



# **FAM CLUB LICENSING REGULATIONS**

**EDITION 2017**

# **FAM Club Licensing Regulations**



## **Football Association of Malaysia**

*Based on the AFC Club Licensing Manual and Regulations version 07/2015*



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# DEFINITIONS

	Definitions
<b>Accounting Policies</b>	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
<b>AFC Club Licensing Manual (Manual)</b>	Working document which describes the AFC/FAM Club Licensing Regulations. The guidelines of the AFC/FAM Club Licensing Regulations provide the licensor and license applicant further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process. In relation to the financial criteria in the Regulations, the Manual also provides details on mandatory and minimum requirements
<b>AFC Club Competitions</b>	AFC Champions League and/or AFC Cup
<b>AFC Season</b>	See Season to be licensed
<b>AFC Stadium Regulation</b>	Working document which describes the requirements to be fulfilled by the clubs with regard to the Stadium to be used for AFC club competition matches.
<b>Agreed-Upon Procedures (AUP)</b>	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.
<b>Amortisation</b>	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.



<b>Annual Financial Statements</b>	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.
<b>Associate</b>	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.
<b>Assessment Process</b>	See Core Process
<b>Audit</b>	<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>
<b>Budget</b>	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.
<b>Cash And Cash Equivalents</b>	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.
<b>CLAS</b>	Club Licensing Administration System



<b>Consolidated Financial Statement</b>	Financial statements of a group presented as those of a single economic company.
<b>Control</b>	The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
<b>Core Process</b>	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 license to an applicant.
<b>Criteria</b>	Requirements to be fulfilled by the license applicant divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial), with each category being split into three grades: A, B, C (mandatory and best practice recommendation)
<b>Deadline for Submission of the List of Licensed Clubs to AFC</b>	The date by which licensor must submit to AFC the list of clubs that were granted with a license by the national decision-making bodies. This date is defined by AFC each year and announced to the licensors.
<b>Deadline for Submission of the Application to the Licensor for FAM Club Competition</b>	The date by which each license applicant shall submit all relevant information for its application for a license. (See core process)
<b>Depreciable Amount</b>	<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>
<b>Direct Costs of Acquiring a Player's Registration</b>	<p>Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include:-</p> <ul style="list-style-type: none"> <li>a) Transfer fee payable for securing the registration;</li> <li>b) Transfer fee levy (if applicable); and</li> <li>c) Other direct costs of obtaining the player's registration (e.g. payments to agents for services to the club, legal</li> </ul>



	fees, compensation payments for training and development of young players in accordance with FIFA and/or FAM transfer regulations and other direct costs in connection with the transfer).
<b>Employee Benefits</b>	All forms of consideration given by an entity in exchange for service rendered by employees.
<b>Event or Condition of Major Economic Importance</b>	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.
<b>FAM Club Competitions</b>	Super League and/or Premier League
<b>FAM Club Licensing Regulations (Regulations)</b>	The regulations consisting of <b>six</b> categories of criteria and a core process applying to AFC Club Competitions and FAM Club Competition
<b>FAM Season</b>	See Season to be licensed
<b>FAM Stadium Regulation</b>	Working document which describes the requirements to be fulfilled by the clubs with regard to the Stadium to be used for FAM club competition matches.
<b>Future Financial Information</b>	Information about the prospective financial effects of future events and possible actions on the entity concerned.
<b>Going Concern</b>	A reporting entity is normally viewed as a going concern, that is, as continuing in operation for the foreseeable future. It is assumed that the entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations.
<b>Group</b>	<p>A parent and all its subsidiaries.</p> <p>A parent is an entity that has one or more subsidiaries. A subsidiary is an entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).</p>



<b>Historic Financial Information</b>	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.
<b>Independent Auditor</b>	An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. For additional information, visit <a href="#">www.ifac.org</a> . The term 'auditor' may also be used when describing related services or assurance engagements other than audits.
<b>Intangible Asset</b>	An identifiable non-monetary asset without physical substance, such as the registration of a player.
<b>Interim Financial Statements</b>	A financial report containing either a complete set of financial statements or a set of condensed financial statements for an interim period.
<b>Interim Period</b>	A financial reporting period shorter than a full financial year.
<b>International Financial Reporting Standards ("IFRS")</b>	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).
<b>International Standards on Auditing ("ISA")</b>	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 <a href="http://www.ifac.org">www.ifac.org</a>



<b>International Standards on Review Engagements (ISRE)</b>	The IAASB issues standards applicable to a review of historic financial information. Current ISREs are available from <a href="http://www.ifac.org">www.ifac.org</a>
<b>International Standards on Related Services (ISRS)</b>	The IAASB issues engagement standard that include the application of agreed-upon procedures to information. Current ISRSs are available from <a href="http://www.ifac.org">www.ifac.org</a> .
<b>Joint Venture</b>	<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>
<b>License</b>	Certificate confirming fulfilment of all mandatory minimum requirements by the licensee in order to start the admission procedure for AFC Club Competitions and/or FAM Club Competitions.
<b>License Applicant</b>	Legal entity fully and solely responsible for the football team participating in AFC and FAM club competitions which apply for a license.
<b>Licensee</b>	License applicant which has been granted with a license by the licensor.
<b>Licensing Administration</b>	Body or staff within the licensor that deals with club licensing matters.
<b>Licensing Cycle</b>	See Core process
<b>Licensing Season</b>	Season for which a license has been granted (cf. also Season to be licensed)



<b>Licensing Process</b>	Process in which a license is granted
<b>Licensor</b>	Football Association Malaysia a body that operates the national licensing system and grants the license
<b>Management (Personnel)</b>	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).
<b>Material or Materiality</b>	Omissions or misstatements of items or information are material if they could, individually or collectively; influence the economic decisions of users taken on the basis of the financial information. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item, or a combination of both, could be the determining factor.
<b>May</b>	Indicates a party's discretion to do something (i.e. optional, rather than mandatory)
<b>Must or Shall</b>	Indicates an obligation to do something
<b>National Accounting Practice</b>	The accounting and reporting practices and disclosures required of entities in a particular country.
<b>Parent</b>	An entity that has one or more subsidiaries.
<b>Recoverable Amount</b>	The higher of an asset's fair value less cost 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.



<b>Registered Member</b>	Any legal entity according to Malaysian law and/or FAM statutes, which is member of FAM and/or its affiliated league.
<b>Related Party</b>	<p>A party is related to an entity if:-</p> <ol style="list-style-type: none"> <li>Directly, or indirectly through one or more intermediaries, the party:- <ol style="list-style-type: none"> <li>controls, is controlled by, or is under common control with the entity (this includes parents, subsidiaries and fellow subsidiaries);</li> <li>has an interest in the entity that gives it significant influence over the entity; or</li> <li>has joint control over the entity;</li> </ol> </li> <li>The party is an associate of the entity;</li> <li>The party is a joint venture in which the entity is a venture;</li> <li>The party is a member of the key management personnel of the entity or its parent;</li> <li>The party is a close member of the family of any individual referred to in (a) or (d);</li> <li>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</li> <li>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.</li> </ol>
<b>Reporting Entity/Entities</b>	The registered member and/or company or group which, according to the rules of this regulation, must provide the licensor with respectively statutory or consolidated financial statements.



<b>Review</b>	<p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an audit, is not designed to obtain reasonable assurance that the financial information is free from material misstatement. A review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial information to the auditor's, but it does not provide the evidence that would be required for an audit.</p>
<b>Season To Be Licensed</b>	Means the AFC and/or FAM season for which the license applicant has applied for the license; i.e. 1 January – 31 December
<b>Significant Change</b>	Means an event that is considered material to the documentation previously submitted to the licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.
<b>Significant Influence</b>	The power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.
<b>Stadium</b>	Means the venue for a competition match including, but not limited to, all properties and facilities near to such stadium (for example, offices, hospitality areas, press centres and accreditation centres).
<b>Statutory Closing Date</b>	The annual accounting reference date of the reporting entity.
<b>Subsequent Events</b>	Events or conditions occurring after the licensing decision.



<b>Subsidiary</b>	An entity, including an unincorporated entity such as a partnership that is controlled by another entity (known as the parent).
<b>Supplementary Information</b>	<p>If the minimum requirements of criterion F.01 for content and accounting are not met in the audited annual financial statements, additional information must be prepared and submitted by the license applicant.</p> <p>The content and presentation of the supplementary information, if required at all, will vary between licenses applicants depending on the amount of information already disclosed in the separate audited annual financial statements.</p>



# SECTION I: PROCEDURES



# 1. INTRODUCTION

This Regulations is the basic working document for Football Association of Malaysia (FAM) which incorporates the AFC and FAM minimum requirements for AFC/FAM Club Competitions.

The Regulations must be read together with the Manual for the purpose of participation in AFC/FAM Club Competitions. The latter provides the clubs with further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process stated in the Regulations.

This Regulations is directed to the football clubs in Malaysia. The six categories of minimum criteria are described in six chapters, which are as follows:

- Sporting Criteria
- Infrastructure Criteria
- Personal and Administrative Criteria
- Legal Criteria
- Financial Criteria
- Business Criteria

The criteria are divided into three different grades (“A”, “B” and “C”).

Each chapter also includes the objectives and the benefits for the Clubs. Clubs should first carefully read through the objectives of each category of criteria.

In contrast, FAM lays down some “mandatory”, to ensure a certain unified quality standard throughout Malaysia, as a first step towards the development of Malaysian football. Some flexibility has been given to the discretion of the FAM. In such circumstances the regulations shall be individually tailored by each Club according to its specific needs and in compliance with national law.

## **The License applicants are invited to:-**

1. Read and understand these Regulations in conjunction with the Manual.
2. Adapt its own structure and relevant organisation according to the minimum requirements regarding the core process and further procedures.
3. Set-up a working plan for the implementation of these Regulations taking into account the AFC / FAM deadlines for exceptions and accreditation as well as the FAM decision-making process.



## 1.1 OBJECTIVES OF THE FAM CLUB LICENSING SYSTEM

The FAM Club Licensing System has the following objectives:-

- Safeguarding the credibility and integrity of AFC and FAM club competitions.
- Allowing the development of benchmarking for clubs in sporting, infrastructure, personnel, administrative, legal, and business related criteria throughout Malaysia.
- Further promotion and continuous improvement of the standard of all aspects of football in Asia and continuing priority given to the training and care of young players in each club.
- Increasing the level of management and organization within the clubs.
- Improvement of the economic and financial capability of the clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors.
- Adaptation of clubs' sporting infrastructure to provide spectators and media with well-appointed, well-equipped and safe stadiums.
- Safeguarding the continuity of international competitions for one season.
- Monitoring the financial fair play in the competitions.
- Ensure clubs' are able to compete off-field in terms of its commercial values.

