.



No.	Description	AFC Licence
S.03	GRASSROOTS PROGRAMMES	A
<p>The Licence Applicant must at least establish a grassroots program for children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged. The main objectives of the Licence Applicant's grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.</p> <p>The Licence Applicant shall organize at least:</p> <ul style="list-style-type: none"> - Participation of teams with players registered with the club in at least four (4) festivals or events including the UAE FA private academies festival 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. The Licence applicant must participate in the UAE FA Private academies festivals organized by the UAE FA. - Creation of at least two (2) club-branded Grassroots Festivals to promote football and the club in the local community for children, and families, that are not currently integrated into the club's football structure, i.e. these are promotional events. For these events, the UAE FA Grassroots Festival layout and plan must be used. It is recommended that the Grassroots Festivals are scheduled around major national and international events such as UAE National Day, UAE Sports Day, AFC Grassroots Day, International Children's Day or International Women's Day. The Grassroots Festivals must be promoted by the Licence Applicant at least one month before the event. <p>All Grassroots football activities shall be in line with the AFC philosophy for grassroots football.</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) and the competitions that they participated in (minimum 2) (Form 6A and Form 6B) ii. List of festivals (minimum 2) organized by the Licence Applicant with evidence of the festivals including media reports, photographs, promotional material (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) registered players are participating in at least four (4) such festivals per licensing cycle.
- c) Evidence of at least two (2) club-branded Grassroots Festivals

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





No.	Description	AFC Licence
S.04	MEDICAL CARE OF PLAYERS	A
<p>The Licence Applicant must provide all players registered in the club with full access to medical support services. These shall include, but not be limited to the following:</p> <p>a) <u>comprehensive medical insurance coverage for all its players registered as first squad players</u> (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>b) annual medical examination for all youth/academy players above the age of 12</p> <p>The medical examinations 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> <ul style="list-style-type: none">i. Form 38: Completed Pre-Competition Medical Examination (PCMA) form (appendix 5), as approved by the UAE FA Medical Committee, 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 49: Completed medical examination form for all youth/academy players above the age of 12iii. Form 41: List of players and their medical insurance policy number, certified by insurance company		

Assessment process: The Licensing Administration verifies if each of the first team players, and players over the age of 12, registered as a player of the Licence Applicant have undergone the relevant medical examination, including all cardiovascular screening and all other tests listed within Medical Passport (Appendix 5) for the first team players, 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.

The Licensing Administration must ensure that PCMA form for all first team players registered in the ADNOC PRO League competition must be submitted. In case the Licence Applicant has 23 players registered in the ADNOC PRO League competition but has submitted only 22 PCMA forms, the Licence Applicant will fail in this criteria.

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.



No.	Description	AFC Licence
S.05	EDUCATION PROGRAMMES	A
<p>The Licencing Administration in conjunction with the UAE FA will conduct the following workshops with the Licence Applicant at the commencement of each season:</p> <ol style="list-style-type: none"> 1. Refereeing Matters and the IFAB Laws of the Game 2. Integrity and Anti-Doping <p>Licence applicants will be circulated information with regards to these workshops, and will be responsible for:</p> <ul style="list-style-type: none"> • Nominating proposed date and time for the workshops within the specified calendar window; • Nominating a location for the workshops 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 an interpreter is arranged if needed during the workshops <p>The criteria is fulfilled when the Licence applicant meets all its responsibilities as above.</p>		
<p>Document to be submitted:</p> <ol style="list-style-type: none"> i. Attendance forms signed by each first team player and team coaches present at each of the workshops.. 		
<p>Assessment process: The licensing administration verifies if all registered first team players and team coaches took part in the workshops for (1) Refereeing Matters and the Laws of the Game and (2) Integrity and Anti-Doping.</p>		





No.	Description	AFC Licence
S.06	INTEGRITY AND RACIAL EQUALITY DECLARATION	B
<p>The Licence Applicant must ensure that all players registered at UAE FA to play with the first team, and registered team officials sign "Integrity and Racial Equality 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 42: Signed "Integrity and Racial Equality Declaration" by every player registered at UAE FA 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 and Racial Equality Declarations have been received for all first team players and officials by the deadline indicated by the League.</p>		

No.	Description	AFC Licence
S.07	CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAMME	B
<p>The Licence Applicant should establish strategies and implement programmes to promote the Club, the game and to address current issues in football and society.</p> <p>Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the Licence Applicant, the UAE Pro League, the UAEFA, AFC and FIFA.</p> <p>Such programmes connect and create links with the community which will facilitate the following:</p> <ul style="list-style-type: none"> a) Establishment and enlargement of their fan base; b) Creation of a pool of volunteers; c) Creation of strong links with the community; d) Creation of a market base for branding, merchandising, sponsors and commercial partners; e) Organisation of grassroots football activities, initiatives and events for and within the community. 		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. CSR Annual Report highlighting all CSR activities of the Licence Applicant for the previous calendar year (i.e. January to December). This report should include a written summary, photographs and any media coverage of each event. 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether the club has consistently implemented a range of CSR activities that have been attended by a cross-section of the local community during the year.</p>		





No.	Description	AFC Licence
S.08	WOMEN'S FOOTBALL	C
1. The Licence Applicant must support women's football by implementing measures and activities aimed at further developing, professionalising and popularising women's football, such as:		
a) having women's team within its legal entity or another legal entity included in the reporting perimeter which takes part in official competitions played at local, national and/or regional level, as recognised by the relevant AFC Member Association;		
b) providing support to an affiliated women's football club; and/or		
c) organising other women's football initiatives.		
Document to be submitted:		
i. Player's list for each women's team (Form 50)		
ii. List of competitions participated by each women's team, including any publications (Form 51)		
Assessment process: The Licensing Administration (LA) verifies with the registration department of the UAE FA if the LA has the listed women's teams and they have played in UAEFA competitions.		

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 Regulations”.

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.

National law has also been taken into consideration when establishing the stadium and security requirements of the UAE Pro League.

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 & UAE Pro League 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 Licence
I.01	APPROVED STADIUMS	A
<p>The Licence Applicant must have stadium(s) available to play AFC and UAE Pro League first team competitions and UAE Pro League U21 competitions.</p> <p>The Licence Applicant either:-</p> <ol style="list-style-type: none"> own the stadium(s), or can provide a written contract(s) with the owner(s) of the stadium(s) or with owners of different stadia it will use. This contract must guarantee the use of the stadium(s) for the UAE Pro League first team and U21 home matches and AFC Competitions for the coming season, for which the Licence Applicant qualifies in sporting terms. <p>The nominated stadia must fulfill all requirements indicated in the UAE Pro League Stadia Regulations and AFC Stadium Regulations and respective AFC club competition regulations/AFC Competition Operations Manual. A checklist is provided in Form 40.</p> <p>The nominated stadium(s) must not have been nominated by more than two (2) clubs participating in the UAE Pro League first or U21 competitions. In the case where a stadium has 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 has first priority in the use of the stadium.</p> <p>The stadium(s) should be inside the UAE, and it should be from the list of the stadia approved by the UAE Pro League. In addition, it should fulfill the requirements stipulated for in criterion I.01 of the UAE Club Licensing Regulations, as well as any other relevant Regulations of the UAE Pro League.</p> <p>Documents to be submitted for each stadium to be used:</p> <ol style="list-style-type: none"> Document, stamped by the appropriate body showing ownership of the stadium; or Written contract guaranteeing use of stadium Form 40: Stadia facilities checklist filled and duly verified by the Club Licensing Officer. Form 40 A : Stadium Renovation or Upgradation plans Safety Certifications (not more than 2 years old at the submission deadline and valid throughout the licensing season) from the relevant authorities confirming the stadium is fit for spectators and containing the minimum information as per the UAE Pro League Stadia Regulations and AFC Safety and Security Regulations 		





- v. An approved stadium evacuation plan, including risk analysis specific to the stadium Ground Rules and evidence that the Security Officer, Stewards and Club and Stadium employees are briefed on the plan, approved by the appropriate national body and containing the minimum information as required by the UAE Pro League Stadia Regulations
- vi. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the stadium,
- vii. approved match security plan covering the organizational measures intended to ensure safety and security strategy covering all aspects of the organization 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
- viii. Computer-assisted drawing (CAD) of the stadium, (not more than 2 years old at the submission deadline) including a detailed floor plan, stadium seating plan of all seats, sections and gates in the stadium, ticket offices, TV studios, players tunnel, media seating, the location of OB Van placement in the stadium and all official areas. File must be in a PDF format (original file, not printed and scanned as PDF), high resolution but at a reasonable file size.
- ix. The stadium must obtain a compliance certificate for the installation and operation of Closed-Circuit Television (CCTV) cameras from the relevant local authorities in each emirate as per the Stadia Regulations. Floodlight report as per Form 11 (not more than 2 years old at the submission deadline) from a reputable company to confirm if the floodlights meet the requirements stated in the UAE Pro League Stadia Regulations. The UAE Pro League reserves the right to request an updated floodlight report should any issue be raised by the Host Broadcaster.
- x. 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 will be carried out to ensure the stadium meets the requirements in the UAE Pro League Stadia Regulations

AFC Venue Facilities Questionnaire filled and duly verified by the Club Licensing Officer.

Assessment process: The Licensor shall check that:

- a) Documents showing that 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 UAE Pro League Club Competitions season is available;
- b) An on-site inspection is carried out (with the assistance of Form 40) to ascertain if the stadia have met the criteria listed in the UAE Pro League Stadia Regulations; and
- c) The stadium is within the territory of the UAE.

Where it is determined that the requirements in the UAE Pro League Stadia Regulations have not been met, 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.

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

Where changes / updates are made after all documents are submitted, the Licencee and/or Licence Applicant is responsible to update the Licensor as per criteria L.10 (Duty to Notify Significant Changes).





No.	Description	AFC Licence
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-21 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) Dressing rooms: two (2) dressing rooms within and/or adjacent to the training facilities. c) 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 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 UAE Pro League 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 UAE Pro League 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 Licence
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.02):</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) Dressing rooms: two (2) dressing rooms within and/or adjacent to one of the training facilitiesc) Indoor training facilitiesd) 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; orb) 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 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 UAE Pro League 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 UAE Pro League competition season. <p>The Licensor shall also assess that all required documents are submitted within the deadline and completed with all required information.</p>		



No.		AFC Licence
I.04	Sustainability strategy	C
<p>The Licence Applicant shall provide evidence of an annual public commitment to sustainability by the management.</p> <p>Licence Applicant should establish and implement a policy to improve its environmental footprint and sustainability in relation to the organization of events, infrastructure and management.</p> <p>Such programmes reinforce the overall emphasis that the Pro League has on sustainability.</p>		
<p>Document to be submitted:</p> <ul style="list-style-type: none"> i. Sustainability strategy that includes targets that are measurable and are in accordance with international standards in sustainability 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses the sustainability strategy and the impact of its efforts.</p>		

8. PERSONNEL & ADMINISTRATIVE CRITERIA

8.1 INTRODUCTION

Professional football clubs have a wider range of stakeholders than ever before. 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 on and off the pitch.

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 their profitability in the long term for a sustainable future.

In this respect, football clubs need insight 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.

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 should understand the importance of this investment for the greater benefit of the club.

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.

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, the 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 / licences 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 AND MENTORSHIPS

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

8.5 WORKSHOP/SEMINAR

Failure to attend any workshop, training course, mentorship or seminar requested by Licensor for the staff listed in Personnel Criteria without the reason beyond the control of Licence Applicant will be liable for a Fine of AED 10,000 (Ten Thousand Dirham).