## 1.2 ENFORCEMENT

The regulations come into force on its approval by the FAM Executive Committee and applies for the AFC and FAM club competitions.

## 1.3 LEGAL BASIS

The licensor has the jurisdiction to govern the Licensing system by virtue of the FAM Statutes.



## 2. PROCEDURE

### 2.1 CRITERIA

The criteria which the license applicant must comply with in order to obtain the license are divided into 6 categories;

- Sporting Criteria
- Infrastructure Criteria
- Personal and Administrative Criteria
- Legal Criteria
- Financial Criteria
- Business Criteria

### 2.2 CRITERIA GRADATION

The criteria described in this Regulation are minimum requirements. Clubs may increase the minimum requirements and report attainments of higher quality standards for any of the criteria if they wish to.

The criteria in the regulation have been graded into three separate categories. The different grades have been defined as follows;

- a) “**A**”- criteria – “**MANDATORY**”: If the license applicant does not fulfil any A-criteria, then it cannot be granted with a license to enter the AFC Club Competitions and/or FAM club competitions(cf. See Article 2.3).
- b) “**B**” – criteria – “**MANDATORY**”: If the license applicant does not fulfil any B-criteria, then it is sanctioned as specified by the licensor but may still receive a license to enter the AFC Club Competitions and/or FAM club competitions.
- c) “**C**”- criteria – “**BEST PRACTICE**”: C-criteria are best practice recommendations. Non-fulfilment of any C-criteria does not lead to any sanction or to the refusal of the license. Certain C-criteria may become “**MANDATORY**” criteria at a later stage.



## 2.3 EXCEPTION POLICY

The AFC administration may grant an exception to any provisions in these Regulations as set out in Annex I for AFC Club Competition only.

The FAM decision bodies may grant an exception to any provisions in these Regulations as set out in Annex I.I for FAM Club Competition only.

## 2.4 LICENSING SANCTIONS

The following sanctions may be set by the Decision Making Bodies (c.f 3.2) for breaches of these Regulations (such as submission of falsified documents, non-respect of deadlines, sanctions against deadlines, failure to cooperate with Club Licensing Committee of the Club Licensing department in any way, non-fulfilment of “B” criteria:

- a) Caution
- b) Extended deadline to fulfil criteria
- c) Obligation to fulfil criteria deadline
- d) Fine
- e) Reporting of issues to appropriate bodies within FAM
- f) Obligation to submit guarantees
- g) Withhold grants / prize money
- h) Seek more financial details
- i) License review
- j) License withdrawal

or the Club Licensing Manager only;

- a) Reporting of issues to appropriate bodies within FAM
- b) Seek more financial details

## 2.5 SPOT-CHECKS BY AFC and/or FAM

2.5.1 AFC / FAM and its nominated bodies/agencies reserve, at any time, the right to conduct spot-checks with the licensors and, in the presence of the latter, with the applicant club in order to ensure that its license was correctly awarded at the time of the final and binding decision of the licensor.

The non-observance of the minimum mandatory requirements as defined in the Regulations accredited by AFC may result in sanctions



defined by the appropriate AFC/FAM body according to the nature and the gravity of the violations.

- 2.5.2 AFC/FAM and its nominated bodies/agencies reserve the right, at any time, to conduct spot-checks with the licensors to verify that the minimum requirements defined in the core process (cf. Chapter 5) are respected. The non-observance of the minimum mandatory requirements may result in sanctions defined by the appropriate AFC body according to the nature and the gravity of the violations.
- 2.5.3 For the purpose of spot-checks by AFC/FAM, in the event of any discrepancy in interpretation, the English version is the authoritative text.



## 3. LICENSOR

### 3.1 LICENSOR DEFINITION

The Football Association of Malaysia (FAM) is the Licensor in Malaysia. The licensor governs the licensing system, appoints the corresponding Licensing Bodies and fixes the necessary processes. The licensor shall use the Club Licensing Administration System (CLAS) to govern the Club Licensing System.

The Licensor may delegate Club Licensing System to an affiliated league as specified under Annex IV of these Regulations. The Licensor should remain responsible for the proper implementation of the Club Licensing System regardless of whether there is a delegation or not.

In particular, the licensor must:

- a) establish an appropriate licensing administration as defined in Article 3.6;
- b) establish at least two decision-making bodies as defined in Article 3.2;
- c) set up a catalogue of sanctions as defined in Article 2.4;
- d) define the core process as defined in Article 5;
- e) ensure equal treatment of all clubs applying for a licence and guarantee the clubs full confidentiality with regard to all information provided during the licensing process as defined in Article 6;
- f) strictly follow the core process.

### 3.2 DECISION-MAKING BODIES

3.2.1 The licensor shall establish two decision-making bodies;

- a) First Instance Body (FIB)
- b) Appeals Body (AB)

3.2.2 The decision-making bodies shall be independent from each other. They shall receive administrative support from the licensing administration of the FAM.



- 3.2.3 The decision-making bodies will decide whether Licenses should be issued to a Club or not, and have the power to issue a variety of sanctions as described.

### 3.3 FIRST INSTANCE BODY (FIB)

- 3.3.1 The FIB decides on whether a license should be granted to an applicant on the basis of the documents provided and in accordance with the provisions of the Regulations at the submission deadline set by the licensor and on whether a license shall be withdrawn upon the application of the Licensing Manager.
- 3.3.2 In the case of a license refusal, the decision must be put in writing and include the reasoning.
- 3.3.3 The licensor decides on the quorum of the FIB. The quorum must be of minimum three members. The chairman has the casting vote.

### 3.4 APPEALS BODY (AB)

- 3.4.1 The AB decides on appeals submitted in writing and makes a final and binding decision on whether a license should be granted.
- 3.4.2 Appeals may only be lodged by:-
- a) The license applicant, who received the refusal of the FIB;
  - b) The licensee, whose license has been withdrawn by the FIB; or
  - c) The Licensing Manager on behalf of the licensor
- 3.4.3 The AB makes its decision based on the decision of the FIB and all the evidence provided by the license applicant or licensor before the FIB with its written request for appeal within the deadline determined by the chairman of the AB.
- 3.4.4 Any further evidence submitted to the AB at a later stage shall not be taken into account.
- 3.4.5 In the case of a license refusal, the decision must be put in writing and include the reasoning.
- 3.4.6 Appeal against the decision of the AB may be appealed against before an independent and duly constituted arbitration tribunal pursuant to the Arbitration Act currently enforced in Malaysia by an Arbitrator mutually agreed by the parties. This process must be held in Malaysia and the decision of the Arbitrator is final and must be accepted by all parties involved. In this respect, particular attention must be paid to the relevant deadlines for entering the AFC Club Competitions/ FAM Club



## Competitions

- 3.4.7 Recourse for arbitration should only be made after all other internal channels have been exhausted.
- 3.4.8 The licensor decides on the quorum of the AB. The quorum must be of minimum three members. The chairman has the casting vote.

## 3.5 REQUIREMENTS OF MEMBERS OF THE DECISION MAKING BODIES

- 3.5.1 The licensor appoints the members of the FIB and AB. Members will serve for a term of 4 years and may be re-appointed.
- 3.5.2 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.
- 3.5.3 Members of the FIB shall not simultaneously be members of any Standing Committees, Judicial Bodies or any Committee of the licensor as prescribed under the FAM Statutes currently enforced.
- 3.5.4 The committee members will have full voting rights.
- 3.5.5 Administrative staff of the FAM and its affiliated league cannot be members of the FIB and AB.
- 3.5.6 Members of the AB shall not simultaneously be members of any Standing Committees, Judicial Bodies or Committees of the licensor as prescribed under the FAM Statutes currently enforced.
- 3.5.7 Members of the decision making bodies must follow the strict confidentiality rules in the same way as members of the Club Licensing Administration (cf.3.6). The FAM defines these rules and the members have to accept them in writing (cf. 6)
- 3.5.8 In addition to the requirements set out in above, the licensor may establish further conditions to be satisfied by members of the licensing bodies (academic, professional training, experience, etc.) to ensure that they perform their functions to high professional standards.
- 3.5.9 A member must in all cases automatically abstain if there is any doubt as to his/her independence towards the license applicant or if there is a conflict of interest.
- 3.5.10 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, and siblings) is a:

- a) Member
- b) Shareholder
- c) Business partner
- d) Sponsor or
- e) Consultant, etc.

of the license applicant. The foregoing list is illustrative and not exhaustive.

3.5.11 Members of the decision making bodies shall act impartially in the discharge of their duties.

3.5.12 Any member of the decision making bodies shall not act simultaneously as the Licensing Manager.

3.5.13 The decision-making bodies must operate according to principles of natural justice and must as a minimum define:

- 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, 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

### 3.6 FAM CLUB LICENSING ADMINISTRATION

- 3.6.1 The licensor shall establish an appropriate administration and appoint its qualified staff members.
- 3.6.2 The tasks of the Club Licensing Administration (CLA) will include:-
- a) Preparing, implementing and further developing the club licensing system;
  - b) access and administer the AFC CLAS (Club Licensing Administration System);
  - c) provide training and support for the license applicants in using AFC CLAS;
  - d) Providing administrative support to the decision-making bodies;
  - e) Assisting, advising and monitoring the licensees during the season;
  - f) informing the AFC of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the licensor (only applies to AFC Club Competition);
  - g) Serving as the contact point for and sharing expertise with the licensing departments of other AFC member associations, with AFC itself, with affiliates as defined under the FAM Statutes and all participating clubs in the Malaysia League.
- 3.6.3 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 (a "recognition of competence").
- 3.6.4 All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during the licensing procedure. The FAM shall set up the necessary confidentiality clauses in this respect. (cf 6)

### 3.7 FAM CLUB LICENSING MANAGER

- 3.7.1 The FAM must have appointed a Licensing Manager, responsible for the administrative procedure relating to the licensing of a Club Member in accordance with the Core Process (Article 5). He must not be a member of the other bodies of the FAM dealing with a Club Member's licensing matters (the Decision Making Bodies). The Licensing Manager must also appoint a Deputy Licensing Manager, an Expert for each of the Club Licensing Criteria and 3 people in the staff (secretarial, IT, media) of the Licensing Administration.



- 3.7.2 The Licensing Manager must ensure that the necessary procedures relating to the FAM Club Licensing System as provided in these Regulations are carried out in the most efficient manner within the time limits established in Article 5 below. Furthermore, the Licensing Manager and his staff are subject to the confidentiality rules as mentioned in these Regulations and must strictly follow these rules.
- 3.7.3 The Licensing Manager must inform AFC of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to FAM. The Licensing Manager serves as the contact point for and shares expertise with the licensing departments of other AFC Member Associations.



## 4. LICENSE APPLICANT AND LICENSE

### 4.1 INTRODUCTION

This chapter defines the legal entity that must apply for the license and the license to enter AFC and FAM club competitions.

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

### 4.2 DEFINITION OF LICENSE APPLICANTS

#### 4.2.1 PRINCIPLE

4.2.1.1 The license applicant is defined only as a football club as being the legal entity fully responsible for the football team participating in national and international club competitions and which is either:-

- a) Any legal entity according to national law and/or FAM statutes, which is member of the FAM and/or its affiliated league (hereinafter: registered member), or
- b) has a contractual relationship with a registered member (hereinafter : football company)

4.2.1.2 AFC Club Competition:

The membership and/or the contractual relationship for the purpose of participating in the AFC club competition must have lasted at the start of the licensing process at least two consecutive years. Any alteration to club's legal form or company structure (including, changing its headquarters, name, club colours, or transferring stake holdings between different clubs/entities) in order to facilitate its qualification on sporting merit and/or its receipt of a licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

4.2.1.3 FAM Club Competition:

The membership and/or the contractual relationship for the purpose of participating in the FAM club competition must have lasted at the start of the licensing process at least one consecutive year. Any alteration to club's legal form or company structure (including, changing its headquarters, name, club colours, or transferring stake holdings between different clubs/entities) in order to facilitate its qualification on sporting merit and/or its receipt of a licence is



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

- 4.2.1.4 Only a registered member or football company can apply for / receive a license. Natural persons may not apply for / receive a license
- 4.2.1.5 The license applicant is fully responsible for the participation in national and international football competitions as well as for the fulfilment of the club licensing criteria.
- 4.2.1.6 The license applicant is, in particular, responsible for ensuring the following:-
  - a) That all players are registered with the FAM and/or its affiliated league and, if professional players, that they have a written contract with either the registered member or the football company (in accordance with the FIFA/FAM Regulations for the Status and Transfer of Players);
  - b) That all the compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member or the football company;
  - c) That the license applicant is fully responsible for the football team composed of registered players participating in national and international competitions;
  - d) That the licensor is provided with all necessary information and/or documents relevant to proving that the licensing obligations are fulfilled, as these obligations relate to the sporting, infrastructure, personnel and administrative, legal, financial and business criteria.
  - 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 business information are required to be provided. In turn, the licensor must assess whether, in respect of each license applicant, the selected reporting entity/entities is appropriate for club licensing purposes.
  - f) 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.

4.2.1.7 If the license applicant is a football company, it must provide a written contract of assignment with a registered member that must be approved by the FAM and/or its affiliated league and must include the following minimum content:-

- a) The football company shall comply with the applicable statutes, regulations and decisions of FIFA, AFC, the FAM and the league as amended from time to time. This system of rules shall constitute an integral part of the contract of assignment. This football company shall also comply with decisions made by the said football bodies.
- b) The football company must not further assign the rights to participation to the competition on national or international level.
- c) The right of this football company to participate in the competition operations shall cease to apply if the assigning club's membership of the association ceases.
- d) If the football company is put into bankruptcy or enters into liquidation the right to apply for a license in the international and/or national competition shall revert to the registered member. For the sake of clarity should the license already be granted to the football company, then it cannot be transferred from the football company to the registered member; only the right to apply for a license in the following season shall revert to the registered member.
- e) The FAM shall be reserved the right to approve the name under which the company participates in the national competitions.
- f) The company shall, on request of the competent national or international arbitration tribunal, provide views and information, as well as documents on matters regarding the company's participation in the national and/or international competition.
- g) Confirmation of the fact that the registered member has the majority of the voting rights of the company. The company may not be owned directly or indirectly by anyone who also has a decisive influence over another registered member or company entitled to participate at the same level in the association leagues system.
- h) The contract of assignment and any amendment to it shall be approved by the appropriate body of the FAM to become valid.



- 4.2.1.8 If the license 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 license 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 license 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 license 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 In addition to the above-mentioned mandatory provisions, FAM recommends the following guidelines to define the license applicant. In accordance with these guidelines, the license applicant should:-
- a) Be based legally in the territory of the FAM and play its home matches only in that territory. The FAM may define exceptions, subject to the approval of FIFA and AFC;
  - b) Have the right to use the name and the brands of the club and not change the name of the club for advertising/promotional purposes;
  - c) Accept no clauses in contracts with television, sponsors or other commercial partners which could restrict the club in its freedom of decision or affect its management.



## 4.3 LICENSE

### 4.3.1 PRINCIPLE

4.3.1.1 Licenses must be issued according to the provisions of the accredited Regulations. The following license will be awarded:

- a) AFC License – Grant admission to play in the AFC club competitions
- b) FAM License – Grant admission to play in the FAM club competitions

4.3.1.2 The licensor must issue an invitation to the football clubs concerned to apply for a license punctually and in writing. The club applying for a license (i.e. license applicant) must submit a written application to the licensor. In this application, the club must, in particular, declare that it will fulfil the obligations of the licensing system.

4.3.1.3 Only clubs which fulfil the criteria set out in the accredited Regulations at the deadlines defined by FAM and which have qualified on the basis of their sporting results may be granted with a license by the FAM to enter the AFC and FAM club competitions.

4.3.1.4 A license expires without prior notice:-

- a) at the end of the season for which it was issued for;
- b) on the dissolution of the division in question.

4.3.1.5 A license may be withdrawn during a season by the AFC (applicable only for AFC Club Competition) or by the FAM decision making bodies if:-

- a) for any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a licensee becomes insolvent but enter into administration during the season, for so long as the purpose of the administration is to rescue the club and its business, the license should not be withdrawn);
- b) any of the conditions for the issuing of a license are no longer satisfied; or
- c) the licensee violates any of its obligations under the AFC and/or the Regulations.

4.3.1.6 As soon as a license withdrawal is envisaged the FAM must inform



AFC Club Licensing Administration accordingly (applicable only for AFC Club Competition).

- 4.3.1.7 A license cannot be transferred.
- 4.3.1.8 AFC reserves the right to sanction a club or eliminate a club from the future AFC club competitions based on the applicable AFC Club licensing regulations and AFC Disciplinary Code. FAM reserves the right to sanction a Club or eliminate a Club from future national club competitions based on the applicable Regulations and FAM Disciplinary Code.

## **4.4 ADMISSION TO AFC/FAM CLUB COMPETITION**

### **4.4.1 PRINCIPLE**

The license applicant must further fulfil all the requirements according to the relevant AFC and/or FAM club competition regulations to be admitted to the AFC club competitions and/or FAM club competitions.

## **4.5 EXTRAORDINARY APPLICATION FOR ENTERING AFC CLUB COMPETITIONS**

- 4.5.1 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 one applicable for top division clubs, because it belongs to a division other than the top division, the FAM may on behalf of the club concerned request an extraordinary application of the Club Licensing System in accordance with Annex 4 of the AFC Club Licensing Regulations.
- 4.5.2 Based on such an extraordinary application, AFC may grant special permission to the club to enter the corresponding AFC Club Competition subject to the relevant AFC Club Competition Regulations. Such an extraordinary application applies only to the specific club and for the season in question.



## **4.6 ADMISSION TO MALAYSIAN SUPER LEAGUE: CLUB LICENSING FOR NEWLY PROMOTED CLUBS**

### **4.6.1 PRINCIPLE**

Clubs who have qualified to the Malaysian Super League (MSL) Competition by virtue of being the champion and runners-up of the Malaysian Premier League (MPL) must undergo the FAM Club Licensing system in accordance with Annex III.



## 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 FAM defines the core process for the verification of the criteria described in this regulations and thus to control the issuance of a license to a license applicant.

5.1.1.2 AFC CLUB COMPETITION:

The core process shall start at the deadline defined by FAM and shall end with the submission of the list of licensing decisions to the AFC CLA by the deadline set by AFC

5.1.1.3 FAM CLUB COMPETITION:

The core process shall start at the deadline defined by FAM and shall end with the submission of the licensing decision to the respective clubs by the deadline set by FAM

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 license, necessary for entering AFC club competitions and FAM club competitions.
- c) Ensuring that the decision on the granting of a club license is made by an independent body.
- d) Ensuring that the decision-making bodies receive adequate support from the licensing administration of the licensor.

5.1.1.5 The core process must, as a minimum, include the following information (an example is provided in Annex II) and consist of the following key steps :-

- a) Distribution of the licensing documentation to the license applicants;
- b) Deadlines for submission and submission of the licensing documentation to the licensor in order to prove compliance with the licensing criteria;



- c) The procedure with regard to the assessment of the documentation by the licensing administration (e.g. persons involved, inspections, site visits)
- d) Submission of the written representation letter to the licensor.
- e) Assessment by the decision-making bodies in accordance to the procedure with regard to the decision making.
- f) Submission of the list of licensing decisions to the AFC Administration.



## 5.2 TIMETABLE FOR AFC/FAM CLUB COMPETITION

FAM will follow the below timetable for the core process for admission to the FAM Club Competition. The below timetable also applies for the AFC Club Competition within the deadline set by the AFC.