8.6 CRITERIA

No.	Description	AFC Licence
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. Desktop / Laptop (2) iii. Club official email (Official email account of the club e.g. info@clubname.com) iv. CEO official email (CEO Office Email account) v. Website <p>In addition to the minimum requirements below (P.03-P.27), 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 Licence
P.02	CLUB STRUCTURE	A
<p>The Licence Applicant must have an organizational structure reflecting all the necessary employments in the UAE Pro League Club Licensing Regulations. The organizational chart must provide for clear assignment of hierarchical and functional responsibility in its organizational set-up.</p>		
<p>Document to be submitted:</p> <p>i. Approved and stamped organisation Chart of Licence Applicant containing , all the departments within the Licence Applicant including the names of the Directors/Head of Departments</p>		
<p>Assessment process: The Licensor verifies that the organization chart is functional and up-to-date</p>		





No.	Description	AFC Licence
P.03	CHIEF EXECUTIVE OFFICER (CEO)	A
<p>The Licence Applicant must have appointed a full-time CEO, the highest-ranking person in the football club company, ultimately responsible for making managerial decisions and include running of its daily business. 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); - The CEO must have a full time employment contract in-line with national laws. Any "service agreement" will not be accepted as the CEO must be a full-time, dedicated employee of the football club; - 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 - For all new CEO appointments, the Licence Applicant must provide the Pro League with the candidates' credentials to make sure that the candidate will meet the requirements of these Club Licensing Regulations before engaging in a contract with the candidate <p>The CEO must:</p> <ul style="list-style-type: none"> - Have a qualification of minimum bachelor degree and ; - Have a minimum 5 years Leadership experience or; - Have a minimum 5 years working experience in Sport Administration. 		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> CV of CEO (Form 13); Job description signed by both CEO and Licence Applicant; Contract of CEO, clearly indicating the payment of a monthly salary. The written contract must be provided in bilingual (Arabic and English, or English only or legally translated in English. A declaration from the CEO that his only job is with the Licence Applicant; 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 CEO with a full-time contract 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 (compliance audits can be made)

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





No.	Description	AFC Licence
P.04	FINANCE OFFICER	A
<p>The Licence Applicant must have appointed a full time qualified 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) certified public accountant or qualified auditor; or b) bachelor degree with major in accounting or finance; and c) 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 made by the appropriate body of the Licence Applicant.</p> <p>The Finance Officer must attend any workshop/seminar as requested and organised by the Licensor. Further, the nominated Finance Officer must have passed the "Recognition of competence" assessment conducted by the Licensor. If he/she did not pass this assessment at the first attempt, he/she will be afforded another opportunity to sit the assessment. A second failure of the assessment will result in the Licence Applicant needing to nominate a new candidate for this role.</p> <p>Note : If the club is relegated to a lower division for more than 3 (three) season, the Club Finance Officer must repeat the "Recognition of competence" assessment.</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 the UAE Pro League Club Licensing Assessment v. Copy of attendance in any Club Licensing workshop vi. Contract of employment and/or letter of appointment of an external partner. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 		
<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 Licensur.

The Licensur shall assess whether the Finance Officer has attended the workshop conducted by the Licensur. The Licensur shall also assess that all required documents are submitted within the deadline and completed with all required information.





No.	Description	AFC Licence
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 UAE Pro League 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 attend any 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 all documents and verify them before the submission. - Provide administrative support to the relevant department of the Licence Applicant on the Club Licensing System. - Assist and advise the relevant department in of the Licence Applicant implementing the objectives of Club Licensing System. - Coordinate with the Licensor on a regular basis for Pro League Club Development Projects. <p>The Club Licensing Officer must be able to communicate fluently in English, both in writing and spoken English.</p> <p>The Club Licencing Officer must have the minimum bachelor degree or experience of 3 (three) years in sports administration.</p> <p>All Club Licensing Officers must be duly registered with the UAE Pro League, and must pass an assessment conducted by the Licensing Administration.</p> <p>The appointment must have been made by the appropriate body of the Licence Applicant.</p> <p>Note : If the club relegated is to a lower division for more than 3 (three) season, the Club Licensing Officer must repeat the assessment.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> CV of Club Licensing Officer (Form 15) Job Description signed by Club Licensing Officer and the Licence Applicant Copy of academic qualification Copy of certificate from the UAE Pro League Club Licensing Assessment Copy of attendance at any Club Licensing workshop 		

- vi. Contract of employment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 any 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.





No.	Description	AFC Licence
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 UAE Pro League Club Competitions. For clarity, the General Coordinator must not have any duties with the first team. It is obligatory for the General Coordinator to be present at every match of UAE Pro League 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.</p> <p>The General Coordinator or his/her representative (who must be an employee of the Licence Applicant and hold a delegation letter from the club) must attend at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season before they can pass the criteria.</p> <p>The General Coordinator must be duly registered with the UAE Pro League The appointment must have been made by the appropriate body of the Licence Applicant.</p> <p>The General Coordinator is permitted to be absent from a maximum of FOUR matches in one season. The UAE Pro League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.</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 UAE Pro League Pre-season workshop. v. Contract of employment, clearly indicating that he/she is paid a monthly salary. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in 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, and;</p> <ul style="list-style-type: none"> a) Confirmation of attendance for at least one of UAE Pro League'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's working hours is in line with the Licence Applicant's office hours (compliance audits can be made to verify);
- e) During any compliance audits 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 Licence Applicant and is in attendance at the pre and post-match meetings.

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





No.	Description	AFC Licence
P.07	SAFETY AND SECURITY OFFICER	A
<p>The Licence Applicant must have appointed a qualified Safety and 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 home match of UAE Pro League Competitions hosted by the Licence Applicant, including attending the pre and post-match meetings.</p> <p>The Club Safety and 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 Safety and Security Officer must hold, as a minimum, a safety and security certificate/diploma based on a specific course as per national law, or issued by the UAE FA, or the UAE Pro League or by a state recognised organisation.</p> <p>The Safety and Security Officer must be duly registered with the AFC Member Association and/or its affiliated league.</p> <p>The appointment must have been made by the appropriate body of the Licence Applicant.</p> <p>The Safety and Security Officer must attend at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season before they can pass the criteria.</p> <p>The Safety and Security Officer is permitted to be absent from a maximum of FOUR matches in one season. The UAE Pro League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Safety and Security Officer (Form 17) ii. Job description signed by Safety and Security Officer and Licence Applicant iii. Security Licence from a competent authority after completion of the security course. iv. Copy of attendance a UAE Pro League Pre-season workshop v. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. 		
<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 Safety and Security Officer has been appointed by the competent body of the Licence Applicant; 		



- b) This person has sufficient time available to execute the function of the Safety and Security Officer and is present at all of the Licence Applicant's home matches in UAE Pro League competitions;
- c) During any compliance audits conducted by the Licensor, the Club Safety and Security Officer must be present at the match in his capacity as the Club Safety and Security Officer
- d) This person holds the required minimum qualification.
- e) Confirmation of attendance for at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season
- f) He/she attends every home match of the Licence Applicant and is in attendance at the pre and post-match meetings.

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



No.	Description	AFC Licence
P.08	MEDIA OFFICER	A
<p>The Licence Applicant must have appointed a qualified 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 match of UAE Pro League Competitions that is participated in 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> <ul style="list-style-type: none"> a) diploma in journalism; or b) 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 UAE Pro League.</p> <p>The Media Officer should not be assigned to any other jobs listed from (P.03 to P.28)</p> <p>The appointment must have been made by the appropriate body of the Licence Applicant.</p> <p>The Media Officer must be responsible for delivering the requirements stated in M05.</p> <p>Attendance in at least one of UAE Pro League's Match Officials' Pre-season 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 UAE Pro League 's Match Officials' workshops conducted for the season before they can pass the criteria.</p> <p>The Media Officer is permitted to be absent from a maximum of FOUR matches in one season. The UAE Pro League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. CV of Media Officer (Form 18) ii. Job description signed by Media Officer and Licence Applicant iii. Copy of highest academic qualification iv. Copy of attendance in UAE Pro League Pre-season workshop 		



- v. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) A Media Officer has been appointed by the competent body of the Licence Applicant;
- b) This person has sufficient time to execute the tasks of the Media Officer;
- c) During any compliance audits conducted by the Licensor, the Club Media Officer must be present at the match in his capacity as the Club Media Officer;
- d) This person fulfills one of the given alternatives in respect of the required minimum qualification;
- e) Confirmation of attendance for at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season; and
- f) He/she attends home and away matches of the Licence Applicant and is in attendance at the pre and post-match meetings.

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

No.	Description	AFC Licence
P.09	WEBSITE AND SOCIAL MEDIA CONTENT EDITOR	A
<p>The Licence Applicant must have appointed :</p> <ul style="list-style-type: none"> - one Arabic website and social media content editor, and - one English website and social media content editor. <p>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>It is obligatory for the Website and Social Media Officer(s) to be present at every match of UAE Pro League Competitions that is participated in by the Licence Applicant.</p> <p>The Website and Social Media Officers are permitted to be absent from a maximum of FOUR matches in one season. The UAE Pro League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.</p> <p>The Content Editors must hold the following qualifications:-</p> <ul style="list-style-type: none"> a) Bachelor in journalism; or b) have worked at least three (3) years as a reporter, website content editor, social media content editor etc. Shall provide work experience certificate to support the qualification requirement. <p>For English Editor, he/she must be native English speaker OR hold a certificate in English competency (IELTS with a minimum score of 6 or TOEFL with a minimum score of 65) issued by a recognised organisation such as the British Council, or shall have completed all his/her academic studies in a School or University that teaches fully in English.</p> <p>The Content Editors must be duly registered with the UAE Pro League. The appointment must have been done by the appropriate body of the Licence Applicant. Attendance in at least one of UAE Pro League's Match Officials' Pre-Season 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. In such cases, the overall strategy for content must still be compiled by the Licence Applicant with the outsourced service provider being responsible for delivery of the content strategy only.</p>		



The Website and Social Media Officer(s) must coordinate with the Marketing Manager to provide the website and social media promotional plans for M.01 Fan Development Strategy and the Licence Applicants Marketing Strategy (P.19).

Documents to be submitted:

- i. CV of Content Editors (Form 19) , or details of appointed company (Form 20)
- 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. Copy of attendance in UAE Pro League Pre-season workshop
- v. Copy of certificate for English competency (only for English editor)
- vi. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) An Arabic and an English Content Editor have been appointed by the competent body of the Licence Applicant;
- b) These persons work full time and exclusively as Content Editors;
- c) These persons fulfill one of the given alternatives in respect of the required minimum qualification;
- d) These persons have attended at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season;

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



No.	Description	AFC Licence
P.10	TEAM DOCTOR	A
<p>The Licence Applicant must have appointed 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 UAE Pro League Competitions.</p> <p>The Team Doctor must possess medical qualifications (MD/ MBBS degree from Medical University/ Medical College (minimum 5 year program)) and must be duly registered and licenced by the relevant government authority of the UAE as well as with the UAE FA or UAE Pro League.</p> <p>The appointment must have been made 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 UAE Pro League Competitions, 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. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. v. Registration card issued by the UAE FA. vi. Advanced Cardiac Life Support certificate vii. Basic Life Support certificate 		
<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 UAE Pro League; e) this person has attended all first team matches in the UAE Pro League Competitions (name of team 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 Licence
P.11	PHYSIOTHERAPIST	A
<p>The Licence Applicant must have appointed at least one physiotherapist being responsible for medical treatment and massages for the first squad during training and matches.</p> <p>The physiotherapist must possess a Degree in Physiotherapy from a University / College (minimum 3 years degree program).</p> <p>The physiotherapist must be duly registered and licenced by the relevant government authority of the UAE as well as with the UAE FA or UAE Pro League.</p> <p>The appointment is made 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 UAE Pro League Competitions, 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 Applicantiii. Copy of highest academic qualificationsiv. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English..v. Registration card issued by the UAE FA.vi. Basic Life Support License		
<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 licenced by the relevant government authority of the UAE as well as with the UAE FA or UAE Pro League .d) this person has attended all first team matches in UAE Pro League Competitions (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 Licence
P.12	HEAD COACH OF FIRST SQUAD	A
<p>The Licence Applicant must have appointed a Head Coach with a valid coaching diploma/licence being responsible for football matters of the first squad.</p> <p>The Head Coach must:-</p> <ol style="list-style-type: none"> hold the Minimum Coach Education Requirement (MCER) as stipulated by the AFC Competition Operations Manual. The current MCER is a AFC 'PRO' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or already have started the required education course, recognized by the AFC, 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 hold a valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" 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. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <p>The Head Coach must be duly registered with the UAE FA or the UAE PL. The appointment of the Head Coach must have been made 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 Experience and Current competence (RECC)" prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. Job description signed by the Head Coach and Licence Applicant Copy of AFC or AFC-recognized Coaching qualification, or <p>In the event that they do not possess a valid AFC PRO Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter from the</p>		

UAE FA confirming that the Head Coach has already started the required education course; or a valid copy of the AFC "Recognition of Experience and Current competence (RECC)".

iv. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 UAE FA or the UAE PL.