STEP	REQUIREMENT	DEADLINE DATE
1	The Licensing Administration invites Clubs to notify FAM in writing of their intention to apply for a FAM License	1 March
2	The Licensing Administration receives formal notification from Clubs interested in applying for a FAM License	10 March
3	The Licensing Administration produces and distributes the FAM Licensing Application Forms / Templates to License Applicants	15 March
4	The License Applicant submits the completed Application Forms / Templates and supporting documentation for the <b>Infrastructure</b> Criteria to the Licensing Administration	<b>15 April</b>
5	The License Applicant submits the completed Application Forms / Templates and supporting documentation for <b>Personnel &amp; Administrative</b> Criteria to the Licensing Administration	<b>10 May</b>
6	The License Applicant submits the completed Application Forms / Templates and supporting documentation for the <b>Sporting</b> Criteria to the Licensing Administration	<b>31 May</b>
7	The License Applicant submits the completed Application Forms / Templates and supporting documentation for the <b>Legal &amp; Financial</b> Criteria to the Licensing Administration	<b>30 June</b>
8	The Licensing Administration reviews the submitted documentation for all criteria and prepares written feedback to each License Applicant advising on further information being required or existing documentation being amended/rectified	16 April – 10 July
9	The License Applicant re-submits documentation following advice of Licensing Administration	25 July
10	<b>The License Administration prepares report on each FAM License Application for the First Instance Body (FIB) and submits documentation to FIB</b>	<b>31 July</b>
11	The FIB reviews the FAM License Applications and decides on grant/refusal of the AFC and/or FAM License. Written decision is sent	25 August



	to each License Applicant	
12	Unsuccessful License Applicants appeal the FIB Decision in writing to the Licensing Administration setting out reasons for appeal within 7 days of the FIB Decision	1 Sept
13	The Licensing Administration informs the Appeals Body (AB) of the existing Appeals and forwards the FIB Decision and relevant Appellant documentation to the AB	5 Sept
14	The AB sits and reviews appeals and decides on grant/refusal of License Applicant Appeal. Written Decision sent to Appellant	15 Sept
15	The Licensing Administration records the FAM Licenses granted and refused for the Season	30 Sept
16	<b>The Licensing Administration informs AFC of the Licenses granted and refused</b>	<b>31 Oct</b>

### 5.3 ASSESSMENT PROCEDURE

The Licensor defines the assessment methods based on Regulations and Manual

### 5.4 LANGUAGES

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



## 6. EQUAL TREATMENT & CONFIDENTIALITY

- 6.1 The licensor ensures equal treatment of all licence applicants during the core process.
- 6.2 The licensor shall guarantee the licence applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the licensor shall sign a confidentiality agreement before assuming their tasks.



## SECTION II: CRITERIA



## 7. SPORTING CRITERIA

### 7.1 OBJECTIVES

The objectives of the Sporting Criteria are for Licence Applicants to:

- a) ensure top quality football players are being developed and produced continuously;
- b) establish progressive development structures with clear pathways;
- c) design and implement club-specific, quality-driven youth development programmes;
- d) provide elite player technical education, supported by football related education and supplementary academic education for youth players;
- e) provide comprehensive medical support services for all players;
- f) ensure that qualified personnel are engaged in the development and management of elite footballers.



## 7.2 CRITERIA

S.01 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>PLAYER DEVELOPMENT STRUCTURES</b>	A	A	A
<p>1. The licence applicant must establish clear player development structures with:</p> <ul style="list-style-type: none"> <li>a) clear outlines on club philosophy, playing style and implementable programmes;</li> <li>b) establishment of age group squads;</li> <li>c) clear and progressive player pathways;</li> <li>d) full allocation of resources to establish, maintain and enhance such structures.</li> </ul> <p>2. This structures shall include:</p> <ul style="list-style-type: none"> <li>a) at least three (3) age group squads below the first team;</li> <li>b) at least two (2) of the above squads must be Under 19 (U-19) and Under 21 (U-21);</li> <li>c) each squad must have a minimum of eighteen (18) players to prepare a team ready for participation in an age-group or open competition;</li> <li>d) all squads and the players must be within the licensee's legal entity or affiliated to its legal entity;</li> <li>e) within each squad, specific tailor-made programmes must be drawn up and managed by the relevant experts (coaches, trainers, physiotherapist, nutritionist etc).</li> </ul> <p>3. The squads must participate in official competitions organized by FAM at the national and/or regional level.</p> <p>4. The relevant age group competitions should be organized by the Member Association at the national and/or regional levels. This shall include youth leagues, reserve leagues or domestic/local senior leagues.</p> <p><i>Supplementary information for Clubs and Member Associations on Criteria S.01</i></p> <p>Clubs along with Member Associations should plan and organize youth competitions at both the National and Regional levels to ensure that players, coaches, referees and administrators receive the required experiences and</p>			



platform for their development.

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

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

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

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

S.02 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>YOUTH DEVELOPMENT PROGRAMMES (YDP)</b>	A	A	A
<p>1. The license applicant must:</p> <ul style="list-style-type: none"> <li>a) design and implement club-specific, quality-driven youth development programmes;</li> <li>b) provide qualified coaching staff for talented players;</li> <li>c) provide supporting football related education;</li> <li>d) provide supplementary academic education support for youth players.</li> </ul> <p>2. The YDP shall include but not limited to the following:</p>			



- a) club's objectives;
- b) club's player development philosophy;
- c) football education programme for the different age groups with specific contents managed, delivered and reviewed by the relevant personnel to develop talented players in these key areas:
  - technical;
  - tactical;
  - physical;
  - mental.
- d) non-football educational programmes;
- e) review and feedback processes to evaluate players' performance.

3. The YDP contents shall:

- a) cover the years in between each age category team (recommended – two (2) years apart in between age group squads);
- b) be progressive and seamless, providing consistency and continuity;
- c) be reviewed regularly by the Head of Youth Development and other relevant personnel to ensure that the contents are relevant and in keeping with trends of the game.

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

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

- a) ensure that every youth player registered in its YDP have to attend and complete the mandatory school education pathways according to national laws and;
- b) is not prevented from continuing his non-football education (further academic and/or professional education);
- c) full medical support services for all players are provided at no or minimal cost (preventive, diagnosis, treatment, rehabilitation, full recovery and any other relevant services to ensure players can undertake and/or continue their role as high performance athletes).

6. The license applicant shall provide:

- a) organisation chart for player development structures and pathways;
- b) annual training plans and technical development scheme for the specific youth teams prepared by their Head of Youth Development and/or



Technical Director;

- c) list of qualified personnel involved in the player development structures (technical, medical, administrative etc.) with the required minimum qualifications;
- d) infrastructure and facilities for player development (training and match facilities, gymnasium, recreation hall, classrooms, dormitory, etc.);
- e) financial resources (budget allocation, contribution by licence applicant).

S.03 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>MEDICAL SUPPORT SERVICES FOR CONTRACTED PLAYERS</b>	A	A	A
<p>1. The licence applicants shall provide all players registered in the club with access to medical support services. These shall include, but not limited to following:</p> <ul style="list-style-type: none"> <li>a) yearly medical examination including cardio vascular screening for all players eligible to play for its first squad;</li> <li>b) comprehensive medical insurance coverage for contracted players.</li> </ul>			



S.04 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>GRASSROOTS PROGRAMMES</b>	B	B	C
<ol style="list-style-type: none"> <li>Children below 13 shall be included in the Grassroots and/or Corporate Social Responsibilities programmes.</li> <li>The licence applicant shall engage children from within the community and organize regular Festivals/events to provide equal playing opportunities.</li> <li>The activity must involve at least 40 children playing in a regulation-sized football pitch divided into 4 mini pitches playing a 5 versus 5 game.</li> <li>Grassroots football activities shall be in line with the AFC/FAM philosophy for children aged 6 to 12 years old.</li> <li>These can be done in collaboration with the FAM's relevant department, Ministry of Education, partners or such other stakeholders. Reference can be made to the AFC/FAM Grassroots Framework Policy document.</li> </ol>			

S.05 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>EDUCATIONAL PROGRAMMES</b>	B	B	B
<ol style="list-style-type: none"> <li>The licence applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to: <ol style="list-style-type: none"> <li>Sports Integrity matters;</li> <li>FIFA Laws of the Game;</li> <li>doping control;</li> <li>other topics as required by the AFC/FAM.</li> </ol> </li> <li>These sessions or events must be provided either by the license applicant,</li> </ol>			



Member Association or a third party in collaboration with the license applicant / Member Association, during the year prior to the season to be licensed.

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

S.06 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>CORPORATE SOCIAL RESPONSIBILITY PROGRAMMES</b>	C	C	C
<p>The licence applicant to establish strategies and implementation programmes to promote the Club, the game and to address current issues in football and society.</p> <p>Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the license applicant, the FAM, the AFC and FIFA.</p> <p>Such programmes connects and create links with the community which will facilitate the following:</p> <ul style="list-style-type: none"> <li>a) establishment and enlargement of their fan base;</li> <li>b) creation of a pool of volunteers;</li> <li>c) organisation of grassroots football activities, initiatives and events for and within the community;</li> <li>d) creation of strong links with the community;</li> <li>e) creation of a market base for branding, merchandising, sponsors and commercial partners.</li> </ul>			



S.07 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>CLUB YOUTH ACADEMY</b>	C	C	C
The licence applicant to establish a Club Youth Academy with the required infrastructure and facilities for the implementation of their YDP.			

S.08 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>RACIAL EQUALITY PRACTICE</b>	C	C	C
The licence applicant to establish a policy to tackle racism in football.			



## 8. INFRASTRUCTURE CRITERIA

### 8.1 INTRODUCTION

The objectives of the infrastructure criteria are that:

- a) licence applicants have a stadium for playing AFC/FAM Club Competition matches with adequate facilities for teams & officials, spectators, VIPs, media representatives and broadcasting & commercial partners.
- b) licence applicants have suitable training facilities for their players to help them improve their technical skills.

### 8.2 CRITERIA

I.01 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>APPROVED STADIUMS FOR CLUB COMPETITIONS</b>	A	A	A
<p>1. The licence applicant must have a stadium available to play AFC and FAM Club Competitions. The licence applicant either:</p> <ul style="list-style-type: none"> <li>a) owns the stadium; or</li> <li>b) can provide a written contract with the owner of the stadium it will use. This contract must guarantee the use of the stadium for the AFC matches for the coming season, for which the licence applicant qualifies in sporting terms.</li> </ul> <p>2. The stadia must meet the requirements expressly referred to by the:</p> <ul style="list-style-type: none"> <li>a) AFC/FAM Stadia Regulations; and respective;</li> <li>b) AFC/FAM Club Competition Regulations/Manual;</li> </ul> <p>3. The stadium must be approved by the FAM/local licensor and located in the same city where the licensee is based. If the stadium is not located in the licensee's base city, a justifiable reason should be provided.</p>			



I.02 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>STADIUM – SAFETY CERTIFICATION</b>	A	A	A
<p>The stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the licensor shall establish the content of the stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</p> <p>The certificate must provide at least the following information:</p> <ul style="list-style-type: none"> <li>a) safety status of the stadium structure and building fitness;</li> <li>b) compliance statement regarding the safety/security regulations of the competent civil authority;</li> <li>c) approval of the entire stadium capacity (individual seats, terraces and total number).</li> </ul> <p>The certificate issued by the appropriate body must not be older than two (2) years at the beginning of the relevant AFC/FAM Club Competition season.</p>			

I.03 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>STADIUM – APPROVED EVACUATION PLAN</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole stadium can be emptied in a case of emergency according to the applicable national law.</li> <li>2. If such law does not exist, the licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close co-operation with the appropriate civil body (e.g. local security</li> </ol>			



authorities, the local hospital, fire brigade, police, etc.).