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





No.	Description	AFC Licence
P.13	ASSISTANT COACH OF FIRST SQUAD	A
<p>The Licence Applicant must have appointed at least one assistant coach with a valid coaching diploma/licence assisting the Head Coach in all football matters of the first squad.</p> <p>The Assistant Coach must:-</p> <ol style="list-style-type: none"> hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competitions Manual. The current MCER is a AFC 'A' Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or already have started the required education course, recognized by the AFC, 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 hold a valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" 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. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <p>The Assistant Coach must be duly registered with the UAE FA or the UAE PL. 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 Experience and Current competence (RECC)" prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> Copy of employment contract; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. Job description signed by the Assistant Coach and Licence Applicant; Copy of AFC or AFC-recognized Coaching qualification, or , 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 has already started the required education course; or a copy of the AFC "Recognition of Experience and Current competence (RECC)". Registration card issued by the UAE FA. 		



Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 UAE FA or the UAE PL.

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



No.	Description	AFC Licence
P.14	GOALKEEPERS COACH OF FIRST SQUAD	A
<p>The Licence Applicant must have appointed a Goalkeeper's Coach with a valid coaching diploma/licence assisting the Head Coach in training of goalkeepers of the first squad.</p> <p>The goalkeepers Coach must:-</p> <ol style="list-style-type: none"> hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual. The current MCER is a AFC "Goalkeeping A" Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or already have started the required education course, recognized by the AFC, 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 hold a valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" 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. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <p>The Goalkeeper's Coach must be duly registered with the UAE FA or the UAE PL. 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 Experience and Current competence (RECC)" prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> Copy of employment contract; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. Job description signed by Goalkeeper Coach and Licence Applicant; Copy of AFC or AFC-recognised Coaching qualification, or <p>In the event that they do not possess a valid AFC "Goalkeeping A" Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter</p>		

from the UAE FA confirming that the goalkeeper's coach has already started the required education course; or a copy of the AFC "Recognition of Experience and Current competence (RECC)".

- iv. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 UAE FA or the UAE PL.

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





No.	Description	AFC Licence
P.15	FITNESS COACH OF FIRST SQUAD	A
<p>The Licence Applicant must have appointed a Fitness Coach with a valid coaching diploma/licence 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 the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competitions Operations Manual. The current MCER is a AFC 'Level 2' Fitness Coach 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 AFC, 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 valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" 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 fitness coach at professional level or national team in the last five years preceding his application/appointment as fitness coach. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <p>The Fitness Coach must be duly registered with the UAE FA or the UAE</p> <p>PL. 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 Experience and Current competence (RECC)" 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; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. ii. Job description signed by the Fitness Coach and Licence Applicant; ii. Copy of AFC or AFC-recognised Coaching qualification, or <p>In the event that they do not possess a valid AFC 'Level 2' Fitness Coach Certificate or any equivalent foreign coaching diploma which is equivalent to this one and recognized by AFC, an official letter</p>		

from the UAE FA confirming that the fitness coach has already started the required education course; or a copy of the AFC "Recognition of Experience and Current competence (RECC)".

iii. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 Fitness 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 UAE FA or the UAE PL.

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





No.	Description	AFC Licence
P.16	HEAD OF YOUTH DEVELOPMENT	A
<p>The Licence Applicant must have appointed a Head of the Youth Development being responsible for running the daily business and the technical aspects of the youth teams.</p> <p>The Head of the Youth Development must:-</p> <ol style="list-style-type: none"> 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; have specific youth coaching experience and/or supplementary certification/ qualification related to coaching and managing young players; have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel. 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.02).</p> <p>The Head of the Youth Development must be duly registered with the UAE FA or the UAE PL. 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> <ol style="list-style-type: none"> CV of Head of Youth Development (Form 23) Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. Job Description signed by the Head of Youth Development and Licence Applicant; Copy of AFC or AFC-recognised Coaching qualification; 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> <ol style="list-style-type: none"> the Head of the Youth Development has been appointed by the competent body of the Licence Applicant; this person is indeed executing the function of the Head of the Youth Development; 		

- c) this person is responsible for the preparation of the Licence Applicant's youth development programme (cf. Criteria S.02) 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 UAE FA or the UAE PL.

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





No.	Description	AFC Licence
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.01).</p> <p>All coaches of all youth teams must hold the minimum qualification as below:</p> <ul style="list-style-type: none"> a) Coach for youth teams between U-18 to U-19 years old: AFC 'A' certificate; b) Coach for youth teams between U-15 to U-17 years old: AFC 'B' certificate; c) Coach for youth teams U-14 years old and below: AFC 'C' certificate; <p>Each youth coach must:-</p> <ul style="list-style-type: none"> a) hold at least a valid AFC 'A', '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; b) have specific youth coaching experience and/or supplementary certification / qualification related to coaching and managing youth 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. <p>The coach must be duly registered with the UAE FA or UAE Pro League.</p> <p>The appointment must have been made by the appropriate body of the Licence Applicant.</p> <p>If any Youth Coach does not meet the requirements of a) above, then the Licence Applicant must ensure that the youth coach must have already obtained a valid AFC "Recognition of Experience and Current competence (RECC)" 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> <ul style="list-style-type: none"> i. Form 24: List of Youth Coaches. ii. Copy of employment contract for each coach. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English ; iii. Copy of AFC or AFC-recognised Coaching qualification for each coach; iv. Job description for each coach signed by coach and Licence Applicant; 		

- v. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) the youth coaches have been appointed by the competent body of the Licence Applicant;
- b) these persons are indeed executing the function of a youth coach;
- c) these persons fulfill one of the given alternatives in respect of the required minimum qualification;
- d) these persons are duly registered with the UAE FA or the Pro League.

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





No.	Description	AFC Licence
P.18	SAFETY AND SECURITY ORGANISATION – STEWARDING	A
<p>The Licence Applicant must have engaged qualified stewards to ensure safety and security for home matches of UAE Pro League Competitions. 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 Licence Applicant or nominated security company at the pre-season Security Workshop to be conducted by the UAE Pro 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 7: 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. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. ii. Details of appointed company (Form 25) iii. Attendance of senior operational representative in the UAE Pro League Pre-Season Workshop. 		
<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 Licence Applicant or nominated security company attended the Pre-season Security Workshop to be conducted by the UAE Pro 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 Licence
P.19	MARKETING MANAGER	A
<p>The Licence Applicant must have appointed a Marketing Manager who is responsible for the Licence Applicant's Marketing Strategy (cf. Criteria M.01) as well as all other marketing and commercial matters. 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 UAE Pro League Competitions hosted by the Licence Applicant, including attending the pre- and post-match meetings.</p> <p>Key Areas of responsibility will be for:</p> <ul style="list-style-type: none">• The club marketing strategy and related activities with the aim of increasing commercial revenue and fan base.• Corporate Social Responsibility, Fan & Community Development, Sponsorship, and Communications. <p>The Marketing Manager must be a full-time employee of the Licence Applicant working exclusively as a Marketing Manager;</p> <p>The Marketing Manager must possess either of the following qualification:</p> <ul style="list-style-type: none">• A Bachelor's Degree in Marketing, Business or equivalent; or• Worked two years (within the last five years) in the area of Sports Marketing. <p>The Marketing Manager must be duly registered with the UAE Pro League.</p> <p>The appointment must have been made by the appropriate body of the Licence Applicant.</p> <p>The Marketing Manager must provide monthly updates to the UAE Pro League Marketing Panel on implementation of the Licence Applicant's Marketing Strategy. This must include a review of progress towards the Key Performance Indicators that have been set for the ongoing season.</p> <p>Additionally, the Marketing Manager must attend at least one of UAE Pro League Pre-season 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 Marketing Manager (Form 26), or details of appointed company (Form 27)Job description signed by employee and Licence Applicant;Copy of highest academic qualification		



- iv. Attendance in UAE Pro League Pre-Season Workshop
- v. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) A "Marketing Manager" has been appointed by the competent body of the Licence Applicant;
- b) This person is a full-time employee;
- c) The Marketing Manager has provided monthly updates on the implementation of the Licence Applicant's Marketing Strategy to the UAE Pro League Marketing Panel.
- d) Confirmation of attendance for at least one of UAE Pro League Match Officials' Pre-Season workshops conducted for the season;
- e) He/she or one of his/her staff attends home matches of the Licence Applicant and is in attendance at the pre and post-match meetings; and
- f) The Marketing Manager was responsible for preparation of the Marketing Strategy (cf. Criteria M.01) .

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



No.	Description	AFC Licence
P.20	LEGAL OFFICER	A
<p>The Licence Applicant appoints a qualified legal person full 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 officer / advisor shall have the minimum bachelor degree in Law</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 qualificationiii. Contract of employment and/or letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.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 Licence
P.21	TICKETING OFFICER	B
<p>The Licence Applicant shall appoint a Ticketing Officer as part of the Marketing Department, and reporting to the Marketing Manager in P.19, to implement the following:</p> <ul style="list-style-type: none"> • Manage all ticketing operations and sales at stadium (pre-match day and on match-day) ; • Work with Club marketing team to promote online ticket sales; • Actively work to maximize club ticketing revenue ; • To support the marketing team as and when required <p>The Ticketing Officer must be an employee of the Licence Applicant; or</p> <p>b) An external company / consultant appointed by the Licence Applicant by virtue of a written contract.</p> <p>It is obligatory for the Ticketing Officer to be present and be overall responsible for all ticketing arrangements at every match of UAE Pro League Competitions that is participated in by the Licence Applicant, including attending the pre and post-match meetings.</p> <p>The Ticketing Officer is permitted to be absent from a maximum of FOUR matches in one season. The UAE Pro League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.</p> <p>The Ticketing Officer 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 or Events. <p>The Ticketing Officer must be duly registered with the UAE Pro League.</p> <p>Additionally, attendance at least one of UAE Pro League Pre-season workshops conducted for the season before they can pass the criteria.</p> <p>Further, the nominated Ticketing and Community Engagement 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 Licence Applicant needing to nominate a new candidate for this role.</p> <p>It is important to note that the position and responsibilities of the Ticketing Officer cannot be delegated to the Marketing Manager, and vice versa.</p>		

**Documents to be submitted:**

- i. CV of the Ticketing Officer (Form 29);
- ii. Contract of the employment and/or Letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- iii. Copy of the highest academic qualification
- iv. Job description signed by the Ticketing Officer and Licence Applicant;
- v. Copy of attendance in the UAE Pro League Pre-Season workshop
- vi. Copy of certificate from the UAE Pro League Club Licensing Assessment .

Assessment process: In order to verify if the Licence applicant is in compliance with the criterion, the licensor assesses whether:

- a) A Ticketing Officer has been appointed by the competent body of the Licence Applicant;
- b) Form 29 and required documents have been submitted for the applicant;
- c) During any compliance audits conducted by the Licensor, the Ticketing Officer must be present at the match in his capacity as the Ticketing Officer;
- d) This person fulfills one of the given alternatives in respect of the required minimum qualification;
- e) Confirmation of attendance for at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season; and
- f) He/she attends home and away matches of the Licence Applicant and is in attendance at the pre and post-match meetings.



No.	Description	AFC Licence
P.22	COMMUNITY ENGAGEMENT OFFICER	B
<p>The Licence Applicant shall appoint Community Engagement Officer as part of the Marketing Department, and reporting to the Marketing Manager in P.19, to implement the following:</p> <ul style="list-style-type: none"> • Greater collaboration between fan groups and the licence 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.; • To work with the Fans Association of Licence applicant; • To support the marketing team as and when required <p>The Community Engagement Officer must be</p> <p>a) an employee of the Licence Applicant; or</p> <p>b) An external company / consultant appointed by the Licence Applicant by virtue of a written contract.</p> <p>It is obligatory for the Community Engagement Officer to be present and be overall responsible for all match-day fan events arrangements at every match of UAE Pro League Competitions that is participated in by the Licence Applicant, including attending the pre and post-match meetings.</p> <p>The Community Engagement Officer is permitted to be absent from a maximum of FOUR matches in one season. The UAE Pro League reserves the right to ask for a replacement if the registered employee exceeds the maximum FOUR absent days during the season.</p> <p>The Community Engagement Officer must possess either of the following qualification:</p> <ul style="list-style-type: none"> c) An educational qualification in Marketing; or d) Worked two years (within the last five years) in the area of Sports Marketing or Events. <p>The Community Engagement Officer must be duly registered with the UAE Pro League.</p> <p>Additionally, attendance at least one of UAE Pro League Pre-season workshops conducted for the season before they can pass the criteria.</p> <p>It is important to note that the position and responsibilities of the Community Engagement Officer cannot be delegated to the Marketing Manager, and vice versa.</p>		

**Documents to be submitted:**

- i. CV of the Community Engagement Officer (Form 47);
- ii. Contract of the employment and/or Letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- iii. Copy of the highest academic qualification
- iv. Job description signed by the Community Engagement Officer and Licence Applicant;
- v. Copy of attendance in the UAE Pro League Pre-Season workshop

Assessment process: In order to verify if the Licence applicant is in compliance with the criterion, the licensor assesses whether:

- a) A Community Engagement Officer has been appointed by the competent body of the Licence Applicant;
- b) Form 47 and required documents have been submitted for the applicant;
- c) During any compliance audits conducted by the Licensor, the Community Engagement Officer must be present at the match in his capacity as the Community Engagement Officer;
- d) This person fulfills one of the given alternatives in respect of the required minimum qualification;
- e) Confirmation of attendance for at least one of UAE Pro League's Match Officials' Pre-Season workshops conducted for the season; and
- f) He/she attends home and away matches of the Licence Applicant and is in attendance at the pre and post-match meetings.



No.	Description	AFC Licence
P.23	HEAD COACH OF U21 SQUAD	B
<p>The Licence Applicant must have appointed a Head Coach of U21 Squad being responsible for football matters of the U21 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 valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" is provided by AFC in cases where the Head Coach of the U21 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. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <p>The Head Coach must be duly registered with the UAE FA or the UAE PL. The appointment of the Head Coach must have been made 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 Experience and Current competence (RECC) 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"> a) Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. b) Job description signed by employee and Licence Applicant; c) Copy of AFC or AFC-recognized Coaching qualification, or d) 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 has already started the required education course; or a valid copy of the AFC "Recognition of Experience and Current competence (RECC)".

e) Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) the Head Coach of U21 Squad has been appointed by the competent body of the Licence Applicant;
- b) this person is indeed executing the function of the Head Coach of U21 Squad;
- c) this person fulfills one of the given alternatives in respect of the required minimum qualification;
- d) this person is duly registered with the UAE FA or the UAE PL.

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





No.	Description	AFC Licence
P.24	ASSISTANT COACH OF U21 SQUAD	B
<p>The Licence Applicant must have appointed at least one assistant coach assisting the Head Coach in all football matters of the U21 squad.</p> <p>The Assistant 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 valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" 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. It is important to note that the AFC Recognition of Experience and Current competence (RECC) is valid for two years of the date on the letter issued. <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 Experience and Current competence (RECC) 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; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. ii. Job description signed by employee and Licence Applicant; iii. Copy of AFC or AFC-recognized Coaching qualification, or , 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 Assistant 		

Coach has already started the required education course; or a copy of the AFC "Recognition of Experience and Current competence (RECC)".

iv. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 UAE FA or the UAE PL.

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





No.	Description	AFC Licence
P.25	GOALKEEPERS COACH OF U21 SQUAD	B
<p>The Licence Applicant must have appointed a Goalkeeper's Coach assisting the Head Coach in training of goalkeepers of the U21 squad.</p> <p>The Goalkeepers Coach must:-</p> <ol style="list-style-type: none"> hold at least a valid AFC 'Goalkeeping C' Coach Certificate or any valid foreign coaching diploma which is equivalent to this one and recognized by AFC as such; or 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 hold a valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" is provided by AFC in cases where the Goalkeepers Coach of the U21 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. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <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 Experience and Current competence (RECC)" prior to signing an employment contract with and / or being appointed by the Licence Applicant.</p>		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> Copy of employment contract; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. Job description signed by employee and Licence Applicant; Copy of AFC or AFC-recognised Coaching qualification, or In the event that they do not possess a valid AFC 'Goalkeeping C' 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 has 		

already started the required education course; or a copy of the AFC “Recognition of Experience and Current competence (RECC)”.

iv. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 UAE FA or the UAE PL.

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





No.	Description	AFC Licence
P.26	FITNESS COACH OF U21 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 U21 squad.</p> <p>The Fitness Coach must:-</p> <ul style="list-style-type: none"> a) hold at least a valid AFC 'Level 1' Fitness Coach 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 valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" is provided by AFC in cases where the Fitness Coach of the U21squad does not meet the required certificate as defined under a) and b) above but has been a fitness coach at professional level or national team in the last five years preceding his application/appointment as Fitness Coach. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <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 Experience and Current competence (RECC)" 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; The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English ii. Job description signed by employee and Licence Applicant; iii. Copy of AFC or AFC-recognised Coaching qualification, or <p>In the event that they do not possess a valid AFC 'Level 1' Fitness Coach 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 has already started the required education course; or a copy of the AFC "Recognition of Experience and Current competence (RECC)".</p>		

iv. Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- 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 Fitness 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.

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





No.	Description	AFC Licence
P.27	CHILD SAFEGUARDING OFFICER	B
<p>Aligned with the UAE Pro League collaboration with the Ministry of Interior and in line with Federal Laws, the Licence Applicant must have appointed a Child Safeguarding Officer</p> <p>The Child Safeguarding Officer must be an Emirati National and responsible for:</p> <ol style="list-style-type: none"> Forming a written Child Safeguarding Policy in the club. Maintaining a record of all club staff in direct contact with Children, including part time, project, volunteers and 3rd party companies. Ensuring all staff members with direct contact with children are aware and comply with the Federal Rights of Children. Being the main point of contact for all child related reports and concerns. Maintaining a record of all child related concerns raised to attention or reported to the club. Reporting any and all any concerns directly to the UAE Ministry of Interior Child Protection Centre. <p>The Child Safeguarding Officer must possess the following qualifications::</p> <ol style="list-style-type: none"> Certification of completion of the UAE Pro league Child Safeguarding workshop First Aid Qualification 		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> CV of the Child Safeguarding Officer (Form 48); Contract of the employment and/or Letter of appointment. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English. Job description signed by employee and Licence Applicant; Certification of completion of the UAE Pro league Child Safeguarding workshop First Aid Qualification Form 10: Declaration Form Background check for the Child Safeguarding Officer issued by the Ministry of Interior Child Safeguarding Policy 		
<p>Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:</p>		

- a) the Child Safeguarding Officer has been appointed by the competent body of the Licence Applicant;
- b) this person is executing the function of the Child Safeguarding Officer;
- c) this person fulfills the required minimum qualification;

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





No.	Description	AFC Licence
P.28	CLUB TECHNICAL DIRECTOR	B
<p>The Licence Applicant must have appointed a Club Technical Director.</p> <p>The Club Technical Director 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 valid "Recognition of Experience and Current competence (RECC)" issued by AFC. A "Recognition of Experience and Current competence (RECC)" is provided by AFC in cases where the Club Technical Director does not meet the required certificate as defined under a) and b) above but has been a Club Technical Director at professional level in the last five years preceding his application/appointment as Club Technical Director. It is important to note that the AFC "Recognition of Experience and Current competence (RECC)" is valid for two years of the date on the letter issued. <p>The Club Technical Director must have strong management skills, be a skillful planner and lead the technical development of the club, being responsible for, as a minimum:</p> <ul style="list-style-type: none"> a) Establishing and/or implementing the Club Technical Philosophy b) Defining the operational structure of the Club Technical Department, including organisational chart, functions and job descriptions c) Establishing youth and senior player development structures and programmes d) Ensuring technical standards are maintained and enhanced, including defining the technical quality control system for the training programmes per age category e) Monitoring and evaluating all technical and developmental programmes, including, but not limited to, goalkeeping, fitness, testing, mental training and individual training f) Defining talent detection programme, and scouting policy and programme g) Management of the Licence Applicant's Youth Academies h) Recruitment and management of coaches and talent scouts i) Define the procedure and planning for evaluation of coaches and players j) Management of match analysis processes 		



The Club Technical Director must be duly registered with the national association or league. The appointment of the Club Technical Director must have been done by the appropriate body of the Licence Applicant.

Documents to be submitted:

- a) Copy of employment contract. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English
- b) Job description signed by Technical Director and Licence Applicant;
- c) Copy of AFC or AFC-recognized Coaching qualification, or
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 Club Technical Director has already started the required education course; or a valid copy of the AFC "Recognition of Experience and Current competence (RECC)".
- d) Registration card issued by the UAE FA.

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) the Club Technical Director has been appointed by the competent body of the Licence Applicant;
- b) this person is indeed executing the function of the Club Technical Director;
- c) this person fulfills one of the given alternatives in respect of the required minimum qualification;
- d) this person is duly registered with the UAE FA or the UAE PL.

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



No.	Description	AFC Licence
P.29	DUTY OF REPLACEMENT DURING THE LICENSING SEASON	A
<p>If a function defined in criteria P.03 to P.28 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 temporary and cannot last longer than ninety (90) days from the time the position became vacant). However, any technical position can only be replaced by a 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/her duties.</p> <p>If a function in criteria P.03 to P.28 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 temporary and cannot last longer than thirty (30) days from the time the position became vacant). However, any technical position can only be replaced by a 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 cases where 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 cases where 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. The written contract must be provided in bilingual (Arabic and English) or English or legally translated in English.
- v. If a replacement for a position does not holding the necessary qualification then a letter of temporary replacement and CV of the employee must be provided.
- vi. A letter of replacement notification must be sent to the UAE Pro League by email or Fax. Cover letters 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 charge of 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 2.3). This may be done during the season or in respect of the following licensing cycle.