3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the stadium.
4. The Security Officer, stewards and club & stadium employees shall be briefed on the evacuation plan.

I.04 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>TRAINING FACILITIES – AVAILABILITY</b>	A	A	A
<p>The licence applicant must have training facilities available throughout the year. The licence applicant either:</p> <ol style="list-style-type: none"> <li>a) owns the training facilities; or</li> <li>b) can provide a written contract with the owner of the training facilities. This contract must guarantee the use of the training facilities for the license season, by all teams of the license applicant.</li> </ol>			



I.05 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>STADIUM – SAFETY</b>	B	B	B
<p>In accordance with the national law, provisions for safety shall be made. If no such law exists, the licensor shall define and implement at least the following provisions:</p> <ul style="list-style-type: none"> <li>a) all parts of the stadium and its stands, including entrances, exits, stairways, doors, passages, roofs, all public and private areas and rooms, etc. must comply with the safety standards;</li> <li>b) all public passages and stairways in the spectator areas must be painted in a bright colour (e.g. yellow), as must all gates leading from the spectator areas into the playing area, and all exit doors and gates leading out of the stadium;</li> <li>c) all public passages, corridors, stairs, doors, gates, etc. Shall be kept free of any obstructions that could impede the free flow of spectators during an event;</li> <li>d) all exit doors and gates in the stadium, and all gates leading from the spectator areas into the playing area, must open outwards away from the spectators, and must remain unlocked while spectators are in the stadium. Each and every such door and gate must be attended at all times by a specially appointed steward, to guard against abuse and ensure immediate escape routes in the event of any emergency evacuation. In order to prevent illegal entry or intrusion, these doors and gates may be fitted with a locking device, which may be operated simply and quickly by anyone from within. Under no circumstances must they be locked with a key during the time that spectators are in the stadium;</li> <li>e) in order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices;</li> <li>f) it is essential that event holders and stadium safety/security authorities are capable of communicating with spectators inside and outside the stadium by means of a sufficiently powerful and reliable public address system (loudspeakers) and/or by a scoreboard and/or a video screen;</li> <li>g) a safety and security strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.</li> </ul>			



I.06 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>TRAINING FACILITIES FOR PLAYER DEVELOPMENT - MINIMUM INFRASTRUCTURE</b>	B	B	B
<p>As a minimum, the infrastructure of the training facilities for player development must include :</p> <ul style="list-style-type: none"> <li>a) outdoor training facilities;</li> <li>b) indoor training facilities;</li> <li>c) dressing rooms;</li> <li>d) medical room(s) or direct access to first aid at the training site.</li> </ul>			

I.07 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>STADIUM GROUND RULES</b>	B	B	B
<p>Each stadium must have stadium ground rules and affix them to the stadium visible to the spectators. These rules must provide information on at least the following:</p> <ul style="list-style-type: none"> <li>a) admission rights;</li> <li>b) abandonment or postponement of events;</li> <li>c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.;</li> <li>d) restrictions with regard to smoking, alcohol, fireworks, banners, etc.;</li> <li>e) seating rules;</li> <li>f) causes for ejection from the ground;</li> <li>g) risk analysis specific to the stadium.</li> </ul>			



I.08 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>STADIUM SPECTATOR WITH DISABILITIES</b>	B	B	B
The licensor shall set up requirements to accommodate disabled spectators and accompanying persons safely and comfortably.			

I.09 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>STADIUM SIGNPOSTING AND DIRECTIONS</b>	C	C	C
<ol style="list-style-type: none"> <li>1. All public direction signs inside and outside the stadium must be presented in internationally understandable pictographic language.</li> <li>2. Clear, comprehensive signposting must be provided at the stadium approaches and around, and throughout the stadium to point the way to the different sectors.</li> <li>3. Information on the tickets must correlate with the signpost information provided, both inside and outside the stadium. Tickets must clearly identify the location of the seats for which they have been issued.</li> <li>4. Colour coding of tickets will assist the entry process, and retained ticket stubs must contain information which will guide spectators once they are inside. Large-scale wall maps must be provided for the guidance of spectators.</li> </ol>			



## 9. PERSONNEL AND ADMINISTRATIVE CRITERIA

### 9.1 OBJECTIVES

The objectives of the personnel and administrative criteria are that:

- a) licence applicants are managed in a professional manner;
- b) licence applicants have well-educated, qualified and skilled specialists with know-how and experience;

the players of the first and other teams are trained by qualified coaches and supported by the necessary staff.

### 9.2 CRITERIA

P.01 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>CLUB SECRETARIAT</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must have available office space to run its administration.</li> <li>2. The office(s) shall be sufficiently spacious with the required minimum infrastructure including phone, fax and email.</li> <li>3. The licence applicant must have appointed sufficient number of skilled secretarial staff according to its needs to run its daily business. It must also ensure that its office is open to communicate with the licensor and the public.</li> <li>4. Legal document with regard to the use of the office space: whether it is owned or rented together with phone, fax and email contact information.</li> <li>5. This will be followed by physical inspection of the office premises to check the required minimum facilities.</li> </ol>			



P.02 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>GENERAL MANAGER</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must have appointed a General Manager being responsible for running its daily business (operative matters).</li> <li>2. The appointment must have been done by the appropriate body (e.g. Executive Board) of the licence applicant.</li> <li>3. Document outlining the responsibilities and powers of the General Manager combined with a copy of the Board or Committee confirming the appointment of the General Manager.</li> <li>4. The rights and duties of the General Manager must be set out in a job description for this role. The title used to define this role may also be defined as CEO, Executive Director, General/Honorary/Executive Secretary and in all instances the person filling this role will be responsible for overseeing all operational and football aspects of the day to day running of the Club.</li> </ol>			

P.03 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>FINANCE OFFICER</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must have appointed a Finance Officer being responsible for its financial matters.</li> <li>2. The Finance Officer must hold as a minimum of one of the following qualifications: <ol style="list-style-type: none"> <li>a) a diploma of certified public accountant; or</li> <li>b) a diploma of qualified auditor; or</li> <li>c) a “recognition of competence” issued by the licensor based on practical experience in financial matters of at least 3 years.</li> </ol> </li> </ol>			



P.04 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>SECURITY OFFICER</b>	A	A	A
<p>The security officer must be either:</p> <p><b>Alternative 1:</b> Employed by the license applicant; or</p> <p><b>Alternative 2:</b> An external consultant, appointed by the license applicant by virtue of a written contract.</p> <p>The role and responsibilities related to this position must be set out in a job description and these will include the following:</p> <ul style="list-style-type: none"> <li>• Preparing procedures related to match day security and stewarding;</li> <li>• Preparing emergency / evacuation plans;</li> <li>• Ensuring that adequate stewarding is provided at all games;</li> <li>• Ensuring that stewards are properly trained to implement security procedures and plans;</li> <li>• Screening of spectators and ticket checks;</li> <li>• Managing the flow of spectators;</li> <li>• Ensuring all regulations related to the operation of stadium facilities are observed;</li> <li>• Ensuring spectators in need of assistance are properly being taken care of;</li> <li>• Should be able to coordinate with stewarding companies to make sure stewards are all ready and present during matches.</li> </ul> <p>The security officer should also coordinate with the local authorities to make sure that Ambulances and Police Officers are present during the occurrence of such events.</p> <p>The Security Officer must hold as a minimum one of the following qualifications :</p> <ol style="list-style-type: none"> <li>a) Certificate as a police man or a security person according to national law or ;</li> <li>b) A safety and security diploma based on a specific course issued by the national association or by a state recognized organization or ;</li> <li>c) A "Recognition of competence" approved by FAM, which is based on at least one year experience in such matters.</li> </ol>			



P.05 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>MEDIA OFFICER</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must have appointed a Media Officer being responsible for media matters.</li> <li>2. The Media Officer must hold as a minimum one of the following qualifications: <ol style="list-style-type: none"> <li>a) diploma in journalism;</li> <li>b) concluded a media officer education course provided by the Member Association or an organisation recognised by the Member Association;</li> <li>c) a “recognition of competence” approved by the Member Association, which requires at least one (1) year experience in such matters.</li> </ol> </li> <li>3. The role and responsibilities related to this position must be set out in a job description, though it is recommended that the job description will include: <ol style="list-style-type: none"> <li>a) Managing all press and media relations as well as external relations;</li> <li>b) Preparing press releases related to the Club, players and match results;</li> <li>c) The organization of interviews with players and coaches and distribution of information of the team during and after matches;</li> <li>d) The organization of regular press conferences during the sporting season;</li> <li>e) Being present at all the official matches of the Club;</li> <li>f) The issue of regular press release concerning the club.</li> </ol> </li> </ol>			

P.06 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE CRITERIA
<b>MEDICAL DOCTOR</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention.</li> <li>2. The qualification of the medical doctor must be recognised by the</li> </ol>			



appropriate national health authorities.

3. The medical doctor must be duly registered with the AFC Member Association and/or the affiliated league.
4. If the Licence Applicant does not directly employ a Medical Doctor the written agreement with external Medical Doctor or Medical Services for the Licence Applicant must be named with the practice address and letter of appointment.

P.07 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>PHYSIOTHERAPIST</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must have appointed at least one (1) physiotherapist being responsible for medical treatment and massages for the first squad during trainings and matches.</li> <li>2. The qualification of the physiotherapist must be recognised by the appropriate national health authorities.</li> <li>3. The physiotherapist must be duly registered with AFC Member Association or league.</li> </ol>			

P.08 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>FIRST TEAM HEAD COACH</b>	A	A	A
<ol style="list-style-type: none"> <li>1. The licence applicant must appoint a Head Coach responsible for all football technical matters of the first squad. Additionally he may be involved with the reserve/developmental squads in the club.</li> <li>2. The Head Coach must: <ol style="list-style-type: none"> <li>a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by the AFC. The current MCR is benchmarked at the AFC 'PRO'</li> </ol> </li> </ol>			



- Coaching Certificate or its equivalence recognised and approved by AFC;
- b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above or;
  - c) already have started/enrol in the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.
3. The Head Coach must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.