رابطة المحترفين الإماراتية

UAE PRO LEAGUE

9. LEGAL CRITERIA

9.1 INTRODUCTION

This chapter defines the minimum legal criteria for Licence Applicants.

9.2 CRITERIA

No.	Description	AFC Licence
L.01	DECLARATION IN RESPECT OF THE PARTICIPATION IN AFC AND UAE PRO LEAGUE 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, the AFC, the UAE FA and, the UAE Pro League; as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes;b) it recognises the exclusive jurisdiction of 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 UAE Pro League;c) it recognises the prohibition on recourse to ordinary courts under the FIFA, AFC, the UAE FA and, the UAE Pro League 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 international level, it will participate in competitions recognised and endorsed by AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;f) it undertakes to ensure that all it's the Licence Applicant has have read and understood the regulations of the UAE FA and UAE Pro League, and agrees to abide by and observe these regulations;g) its reporting perimeter is defined in accordance with Article 4.2.2 of the UAE Pro League Club Licensing Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing the declaration ;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 Licensor and AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;
- j) it acknowledges that AFC and / or the UAE Pro League reserves the right to execute compliance audits at national level in accordance with Article 21.3 of the AFC Club Licensing Regulations;
- k) 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;

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.

Documents to be submitted:

- i. Declaration Form (Form 30)

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses whether:

- a) the declaration is signed by an authorised person of the Licence Applicant;
- b) the declaration is signed not more than one (1) month prior to its submission deadline.

No.	Description	AFC Licence
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> <ul style="list-style-type: none"> a) Copy of the Licence Applicant's current company articles (e.g. company act). b) An extract from a public register (e.g. trade registration) containing the following minimum information on the licence applicant such as registered name, popular name, address of headquarters, legal form, list of authorised signatories and type of signature (e.g. individual, collective) 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. d) Club brand registration document from the Ministry of Economy <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> <ul style="list-style-type: none"> a) the Licensor has a copy of the statutes or the company articles of the Licence Applicant; b) these documents have been declared as being valid by the Licence Applicant; c) the declaration is signed by an authorised person of the Licence Applicant; d) the declaration is signed not more than one (1) month prior to its submission deadline. 		





No.	Description	AFC Licence
L.03	OWNERSHIP AND CONTROL OF CLUBS	A
<p>1. To safeguard the integrity of national matches and competitions, Licence Applicants must be committed to ensuring that they conform to the highest ethical and sporting standards regarding matters of ownership and Control.</p> <p>In this regard, the Licence Applicant must comply with the following criteria:</p> <p>a) the Licence Applicant shall not, either directly or indirectly:</p> <ul style="list-style-type: none">I. hold or deal in the securities or shares of any other participating club(s) in the same national competition;II. be a member of any other participating club(s) in the same national competition;III. be involved in any capacity whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition; and/orIV. have any power whatsoever in the management, administration and/or sporting performance of any other participating club(s) in the same national competition, <p>if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition;</p> <p>b) No one connected to the Licence Applicant shall simultaneously be involved, either directly or indirectly, in any capacity whatsoever in the management, administration and/or sporting performance of the Licence Applicant and any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition.</p> <p>c) No individual or legal entity connected to the Licence Applicant shall have Control or influence over any other participating club(s) in the same national competition, if there is a material risk that this would actually or potentially jeopardise the integrity of the national competition. In assessing whether or not Control or influence exists in this context, the following factors shall be taken into account:</p>		



- I. holding a majority of the shareholders' voting rights in the relevant clubs;
- II. having the right to appoint or remove a majority of the members of the administrative, management, or supervisory body of the relevant clubs;
- III. being a shareholder and alone controlling a majority of the shareholders' voting rights pursuant to an agreement entered into with other shareholders of the relevant clubs; and/or
- IV. being able to exercise by any means a decisive influence in the decision-making of the relevant clubs.

2. The Licence Applicant shall submit a legally valid and binding declaration outlining the ownership structure and Control mechanism of the club, and confirming its compliance with the criteria set out above. If the Licence Applicant considers that it may contravene any of the criteria, this should be explained in the declaration (with evidence). The declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.

Documents to be submitted:

- 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 Licence).

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.



No.	Description	AFC Licence
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.10 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. Latest Passport size photograph (in electronic .JPEG format) for each board member.iii. Emirates ID 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; andb) assesses if any changes to Board Members were duly notified to the Licensor within seven (7) working days.		



No.	Description	AFC Licence
L.05	HUMAN RESOURCE HANDBOOK	B
<p>The Licence Applicant must submit a legally valid human resource handbook which shall comply with national law and FIFA, AFC, the UAE FA and the UAE Pro League statutes, rules and regulations. The HR handbook 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 handbook must have been approved by the Licence Applicant's board.</p>		
<p>Documents to be submitted:</p> <ul style="list-style-type: none"> i. Licence Applicant's approved human resource handbook in English and/or bilingual (English/Arabic) ii. Cover letter confirming approval of the HR handbook by the Board and signed by the Chairman and 50% + 1 members of the Board 		
<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 UAE Pro League statutes, rules and regulations; b) the HR handbook contains all the minimum sections as indicated above; c) the HR handbook has been approved by the Chairman and Board of the Licence Applicant. 		



No.	Description	AFC Licence
L.06	CODE OF CONDUCT FOR PLAYERS AND OFFICIALS	B
<p>1. The Licence Applicant must establish a legally binding Code of Conduct for players and officials which is in compliance with national law and FIFA, AFC and National Association Statutes, Rules and Regulations.</p> <p>2. The code of conduct should be supplemented by a legally binding 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.</p>		
<p>Documents to be submitted:</p> <p>i. Code of Conduct of the Club (bilingual – Arabic & English or in English only)</p> <p>ii. Code of Conduct Declaration form signed by players and official of the First team (FORM 32).</p>		
<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 Licence
L.07	WRITTEN CONTRACT WITH PLAYERS	A
<p>The Licence Applicant must submit a written contract for each and all PROFESSIONAL players and memorandum of understanding (MOU) for AMATEUR players registered for the UAE Pro League Competitions. 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 national law and FIFA, AFC and National Association's instructions.</p> <p>At least 18 of the players registered in the ADNOC PRO League must be professional players.</p> <p>Whenever there is an addition or deletion of players, the Licencee and/or Licence Applicant must submit updated documents below as required under criteria L.10 (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 UAE Pro League as first team players participating in the UAE Pro League Competitions with professional contract and amateur contract/MOU. ii. Copy of written contract for each player with a professional contract. The written contract must be provided in bilingual (Arabic and English) or English only or legally translated in English. 		
<p>Assessment process: The licensing administration verifies if a copy of contracts 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 Licence
L.08	LEGAL GROUP STRUCTURE AND ULTIMATE CONTROLLING PARTY	A
<ol style="list-style-type: none"> The Licence Applicant must provide the Licensor with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by Management. The Licensor must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the Licensor. This document(s) must clearly identify and include information on: <ol style="list-style-type: none"> the Licence Applicant and, if different, the Registered Member of the AFC Member Association; any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association; any Associate entity of the Licence Applicant and, if different, the Registered Member of the AFC Member Association; any direct or indirect Controlling entity of the Licence Applicant, up to and including the ultimate Controlling party; any party that has 10% or greater direct or indirect ownership of the Licence Applicant, or 10% or greater voting rights; any party with a Significant Influence over the Licence Applicant; any other football club, in respect of which any of the parties identified in (a) to (f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies; and The reporting perimeter as defined in Article 4.2.2 of the UAE Pro League Club Licensing Regulations must also be clearly identified in the document. If deemed relevant the Licensor may request the Licence Applicant/Licencee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity). The following information must be provided in relation to all entities included in the legal Group structure (see Appendix 1 for example): 		



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

5. For any Subsidiary of the Licence Applicant/Licencee and, if different, the Registered Member of the UAE Pro League and UAEFA, the following information must also be provided (see Appendix 1 for example):

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

6. Without prejudice to the foregoing, the Licensor shall ensure that it assesses the information provided by the Licence Applicant under Criterion L08 to determine the accuracy of the Licence Applicant's declaration under Criterion L03.

Accordingly, the Licence Applicant shall ensure that it clearly identifies and includes information regarding its compliance with the various components of the declaration under Criterion L03 when providing the Licensor with information on its legal Group structure under Criteria L08.

Documents to be submitted:

- i. Detailed Legal Group Structure (as per Appendix 1) signed by the Club CEO;
- ii. FORM 52: Legal Group Structure and Ultimate Controlling Party Declaration

Assessment process: In order to verify if the Licence Applicant is in compliance with the criterion, the Licensor assesses share capital, total assets, total revenue, and total equity of the other legal entities in the group structure of the Licence Applicant and ensures that there is no cross-ownership issues and confirms the reporting perimeter of the Licence Applicant.



No.	Description	AFC Licence
L.09	FOOTBALL CLUB STRATEGIC PLAN	B
<p>A Strategic Plan defines what direction the football club wants to go as a business and how it will get there. It is a document that provides focus for all staff and other key stakeholders of the football club.</p> <p>The Licence Applicant must submit the Strategic Plan of the Football Club, approved and signed off by the Chairman and Board.</p> <p>The Strategic Plan must be accompanied by the Football Club's Action Plan for the 2022-23 season, approved and signed off by the Chairman and Board.</p> <p>The Strategic Plan must include, as a minimum:</p> <ul style="list-style-type: none"> - Vision Statement - Mission Statement - Core values - Situation analysis: including SWOT Analysis and PESTEL created via engagement of key football club stakeholders - Long-term goals: these must be Specific, Measurable, Achievable, Realistic and Timebound (i.e. SMART) - Annual objectives: illustrating how the club will achieve it's long-term goals and is the plan for HR within the club to drive successful implementation of the Strategic Plan - Illustrate alignment with other key strategic documents, including those required under S.02 Youth Development Programmes, P.19 Marketing Manager (Marketing Plan) and M.01 Fan Development Strategy <p>The Strategic Plan must be a minimum of four years and updated annually in order to:</p> <ul style="list-style-type: none"> - Measure the implementation of the previous season's Action Plan - Illustrate how the previous season's implementation has contributed towards the overall goals of the Football Club Strategic Plan - Highlight any revisions to the overall Football Club Strategic Plan based on learnings or new direction of the Football Club 		
<p>Documents to be submitted:</p> <ol style="list-style-type: none"> Football Club Strategy (bilingual – Arabic and English or English only); Cover letter confirming approval of the Football Club Strategy by the Board and signed by the Chairman and 50% + 1 members of the Board; 		

- iii. Football Club Action Plan for the 2021-22 season (bilingual – Arabic and English or English only);
- iv. Cover letter confirming approval of the Football Club Action Plan for the 2022-23 season by the Board and signed by the Chairman and 50% + 1 members of the Board

Assessment process: In order to fulfill this criteria, the Licensor will assess whether:

- 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) The Football Club Action Plan for the 2022-23 season is submitted within the indicated deadline and signed by Chairman and 50% + 1 members of the Board.





No.	Description	AFC Licence
L.10	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>For any change or replacement occurring in P.03 to P.28, the required documents are to be submitted in Personnel and Administrative criteria P.29. In addition, Form 36 must be submitted in criteria L.10</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 changesii. Official documents to support/explain the changesiii. In case of change of personnel, all documents and information of the new candidate must be submittediv. Clearance letter or Settlement agreement regarding the financial liabilities related to contract termination of employees and professional players		
<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.28 and which represents a change of the previously submitted information; orb) 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; andc) 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 2.3). 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 Pro League Club Licensing Financial Handbook (Handbook).

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 financial criteria - to be met for participation in UAE Pro League Competitions and AFC Club Competitions - are set out in this chapter. This means that the financial information in respect of the financial year and in respect of the interim period, will form part of the information to be assessed by Licensor for Applicants to obtain a Licence for participating in UAE Pro League competitions and AFC competitions.

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

1. For Reporting Entity/Entities and Reporting Perimeter, please refer to article 4.2.2.
2. 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 the UAE Pro League Club Licensing Financial Handbook and the AFC Club Licensing Financial Handbook ("Handbook").

10.5 LEGAL ON-GOING DISPUTE FOR FINANCE CRITERIA ASSESSMENT PURPOSES

1. For the purpose of considering any legal dispute as an "on-going legal dispute" for the above finance criteria assessment purposes, the dispute must meet the following conditions:
 - a. Evidence exist that a competent authority is considering in accordance with local legislation or a committee from legal football committees locally or internationally or committee from arbitration committees in a claim or dispute that relates to proving the validity or value of overdue payables.
 - b. That the two parties under dispute are the creditor and the debtor.
 - c. That the dispute submitted by the licence applicant is not fabricated or for the purposes of obstruction or delay the dues payment (to buy time).
 - d. That no final and binding legal decision is issued in the submitted dispute.
 - e. That the subject of the presented dispute is not related to the execution of a final decision issued by a committee from legal football committees locally or internationally or committee from arbitration committees or related to decisions issued by disciplinary committees of FIFA or UAE Football Association for the purposes of executing a final decision.



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.



10.6 CRITERIA

10.6.1 HISTORIC FINANCIAL INFORMATION

No.	Description	AFC Licence
F.01	ANNUAL FINANCIAL STATEMENTS - AUDITED	A
<p>1. Regardless of the legal structure of the Licence Applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by an independent auditor.</p> <p>2. The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to AFC and must consist of:</p> <ul style="list-style-type: none">a) balance sheet;b) profit and loss account;c) cash flow statement;d) notes, comprising a summary of significant Accounting Policies and other explanatory notes; ande) financial Review by management.f) declaration for reporting entity/entities and reporting perimeter. <p>3. The Audited Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the UAE Pro League Club Licensing Financial Handbook and AFC Club Licensing Financial Handbook ("Handbook").</p> <p>4. If the Audited Annual Financial Statements do not meet the minimum disclosure requirements and accounting principles set out in the UAE Pro League Club Licensing Financial Handbook and AFC Club Licensing Financial Handbook ("Handbook"), then Supplementary Information must be prepared by the Licence Applicant and assessed by the auditor.</p> <p>5. The below input instructions must be followed when entering the data for the breakdown of income and expenses in USD in CLAS:</p> <ul style="list-style-type: none">a) Input all amounts in USD only, converted at the financial year end exchange rateb) Do not input amounts in local currency		



- c) Input NUMERICS only, except for Breakdown of "Other Income" and "Other Expenses"
- d) Input WHOLE numbers only, no decimals (.); no separator (,) except for Exchange Rate field
- e) Do not input any cents, round off to put whole numbers
- f) All inputs must agree with the Audited Accounts

Reporting period starts from 1 July 2022 to 30 June 2023.



No.	Description	AFC Licence
F.02	FINANCIAL STATEMENTS FOR THE INTERIM PERIOD – REVIEWED OR AUDITED	A
<p>1. If the Statutory Closing Date of the Licence Applicant is more than six (6) months before the deadline for submission of the List of Licensing Decisions to AFC, then the Licence Applicant shall prepare and submit additional financial statements covering the Interim Period.</p> <p>2. If the Financial Statements for the Interim Period are prepared and submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the List of Licensing Decisions to AFC and must be Reviewed or Audited by an independent auditor.</p> <p>3. The Interim Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the UAE Pro League Club Licensing Financial Handbook and AFC Club Licensing Financial Handbook ("Handbook").</p> <p>Reporting period starts from 1 July 2023 to 31 December 2023.</p>		





No.	Description	AFC Licence
F.03	NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES	A
<p>The Licence Applicant must prove that it has no overdue payables (e.g. final and binding decisions of the FIFA/UEFA Players' Status Committee, the FIFA/UEFA Dispute Resolution Chamber, the Court of Arbitration for Sport "CAS" or UAE Sports Arbitration Center) towards football clubs arising from transfer activities as at 31 December preceding the season to be licenced, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute between the creditor and the debtor with regards to proof of the debt, submitted to a competent authority.</p>		

No.	Description	AFC Licence
F.04	NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES	A
<p>1. The Licence Applicant must prove that, in respect of contractual and legal obligations with its current and former “employees” and social/tax authorities, it has no overdue payables (e.g. final and binding decisions of the FIFA/UAEFA Players’ Status Committee, the FIFA/UAEFA Dispute Resolution Chamber, the Court of Arbitration for Sport “CAS” or UAE Sports Arbitration Center) as at 31 December preceding the season to be licenced, unless by the following 31 March they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute between the creditor and the debtor with regards to proof of the debt, submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to the following:</p> <ul 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 Pro league Club Licensing Regulations and AFC Club Licensing Regulations, i.e. the employees as per Personnel & Administrative Criteria from P.03 to P.28 		





No.	Description	AFC Licence
F.05	WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION	A
<p>1. Within seven (7) working days prior to the date on which the licensing decision is to be made by the First Instance Body, the Licence Applicant must make written representations to the Licensor.</p> <p>2. The written representations shall confirm:</p> <ul style="list-style-type: none"> a) That all documents submitted to the Licensor are complete and correct b) Whether or not any Significant Change in relation to all the licensing criteria has occurred c) Whether or not any Events or Conditions of Major Economic Importance have occurred that may have an adverse impact on the Licence Applicant's financial position since the balance sheet date of preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If any Events or Conditions of Major Economic Importance have occurred, the management representatives letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and d) Whether or not the Licence Applicant (or the registered member of the AFC Member Association which has a contractual relationship with the Licence Applicant within the meaning of Article 12 of the AFC Club Licensing Regulations) or any Parent Company of the Licence Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licence Season. <p>3. Approval by Management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.</p>		

10.6.2 FUTURE FINANCIAL INFORMATION

No.	Description	AFC Licence
F.06	FUTURE FINANCIAL INFORMATION	A
<p>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.</p> <p>2. If a Licence Applicant exhibits any of the conditions described by indicator 1 to 4, it is considered in breach of the indicator:</p> <p>a) Indicator 1: Going Concern for Annual period</p> <p>The auditor's report in respect of the Audited Annual Financial Statements submitted in accordance with Finance Criterion F.01 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</p> <p>b) Indicator 2: Going Concern for Interim period</p> <p>The auditor's report in respect of the Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criterion F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</p> <p>c) Indicator 3: Negative equity for Annual period</p> <p>The Audited Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with Finance Criterion F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements.</p> <p>d) Indicator 4: Negative equity for Interim period</p> <p>The Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criterion F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.</p>		



3. Future Financial Information must cover the period commencing immediately after the later of the Statutory Closing Date of the Audited Annual Financial Statements or, if applicable, the balance sheet date of the Reviewed or Audited Interim Financial Statements, and it must cover at least the entire Licence Season.
4. Future financial information consist of:
 - a) budgeted profit and loss account, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable);
 - b) budgeted cash flow, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable); and
 - c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of Historic Financial 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, 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 Audited Annual Financial Statements, except for accounting policy changes made after the date of the most recent Audited Annual Financial Statements that are to be reflected in the next Audited Annual Financial Statements, in which case details must be disclosed.
7. The future financial information shall be based on assumptions that are not unreasonable and meet the minimum disclosure requirements as set out in the UAE Pro League Club Licensing Financial Handbook and AFC Club Licensing Financial Handbook ("Handbook"). 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.

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.

10.6.3 SUBSEQUENT INFORMATION

Criteria F.07 and F.08 apply to Licencees after the licensing decision. Criterion F.07 (Duty to notify subsequent events) applies to all Licencees. Criterion F.08 (Duty to update future financial information) only applies to those Licencees 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 Licence
F.07	DUTY TO NOTIFY SUBSEQUENT EVENTS	A

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, within seven (7) working days of becoming aware of such an event.
2. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.



No.	Description	AFC Licence
F.08	DUTY TO UPDATE FUTURE FINANCIAL INFORMATION	A
<p>1. If the licensee is in breach of one or more of the below indicators, then the licensee must prepare and submit an updated version of the Future Financial Information (prepared according to F.06). In addition, the prepared information shall include a comparison of Budget to Actual figures including explanations of variances. The updated version of the Future Financial Information must be prepared, as a minimum, on a six (6) month basis.</p> <p>a) Indicator 1: Going Concern for Annual period</p> <p>The auditor's report in respect of the Audited Annual Financial Statements submitted in accordance with Finance Criterion F.01 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</p> <p>b) Indicator 2: Going Concern for Interim period</p> <p>The auditor's report in respect of the Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criterion F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</p> <p>c) Indicator 3: Negative equity for Annual period</p> <p>The Audited Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with Finance Criteria F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements.</p> <p>d) Indicator 4: Negative equity for Interim period</p> <p>The Reviewed or Audited Interim Financial Statements submitted in accordance with Finance Criteria F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.</p> <p>2. The updated future financial information shall meet the minimum disclosure requirements set out in the UAE Pro League Club Licensing Financial Handbook and AFC Club Licensing Financial Handbook ("Handbook").</p> <p>3. Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</p>		



No.	Description	AFC Licence
F.09	APPOINTMENT OF AN AUDITOR	A
<ol style="list-style-type: none"> 1. The Licence applicant must submit to the Licensing Administration a copy of their auditor appointment letter and eligibility & consent letter by auditor and/or signed engagement contract with the auditor, in addition to the documentary evidence of qualification and eligibility (required only if the auditor is not an internationally recognized company). 2. The auditor appointment letters and/or signed engagement contract with the auditor must contain the following minimum information: <ol style="list-style-type: none"> a) Legal entity/entities covered by the engagement b) The period(s) covered by the engagement c) Agreed upon fees 3. In the event that multiple auditors are required to audit separate entities of the Licence Applicant or its parent entity, then copies of all auditor appointment letters and/or all signed engagement contracts should be submitted. 4. 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). 5. Auditor appointment letters and/or signed engagement contract with the auditor should cover the following periods: <ul style="list-style-type: none"> • Financial year starting on 1 July 2022 and ending 30 June 2023 and; • Interim period from 1 July 2023 to 31 December 2023. 		

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 and sustainable 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 Licence
M.01	MARKETING STRATEGY	A
<p>The Licence Applicant must produce a marketing strategy. 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 all marketing activities of the club; b) General research analysis (i.e. SWOT analysis, PESTEL 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) Commercial asset list illustrating all assets of the Licence Applicant that can be exploited as commercial opportunities; e) Strategy and plans to increase the number and value of commercial partnerships and how to manage those partnerships, including details of partnership categories/gradings; f) Communications strategy, including plans around digital marketing g) Strategy and plans to increase income from merchandising, including details on what merchandise the club sells. Sale of merchandise can 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 retails or flagship stores belonging to their kit suppliers. h) Strategy and plans to develop / increase fan base, including short term and long term plans on marketing and promotion. This excludes plans that are done in partnership with Licence Applicant's commercial partners. This section must include details of community outreach programme; i) Strategy and plans to increase fan attendance, including short and long term plans detailing any promotional activities. This excludes plans 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; 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 e) to i) must include the following:</p>		



- **"WHAT"** the Licence Applicant wishes to achieve;
- **"HOW"** the Licence Applicant intends to achieve the items indicated in (i) above;
- **"WHO"** is responsible for each of the activities identified in (ii) above;
- **"HOW MUCH"** financial resources are allocated to the activities identified in (ii) above;
- **"WHEN"** will these activities be conducted, including a timeline to complete and/or achieve the activities identified in (ii) above;
- Specific Key Performance Indicators (KPIs) for the term of the plan to **"MEASURE"** the success of each activities / objectives identified in (i) and (ii) above;
- 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)

The Marketing strategy must have been approved by the Chairman and Board of the Licence Applicant, as well as the UAE Pro League Marketing Panel.