P.09 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>ASSISTANT COACH OF FIRST TEAM</b>	A	A	A
<p>1. The licence applicant must appoint an Assistant Coach assisting the Head Coach in all football technical matters of the first squad and additionally he may coach the reserve/developmental squads in the club.</p> <p>2. The Assistant Coach of First Squad must:</p> <ol style="list-style-type: none"> <li>a) hold at least the Minimum Coaching Requirements (MCR) as stipulated by AFC. The current MCR is benchmarked at the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC;</li> <li>b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (a) above or;</li> <li>c) already have started/enrol the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.</li> </ol> <p>3. The Assistant Coach must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.</p>			



P.10 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>HEAD OF YOUTH DEVELOPMENT</b>	A	A	B
<p>1. The licence applicant must appoint a Head of Youth Development (HYD) responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme (YDP).</p> <p>2. The Head of the Youth Development must:</p> <ul style="list-style-type: none"> <li>a) hold at least the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC;</li> <li>b) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under a) above.</li> <li>c) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;</li> <li>d) have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel.</li> </ul> <p>3. The HYD must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.</p>			

P.11 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>YOUTH COACHES</b>	A	A	B
<p>1. The Licence applicant must have appointed a Youth Coach responsible for all football matters for each youth squad.</p> <p>2. At least one (1) Youth Coach must:</p> <ul style="list-style-type: none"> <li>a) hold at least AFC 'B' Coaching certificate or its equivalence recognised and approved by AFC;</li> <li>b) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young</li> </ul>			



players;
c) have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
3. The other youth coaches must hold the minimum qualification as defined by the Member Association which shall not be below an AFC 'C' Coaching certificate or its equivalence recognised and approved by AFC.
4. The Youth Coaches must be duly registered with the Member Association and undertaken by the appropriate body of the licence applicant.

P.12 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>SAFETY AND SECURITY ORGANISATION - STEWARDING</b>	A	A	A
1. The licence applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must: <ul style="list-style-type: none"> <li>a) employ the stewards; or</li> <li>b) conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards; or</li> <li>c) National Police force</li> </ul>			

P.13 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>RIGHTS, RESPONSIBILITIES AND DUTIES</b>	A	A	A
The rights, responsibilities and duties of the license applicant's staff members described in P.01 to P.12 must be defined in writing.			



P.14 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>DUTY OF REPLACEMENT DURING THE LICENSING SEASON</b>	A	A	A
<p>1. If a function defined in criteria P.01 to P.12 becomes vacant during the licensing season, the licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</p> <p>2. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.</p> <p>3. The occurrence of vacancy and replacement must be notified to the licensor within seven (7) working days of the respective event.</p>			

P.15 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>DUTY TO NOTIFY SIGNIFICANT CHANGES</b>	A	A	A
<p>Any event occurring after the submission of the licensing documentation to the licensor representing a significant change compared to the information previously submitted and related to criteria P.01 to P.13, must be notified to the licensor within seven (7) working days of the event.</p>			



P.16 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>LEGAL ADVISOR</b>	C	B	B
<ol style="list-style-type: none"> <li>1. It is recommended that the licence applicant appoint a legal advisor (full time or part time) who is responsible to handle all legal matters in the licence applicant's activities.</li> <li>2. The legal advisor shall have the necessary legal qualifications.</li> </ol>			

P.17 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>CLUB TECHNICAL DIRECTOR</b>	C	B	C
<ol style="list-style-type: none"> <li>1. It is recommended that the License applicant employ a full time or part time Club Technical Director.</li> <li>2. He should have a relevant technical qualification/certification (recommended – minimum AFC 'A' Coaching certificate) and/or supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.</li> <li>3. He must have strong management skills, visionary and lead the technical development of the club.</li> <li>4. He shall be responsible for but not limited to the following: <ol style="list-style-type: none"> <li>a) establish and/or implement Club Philosophy;</li> <li>b) establish Youth and Player Development Structures and Programmes;</li> <li>c) ensure technical standards are maintained and enhanced;</li> <li>d) monitor and evaluate all technical and developmental programmes;</li> <li>e) talent scouting;</li> </ol> </li> </ol>			



- f) management of Club's Youth Academies;
- g) recruitment and management of coaches and talent scouts;
- h) management of match analysis processes.

P.18 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>FIRST TEAM GOALKEEPER COACH</b>	C	B	B
<p>1. It is recommended that the license applicant employ a full time or part time qualified Goalkeeper Coach for the first team.</p> <p>2. He should have the Minimum Coaching Requirements (MCR) as stipulated by the AFC.</p>			

P.19 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>FIRST TEAM FITNESS COACH</b>	C	B	B
<p>1. It is recommended that the license applicant employ a full time or part time qualified Fitness Coach for the first team.</p> <p>2. He should have the Minimum Coaching Requirements (MCR) as stipulated by the AFC.</p>			



P.20 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>CLUB LICENSING OFFICER</b>		B	B
<p>1. It is recommended that the license applicant employ a full time or designated Club Licensing Officer to handle all matters and correspondence with the Club Licensing Manager</p>			



## 10. LEGAL CRITERIA

### 10.1 INTRODUCTION

This chapter defines the minimum legal criteria for license applicants.

### 10.2 CRITERIA

L.01 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>DECLARATION IN RESPECT OF THE PARTICIPATION IN CLUB COMPETITIONS</b>	A	A	A
<p>1. The licence applicant must submit a legally-valid declaration which confirms that:</p> <ul style="list-style-type: none"> <li>a) it recognises as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, its Member Association and, if it exists as a separate legal entity, of its national league;</li> <li>b) it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;</li> <li>c) it recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes;</li> <li>d) at national level, it will play in competitions that are recognised and endorsed by its Member Association (e.g. national championship, national cup);</li> <li>e) at international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;</li> <li>f) it undertakes to abide by and observe the provisions and conditions of the National Club Licensing Regulations;</li> <li>g) all submitted documents are complete and correct;</li> <li>h) it authorises the competent licensor to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;</li> </ul>			



- i) it acknowledges that the AFC reserves the right to execute compliance audit at national level reviewing the assessment process and the decision making; and
  - j) it acknowledges that FIFA reserves the right to execute compliance audit at national level to review the assessment process and the decision making in case the AFC fails to implement and execute a compliance audit procedure at national level.
2. This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the licensor.

L.02 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>LEGAL DOCUMENTS</b>	A	A	A
<p>1. The licence applicant must submit the following documents:</p> <ul style="list-style-type: none"> <li>a) a copy of its current company articles, constitution, statutes or similar-type governing document;</li> <li>b) an extract from a public register (e.g. trade register) which demonstrates that the licence applicant is a legal entity which contains the following information: <ul style="list-style-type: none"> <li>i) name;</li> <li>ii) address of headquarters;</li> <li>iii) legal form;</li> <li>iv) list of authorised signatories;</li> <li>v) type of signature (e.g. individual, collective).</li> </ul> </li> <li>c) (if applicable) the agreement between the licence applicant and the relevant member which has the right to participate in affiliated competitions of the Member Association.</li> </ul>			



L.03 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>OWNERSHIP AND CONTROL OF CLUBS</b>	A	A	A
<p>1. The licence applicant must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.</p> <p>No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:</p> <ul style="list-style-type: none"> <li>a) holds or deals in the securities or shares that allows such person to exercise decisive influence in the activities of any other club participating in the same competition;</li> <li>b) holds a majority of the shareholders' voting rights of any other club participating in the same competition;</li> <li>c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;</li> <li>d) is a shareholder and alone controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;</li> <li>e) is a member of any other club participating in the same competition;</li> <li>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition;</li> <li>g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.</li> </ul> <p>2. These declarations must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the licensor.</p>			



L.04 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS</b>	A	A	A
<p>The professional players of all licence applicants must have a written contract with the licence applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and the FAM.</p>			

L.05 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>DISCIPLINARY PROCEDURE AND CODE OF CONDUCT FOR PLAYERS AND OFFICIALS</b>	C	B	B
<ol style="list-style-type: none"> <li>1. It is recommended that the licence applicant establishes a legally valid code of conduct for players and officials in compliance with the national law, and the Statutes of FIFA, the AFC and the FAM.</li> <li>2. The code of conduct should be supplemented by a legally-valid disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.</li> </ol>			



# 11. FINANCIAL CRITERIA

## 11.1 INTRODUCTION

The financial criteria relate to:

- Historic financial information about a club's financial performance and position;
- Future financial information about a club's future prospects; and
- Subsequent information after the licensing decision has been made.

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

## 11.2 REPORTING PERIOD AND FORMAT

For further information on **mandatory** reporting period and **minimum requirement** on the format of reporting and accounting as well as detailed explanation of each of the criteria below, please refer to Chapter 6 of the AFC Club Licensing Manual.



## 11.3 CRITERIA

### 11.3.1 HISTORIC FINANCIAL INFORMATION

F.01 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>ANNUAL FINANCIAL STATEMENTS - AUDITED</b>	A	A	A
<p>1. Regardless of the legal structure of the licence applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditor.</p> <p>2. The annual financial statement must consist of:</p> <ul style="list-style-type: none"> <li>a) a balance sheet;</li> <li>b) a profit and loss account;</li> <li>c) a cash flow statement;</li> <li>d) notes, comprising a summary of significant accounting policies;</li> <li>e) other explanatory notes; and</li> <li>f) a financial review by management.</li> </ul> <p>3. The annual financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.</p> <p>4. If the audited annual financial statements meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then no further supplementary information has to be provided.</p> <p>5. If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual, then supplementary information must be prepared by the licence applicant and assessed by the auditor.</p>			



F.02 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>FINANCIAL STATEMENTS FOR THE INTERIM PERIOD – REVIEWED</b>	A	A	A
<p>1. If the statutory closing date of the licence applicant is more than six (6) months before the deadline for submission of the list of licensed clubs to AFC, then the licence applicant shall prepare and submit additional financial statements covering the interim period.</p> <p>2. If the financial statements for the interim period are prepared and submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensed clubs to AFC and must be reviewed or audited by an independent auditor.</p> <p>3. The interim financial statements shall meet the minimum disclosure requirements and accounting principles defined by the AFC Club Licensing Manual.</p>			

F.03 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES</b>	A	A	A
<p>The licence applicant must prove that it has no payables towards football clubs arising from transfer activities as at <i>30 June</i> preceding the season to be licensed, unless by the following <i>31 August</i> they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p>			



F.04 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>NO PAYABLES OVERDUE TOWARDS EMPLOYEES AND SOCIAL / TAX AUTHORITIES</b>	A	A	A
<p>1. The licence applicant must prove that, in respect of contractual and legal obligations with its current and former employees it has no payables overdue towards employees and social/tax authorities as at <i>30 June</i> preceding the season to be licensed, unless by the following <i>31 August</i> they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <ul style="list-style-type: none"> <li>a) all professional players according to the applicable FIFA/FAM Regulations on the Status and Transfer of Players; and</li> <li>b) the administrative, technical, medical and security staff specified in the AFC Club Licensing Regulations.</li> </ul>			



F.05 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>WRITTEN REPRESENTATIONS  PRIOR TO THE LICENSING DECISION</b>	A	A	A
<ol style="list-style-type: none"> <li>1. Within seven (7) days prior to the start of the period in which the licensing decision is to be made by the First Instance Body, the licence applicant must make written representations to the licensor.</li> <li>2. The written representations shall state whether or not any events or conditions of major economic importance have occurred, that may have an adverse impact on the licence applicant's financial position since the balance sheet date of the preceding audited annual financial statements or reviewed interim financial statements (if applicable).</li> </ol>			



### 11.3.2 FUTURE FINANCIAL INFORMATION

F.06 CRITERIA DESCRIPTION	AFC CRITERIA	NATIONAL CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
FUTURE FINANCIAL INFORMATION	A	A	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 if it has breached any of the indicators defined in paragraph 2 below.</p> <p>2. If a licence applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:</p> <p>a) Indicator 1 : <i>Going concern</i></p> <p>The auditor's report in respect of the annual or interim financial statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of going concern.</p> <p>b) Indicator 2 : <i>Negative equity</i></p> <p>The annual financial statements (including, where required, the supplementary information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's annual financial statements, or the interim financial statements submitted in accordance with F.02 (including, where required, the supplementary information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding statutory closing date.</p> <p>3. Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements or, if applicable, the balance sheet date of the interim financial statements, and it must cover at least the entire licence season.</p> <p>4. Future financial information consists of:</p> <p>a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period (if applicable);</p> <p>b) a budgeted cash flow, with comparative figures for the immediately</p>			



preceding financial year and interim period (if applicable);

- c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of historic financial and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.
- 5. Future financial information must be prepared, as a minimum, on a quarterly basis.
- 6. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied for the preparation of the annual financial statements, except for accounting policy changes made after the date of the most recent annual financial statements that are to be reflected in the next annual financial statements, in which case details must be disclosed.
- 7. Future financial information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Manual. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.
- 8. Future financial information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

**Note:** If the license 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 license refusal. If the license 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 license applicant may be subject to a sanction, but not a license refusal.



### 11.3.3 SUBSEQUENT INFORMATION

Criteria F.07 and F.08 apply to licensees in the time after the licensing decision. Criterion F.07 (Duty to notify subsequent events) applies to all licensees. Criterion F.08 (Duty to update future financial information) only applies to those licensees who exhibited a breach of one or more of the indicators. Both criteria will help to safeguard the continuity of the competitions and will provide the licensor with more transparency and possibility to better assist the clubs during the whole season.

F.07 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>DUTY TO NOTIFY SUBSEQUENT EVENTS</b>	B	B	B
<ol style="list-style-type: none"> <li>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.</li> <li>Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.</li> </ol>			



F.08 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>DUTY TO UPDATE  FUTURE FINANCIAL INFORMATION</b>	B	B	B
<p>1. If the licensee is in breach of one or more of the indicators, then the licensee must prepare and submit an updated version of the future financial information (prepared according to F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a six (6) month basis.</p> <p>2. The updated future financial information shall meet the minimum disclosure requirements defined by the AFC Club Licensing Manual.</p> <p>3. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.</p>			



## 12. BUSINESS CRITERIA

### 12.1 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) in order to be more independent of the income from the sporting success of the Licence Applicant and to have greater possibilities of functioning as a financially successful entity.

### 12.2 OBJECTIVES

The objectives of the business and commercial 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.



### 12.3 CRITERIA

B.01 CRITERIA DESCRIPTION	AFC CRITERIA	FAM CRITERIA	
		SUPER LEAGUE	PREMIER LEAGUE
<b>BUSINESS PLAN</b>		B	B
<p>The Licence Applicant must have a written business plan approved by the Licensor. The business plan may cover a period of one (1) to four (4) years.</p> <p>The business plan must include at least the following:</p> <ul style="list-style-type: none"> <li>a) Vision, mission and target;</li> <li>b) Marketing research analysis;</li> <li>c) Technical plans (short term &amp; long term plans for on the pitch performances), including strategies and activities to achieve the plans;</li> <li>d) Commercial plans (short term &amp; long term plans on marketing and promotion) including strategies and activities to achieve the plans;</li> <li>e) Human Resource plan and management;</li> <li>f) Facility management and operation;</li> <li>g) Budget and financial planning;</li> <li>h) Community development plan</li> </ul> <p>The business plan must have been approved by the highest decision making body of the Licence Applicant.</p> <p>The business plan should be in English for review by Licensor and/or AFC.</p>			



## 13. FINAL PROVISIONS

### 13.1 APPENDICES

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

### 13.2 DISCIPLINARY PROCEDURES

- 13.2.1 Any breach of these regulations may be penalized by FAM in accordance with the FAM Disciplinary Code.

### 13.3 IMPLEMENTING PROVISIONS

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

### 13.4 MATTERS NOT PROVIDED FOR

- 13.4.1 Matters not provided for in these regulations shall be decided by the FAM Executive Committee, whose decisions are final.

### 13.5 RATIFICATION

- 13.5.1 These regulations were ratified by the FAM Executive Committee at its meeting on **7 November 2016** and came into force immediately.



**For the FAM Executive Committee**

**HRH TENGKU ABDULLAH IBNI SULTAN AHMAD SHAH**  
President

**DATO' HAJI HAMIDIN BIN HAJI MOHD AMIN**  
General Secretary

**Kuala Lumpur, 7 November 2016**



## SECTION III: ANNEXES



## ANNEX I: EXCEPTIONS POLICY FOR AFC CLUB COMPETITIONS

### A. Principle

1. The AFC CL Administration may, in accordance with Article 2.3, grant exceptions on the following matters:
  - a. non-applicability of a minimum requirement concerning the core process defined in Article 5 due to national law or any other reason;
  - b. non-applicability of a minimum assessment procedure defined in Article 5.3 due to national law or any other reason;
  - c. non-applicability of the two-year rule defined in Article 4.2.1.2 in case of change of legal form or company structure of the licence applicant on a case by case basis;
  - d. non-applicability of a certain criterion defined in Section II, due to national law or any other reason;
  - e. extension of the introduction period for the implementation of a criterion or a category of criterion defined in Section II.
2. Exceptions related to items a), b), c), e) and f) are granted to FAM and may apply to all clubs which are registered with FAM and which submit a licensing application to enter the AFC Club Competitions. Exceptions related to item d) are granted to the individual club that applies for a licence.
3. In principle, an exception is granted for a period of one season. Under specific circumstances this period may be extended and FAM may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.



## **B. The Process**

1. The AFC CL Administration acts as the first instance decision-making body on exception requests.
2. An exception request must be in writing, clear and well founded.
3. Exceptions related to items defined under A (1) (a, b, c, e and f) must be submitted by FAM to the AFC CL Administration sixty (60) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) (d) can be submitted at any time. A licensor notified of the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the AFC CL Administration accordingly as soon as it becomes aware of it.
5. The AFC CL Administration uses the necessary discretion to grant any exception within the limits of these regulations.
6. The status and situation of football within the territory of FAM will be taken into account when granting an exception. This encompasses, for example:
  - a) size of the territory, population, geography, economic background;
  - b) size of FAM (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.);
  - c) the level of football (professional, semi-professional or amateur clubs);
  - d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
  - e) AFC and FIFA ranking;



- f) stadium ownership situation (club, city/community, etc.) within the association;
  - g) support (financial and other) from the national, regional and local authorities, including the national sports ministry.
7. The decision will be communicated to the FAM. The decision shall be in writing and state the reasoning. FAM shall then communicate it to all licence applicants concerned.
8. Appeals can be lodged against decisions made by FAM in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.



## ANNEX I.I: EXCEPTIONS POLICY FOR FAM CLUB COMPETITIONS

### A. Principle

1. This exception policy only applies for the FAM club competition.
2. The FAM decision making bodies may, in accordance with Article 2.3, grant exceptions on the following matters:
  - a. non-applicability of a minimum requirement concerning the core process defined in Article 5 due to national law or any other reason;
  - b. non-applicability of a minimum assessment procedure defined in Article 5.3 due to national law or any other reason;
  - c. non-applicability of the one-year rule defined in Article 4.2.1.3 in case of change of legal form or company structure of the licence applicant on a case by case basis;
  - d. non-applicability of a certain criterion defined in Section II, due to national law or any other reason;
  - e. extension of the introduction period for the implementation of a criterion or a category of criterion defined in Section II.
3. Exceptions related to items a), b), c), e) may be granted to all clubs which are registered with the FAM and which submit a licensing application to enter the FAM Club Competitions. Exceptions related to item d) are granted to the individual club that applies for a licence.
4. In principle, an exception is granted for a period of one season. Under specific circumstances this period may be extended and the club may be placed on an improvement plan.
5. A renewal of the exception is possible upon a new request.



## **B. The Process**

1. The first instance body is the decision-making body on exception requests.
2. An exception request must be in writing, clear and well founded.
3. Exceptions related to items defined under A (1) (a, b, c, e and f) must be submitted by the CLM to the first instance body sixty (60) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) (d) can be submitted at any time. The CLM notified of the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the FIB accordingly as soon as it becomes aware of it.
5. The FIB uses the necessary discretion to grant any exception within the limits of these regulations.
6. The decision will be communicated to the License Applicant. The decision shall be in writing and state the reasoning.
7. Appeals can be lodged against decisions made by the FIB in writing before the AB whose decision is final and binding.