The Marketing 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 Marketing Strategy to the Licensor except for the following cases:

- 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:
 - 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;

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.


Documents to be submitted:

- i. Marketing Strategy in English (stamped and initialed on each page);
- ii. Cover letter confirming approval of the Marketing Strategy by the Board and signed by the Chairman and 50% + 1 members of the Board;
- iii. Catalogue of merchandised items (Form 37), including cost per item and location(s) of sale and opening hours/days of such stores.
- iv. Photos of the merchandising store or the selling point.
- v. Documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted as per strategy.

Assessment process: In order to fulfill this criteria, the Licensor will assess whether: a) The Marketing 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 Licencee / 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.

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.

No.	Description	AFC Licence
M.02	CLUB WEBSITE AND SOCIAL MEDIA	A
<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 (UAE Pro League, 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 a member of the club) <p>The Licence Applicant must engage in at least two (2) Social Media platforms (Facebook, Twitter, Instagram, Youtube, snapchat, etc.) as below;</p> <ul style="list-style-type: none"> a) Social media official pages must be in English and Arabic. b) Club must create engagement with fans through the social media pages including providing information, Interacting with fans, competitions, photos, videos etc. <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; 		



Internet URLs of various social media platforms.

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.

The Licensor will check, throughout the season that the updates on the Licence Applicant's website and social media platform occur as defined above. These checks shall take place, as a minimum, on a monthly basis. In case the Licence Applicant failed to update its contents , the Licence Applicant shall fail the criteria.

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



No.	Description	AFC Licence
M.03	MEDIA TRAINING WORKSHOP FOR PLAYERS	A
<p>The Licensing Administration will support the implementation of two workshops on media training for (1) first team and U21 players and (2) youth teams players with each Licence applicant during season. Both workshops shall take place by January 31.</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"> a) Delivery of the workshops within the deadline. The content and speakers must be approved by the licensor prior to the workshops taking place; b) Attendance of all first team and U 21 teams for the first workshop; c) Nominating minimum fifteen (15) players each from the U-16 and U-18 for the second workshop; d) Nominating proposed date and time for the workshops within the specified calendar window; e) Nominating a location for the workshops on club premises that will comfortably accommodate at least Seventy(70) players with audio/visual presentation and interpretation facilities available; f) Attendance for the full workshop is mandatory for the players; g) 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> <ul style="list-style-type: none"> i. Attendance form signed by the players in attendance at both workshops ii. Photographs of the workshops, including photographs of each guest speaker conducting their section of the workshop 		
<p>Assessment process: The licensing administration verifies if the required persons took part in the Media Training Workshop.</p>		



No.	Description	AFC Licence
M.04	PRIVATE FOOTBALL ACADEMY (FOOTBALL SCHOOL)	A
<p>The Licence Applicant shall establish a Private Football Academy (Football School) under the name of the football company.</p> <p>The key objective of this academy to provide grassroots development to foreign children . There are no limitations on the location of the Private Football Academy (Football School) and the Licence Applicant is permitted to partner with exisiting Private Football Schools to deliver the a Private Football Academy under the brand name of the Licence Applicant.</p> <p>The Licence Applicant must organise at least 2 training programmes in one sporting season. The maximum duration of the training programme for each group shall be 10 weeks. The Licence Applicant shall organise a minimum 2 training sessions 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 excceed with the maximum registered players then the Licence Applicant can split the number of players in more groups of the same age group.</p> <p>The Licence Applicant must have appointed a minimum of two qualified coaches that hold at least AFC “B” certificate responsible for the training programme . The licence applicant can take the services of registered youth team coaches (cf. criteria P.17) if they are available.</p> <p>The Licence 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.) • clubs official social media (website, Twitter, Facebook, Snapchat, Instagram,etc.) <p>The Licence Applicant shall apply a registration fee for each training programme, considering the average market fee of the private academies.</p>		

**Document to be submitted:**

- i. Approved Licence from the UAE FA Academy
- ii. Proof of promotional activities for the Private Football Academy (photos, videos, press release, media clipping etc.)
- iii. Copy of AFC recognised coaching qualification for each coach
- iv. Player's list for each group (FORM 43)
- v. Training schedule for each training programme (FORM 44)

Documents, including but not limited to media clippings, photographs, videos, etc. to prove that activities and plans were conducted.

Assessment process: In order to fulfill this criteria, the Licensor will assess whether:

The Private Football Academy complies with the requirements of FA academy requirements and have acquired the approved licence.

The Private Football Academy has the required number of age groups and registration fee structure.

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



رابطة المحترفين الإماراتية

UAE PRO LEAGUE

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 UAE Pro League in accordance with disciplinary sanctions stipulated for in these Regulations or the UAE FA Disciplinary Code.
- Should the AFC discover that any licensing decision has been made in violation of the AFC Club Licensing Regulations, the AFC may refer the Licensor to the AFC judicial bodies for their further action in accordance with the relevant regulations.

12.3 IMPLEMENTING PROVISIONS

The UAE Pro League may 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 between these Regulations and the AFC Club Licensing Regulations, the AFC Club Licensing Regulations shall be authoritative.

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.

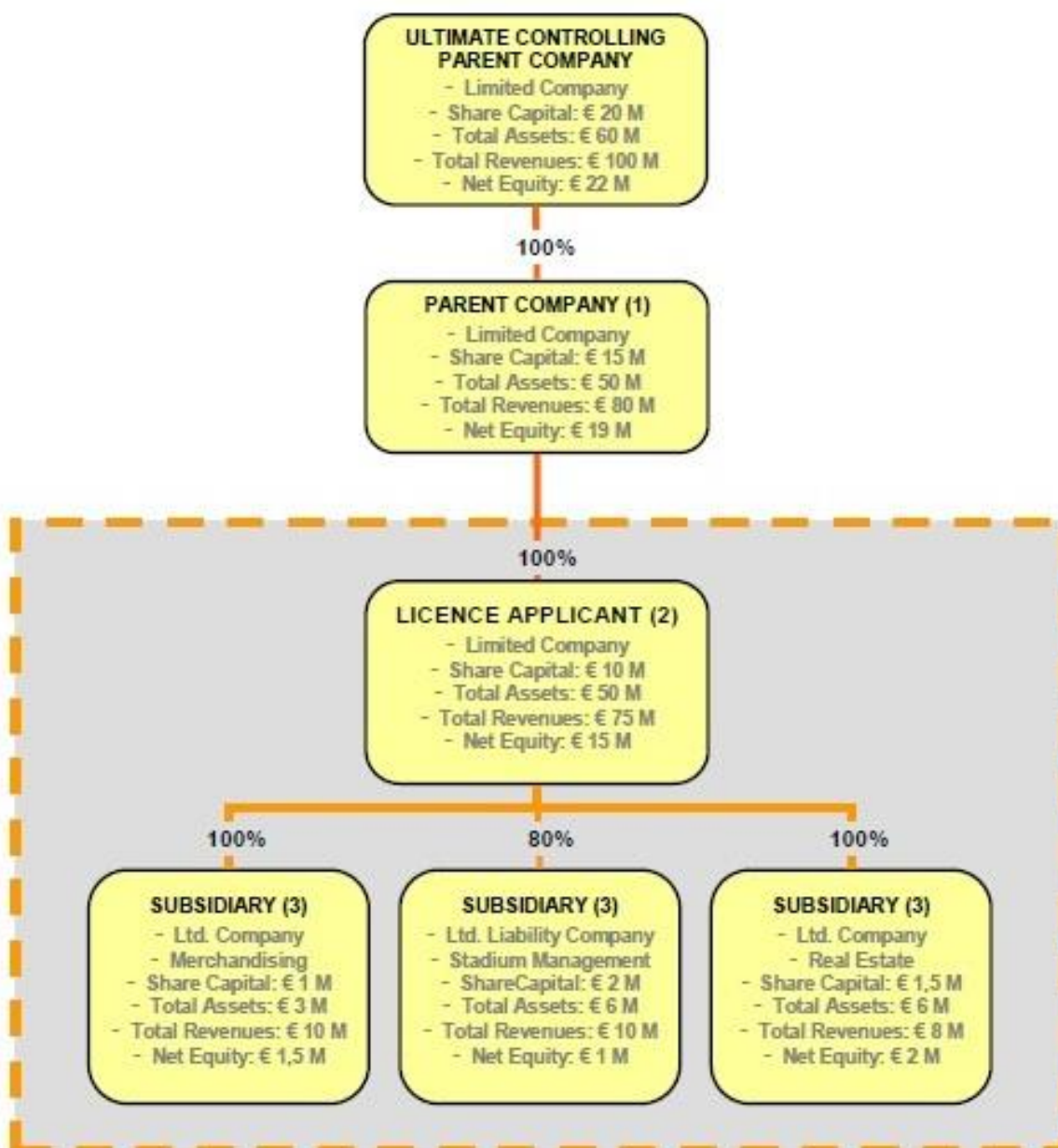
Matters not provided for in these regulations shall be decided by the AFC Executive Committee, whose decisions are final, taking into consideration that decisions made should not be in contradiction with AFC Statutes, Regulations and the AFC Club Licensing System.

12.5 RATIFICATION

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

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 and 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 19th November 2021 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 delivered, etc. The licensing administration will request an acknowledgement of receipt.
3. By no later than 21st November 2021, 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) plus any applicable tax as per UAE laws and regulations, 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 has submitted their documents by the submission deadline, the Licensor will acknowledge receipt of these documents. In the 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 Licence Applicant if sufficient time is available.

In cases where a Licence Applicant has 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 has 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 has 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. 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 licence should be granted to an applicant on the basis of the documents provided and in accordance with the provisions of the UAE Pro League 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 Pro League Club Licensing Regulations and/or the UAE Pro League Club Licensing Financial Handbook. 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 Pro League 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 Pro League Club Licensing Regulations

and/or UAE Pro League Club Licensing Financial Handbook. 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 Pro League Club Licensing Regulations and UAE Pro League Club Licensing Financial Handbook.

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 Pro League 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 UAE Pro League Competitions and AFC club competition. Clubs must at least have obtained Licence to qualify for UAE Pro League competitions and the AFC Club competition. The list of licenced applicants is sent to AFC within the deadline fixed and communicated by AFC by 30th October, 2021.

COMPLIANCE PHASE

19. After it has been issued a Licence, up until the end of the season to be licenced, 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 licence 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 Pro League 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 a 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 Pro League Club Licensing Regulations and/or UAE Pro League Club Licensing Financial Handbook, 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 30,000 (UAE Thirty Thousand Dirham) plus any applicable tax as per UAE laws and regulations, 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.

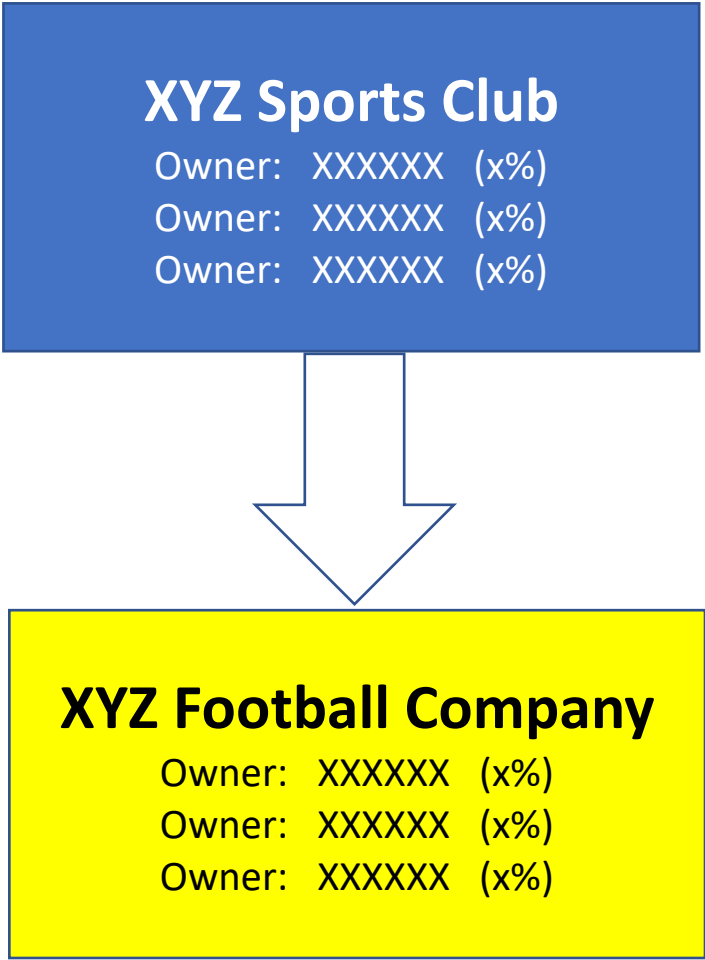
Decision: Two alternatives: step 17 or step (F).

(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.

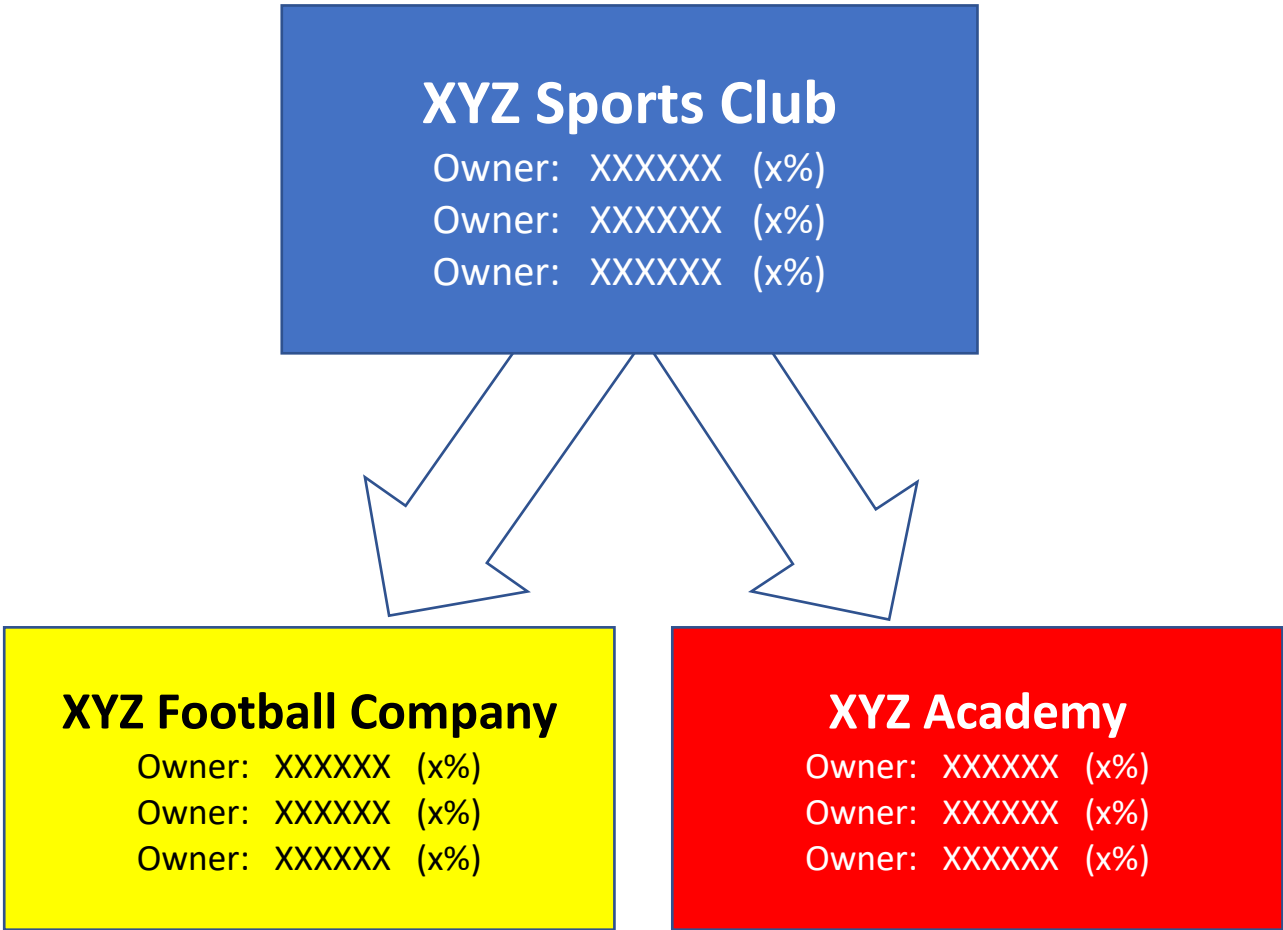
Fulfillment of steps 19 and 20 shall be assessed in respect of the following licensing cycle.

APPENDIX 3: LEGAL GROUP STRUCTURE AND CONTROL MECHANISM

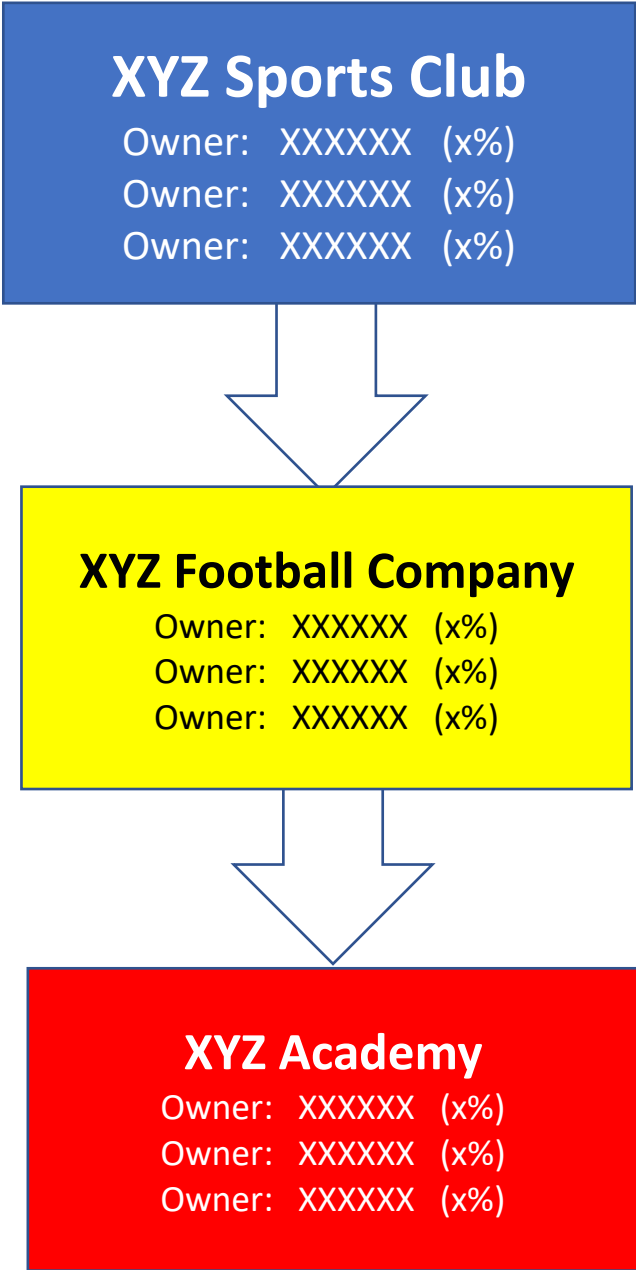
(EXAMPLE ONLY): FOOTBALL COMPANY WHOSE PARENT OWNER IS THE SPORTS CLUB



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



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



APPENDIX 4: FORMS

FORM A:	APPLICATION FOR A LICENCE
FORM 5:	S.01: YOUTH TEAMS (LIST OF PLAYERS)
FORM 7:	S.01: YOUTH TEAMS (COMPETITION)
FORM 7A:	S.01: YOUTH TEAMS (ACADEMY BENCHMARKING)
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 49:	S.04: MEDICAL CARE FOR ALL YOUTH/ACADEMY PLAYERS OVER THE AGE OF 12
FORM 42:	S.06: INTEGRITY AND RACIAL EQUALITY DECLARATION
FORM 50:	S.09: WOMEN'S TEAM (LIST OF PLAYERS)
FORM 51:	S.09: WOMEN'S TEAM (COMPETITION)
FORM 40:	I.01: APPROVED STADIUMS (STADIA CHECKLIST)
FORM 40A:	I.01: STADIUM RENOVATION OR UPGRADATION PLANS
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 (3RD 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: MARKETING MANAGER
FORM 28:	P.20: LEGAL OFFICER
FORM 29:	P.21: TICKETING OFFICER
FORM 47:	P.22: COMMUNITY ENGAGEMENT OFFICER
FORM 48:	P.27: CHILD SAFEGUARDING OFFICER
FORM 35:	P.28: 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.10: 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)**
- FORM 45: M.06: PROMOTIONAL ACTIVITIES AND ACCESS TO PLAYERS (MEDIA SCHEDULE)**
- FORM 46: M.06: PROMOTIONAL ACTIVITIES AND ACCESS TO PLAYERS (ACTIVATION FORM)**

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.

APPENDIX 8: CLUB LICENSING POLICY

The objective of the club licensing policy is to have an effective club licensing management system

1. The LA will always be committed to satisfy the clubs' needs and expectation with regard to the club licensing;
2. The LA will continually improve the performance of the national club licensing system.
3. The LA will be committed to respect and meet the set ethical values of Club Licensng.
4. The LA will be committed to meet applicable national laws and regulations of FIFA, AFC and national association and make sure the clubs shall also respect the applicable laws and regulations.
5. The LA will provide all kind of support and assistance to clubs during the club licensing cycle in order to meet the criteria requirement.

The Lensor will assure that a strict code of conduct shall be maintained in the National Club Licensing system. The LA and Decision making bodies shall adhere and respect the Code of conduct.

The LA will be responsible for keeping the Minutes of the Meeting (MOM) for all the meeting conducted or organized for the purpose of Club Licensing Management.

Procedure of management of Complaints

1. The LA has setup an email account cl.complaint@uaeproleague.ae to receive any complaint related to club licensing.
2. The CEO of UAE Pro League will setup an internal committee to discuss the complaint and findings and then it will be forwarded to UAE Pro League Board of Directors to take final decision and action.



رابطة المحترفين الإماراتية
UAE PRO LEAGUE