## ANNEX II: CORE PROCESS

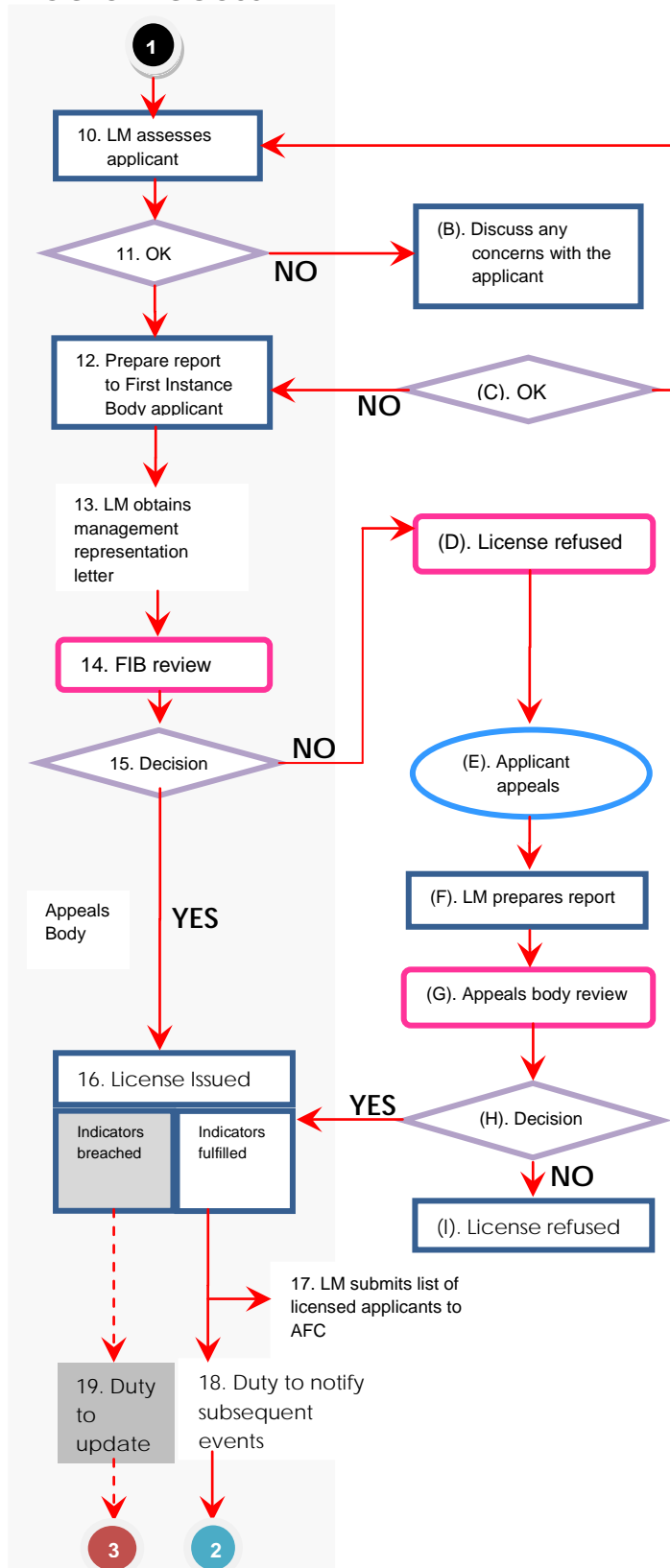
The following chart provides an example of a core process:-

The **numbers** in the chart detail in logical order refer to the steps to be taken in terms of processing a club license on behalf of the license applicants. The chart follows the sequence of numbers from 1 to 19 (left column). These steps will be the ones to follow where no issues arise in the process, i.e. a license applicant meets all the requirements and the licensor’s management proceeds according to the ideal plan.

The **letters** in the chart refer to the issues that may or are likely to arise in the process and which need to be dealt with appropriately. The chart follows the sequence of letters from (A) to (L) (central column). The right column provides the reader with a short description of each single step.



## Core Process



10. The licensing manager assesses the applicant. On the basis of the reports of the experts and/or the site visits (if necessary) he may identify areas of concerns that may require further investigation

(B) LM discusses those areas of concern or non-compliance with the applicants that have been identified. The licensing manager may require further explanations or supporting documents or may decide to perform a site visit to perform further investigation. If a site visit is planned, the LM and applicant meet and address the problem areas and potential activities by the applicant to rectify these areas together with a timescale

12. LM completes FIB report for consideration of First Instance Body. This report will contain aspects of the visit report and other areas including a recommendation that a license is granted.

(C).The applicant agrees with the action plan and takes the necessary actions to address problem areas. The applicant does not agree with action plan and does not take the recommended actions.

13. LM obtains management representation letter from license applicant stating whether or not any events or conditions of major economic importance have occurred.

14. Review by First Instance. This can be either be a committee of external group of competent staff. The FIB may request a hearing with the license applicant, this in particular in case of existence of major economic event.

15. FIB takes a decision whether to issue the club with a license or not

(D). The license is refused, applicant is advised with reasons outlined and given the option of instigating the appeals to process

(E). Applicant lodges an appeal. Appeals Body notified and meeting date agreed.

(F). LM produces a report and dispatches this to the Appeals Body

(G). Appeals Body meet and consider club appeal

(H). Appeal Body takes a decision whether to issue the applicant with a license or not.

16. License granted which may or may not details areas for future attention of the applicant and stating whether or not financial indicators have been breached

(I). License refusal that details areas to be addressed.

17. LM communicates AFC the list of licensed applicants entering an AFC competition within the AFC deadline.

18. The licensee promptly notifies the licensor in writing about any subsequent event that may have an adverse impact upon the licensee's ability to continue as a going-concern until the end of the licensing season.

19. 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.

Licensors's Administration

Decision making bodies

License applicant/licensee



1. Prior to the deadline for the submission to FAM of the list of clubs entering an AFC club competition and at a date to be defined by the licensor, the licensing manager produces the documents on club licensing which will include the criteria, the questionnaires and forms for return.
2. The licensing manager distributes the prepared pack of documents to the license applicant. These can be posted, faxed, posted on the extranet, etc. The licensing manager may request an acknowledgement of receipt.
3. The license applicant completes the documents (questionnaires, templates, etc.) and returns them to the licensing manager within the agreed deadline. These documents can be returned by mail, faxed, posted on the extranet, etc. Supporting documents can be enclosed if required.
4. The licensing manager checks at the reception that the documents returned by the license applicant are complete and that they are returned within the agreed deadline.
5. Decision.  
Two alternatives: step 6 or step (A)
6. If the documents are complete and sent within the agreed deadline, the licensing manager sorts the information received, records it and forwards it to the appointed experts with responsibilities for that particular areas for review (e.g. Legal documents will be forwarded to the legal expert, financial information to the financial expert, etc.).
7. The nominated experts received the license applicants' documents from the licensing manager, review the documents, check the fulfilment of the criteria and then report back to the licensing manager 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), e.g. Criteria I.01 Stadium-certification has to be supported by a copy of the valid stadium certificate.
8. Decision.  
Two alternatives: step 9 or step (A)



9. The licensing manager verifies that the reports of the experts are complete and returned within the agreed deadline. The licensing manager reviews the reports and the opinion of the experts.
10. The licensing manager assesses the license applicant. On the basis of the reports of the experts he may identify areas of concern that may require further investigation.
11. Decision.  
Two alternatives: step 12 or step (B)
12. If the licensing manager 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).
13. LM obtains management representation letter from license applicant stating whether or not any events or conditions of major economic importance have occurred. This is included to his report. According to the results of the review, the report will include the recommendation to grant or to refuse the license.
14. The FIB receives the report of the licensing manager within the agreed deadline , reviews it, asks the licensing manager for further explanations and documents if necessary and makes the decision whether to grant the license or not. The FIB has to fulfil the requirements of qualification, independence and confidentiality as described in **Section 6** of the Regulations.
15. Decision.  
Two alternatives: step 16 or step (D).
16. After careful review of the license applicant's documents and of the report of the licensing manager, the decision-making body issues the license. The issuance of the license is subject to the condition that the license applicant fulfils all MUST criteria defined in the UEFA club licensing manual. The issued license may or may not detail areas for future attention of the license applicant.



17. The licensing manager 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 license applicants authorized to enter in an AFC club competition. The list of licensed clubs is sent to AFC within the deadline fixed and communicated by AFC by 31 October of the year preceding the season to be licensed.
  18. After it has been issued a license, up until the end of the season to be licensed, the licensee must promptly notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season from which the license has been granted.
  19. 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.
- (A) From step 5:  
If the documents are not complete or if they are not sent within the agreed deadline the licensing manager contacts the license applicant in order to agree on the next actions to be taken (e.g. to request information, supporting documents, questionnaire or form that is missing).
- (B) From step 8:  
If the licensing expert identifies areas that require further information, he contacts the license applicant to discuss any issue to obtain clarifications, and reaches a mutual agreement on the actions to be taken.

If the licensing manager identifies areas that require further review (non-compliance with certain criteria, errors, lack of information, etc.) he contacts the license applicant to discuss any concerns. The licensing manager may require further explanations or supporting documents or may decide to perform a site visit for the purposes of further investigation. If a site visit is planned, the licensing manager and/or the expert meet with the license applicant and address the problem areas.

They identify potential actions by the club to rectify these areas together with a timescale.



(C) Decision

Two alternatives:

- If the license applicant agrees with the licensing manager on the actions to be taken, then go back to step 10.
- If the license applicant does not agree with the licensing manager's report and refuses to deliver new information or to take the necessary actions, then go back to step 12.

(D) After careful review of the license applicant's documents and of the report of the licensing manager the FIB refuses to grant the license. The refusal details the areas to be addressed and the license applicant is given the possibility of lodging an appeal with the AB.

(E) The license applicant lodges an appeal. The AB is notified and the meeting date is set by agreement.

(F) The licensing manager produces a report and delivers it to the AB. The report details areas of concern and the reasons for the refusal.

(G) The AB meets and considers the license applicant's appeal. The B may require further information and/or supporting documentation from the licensing manager and/or license applicant.

(H) Decision.

Two alternatives: step 15 or step (I).

(I) After careful review of the license applicant's documents and of the report of the licensing manager, the AB refuses to grant the license. The report of the B details the reasons for the refusal and the areas to be addressed.

Fulfilment of steps 18 and 19 shall be assessed in respect of the following licensing cycle.



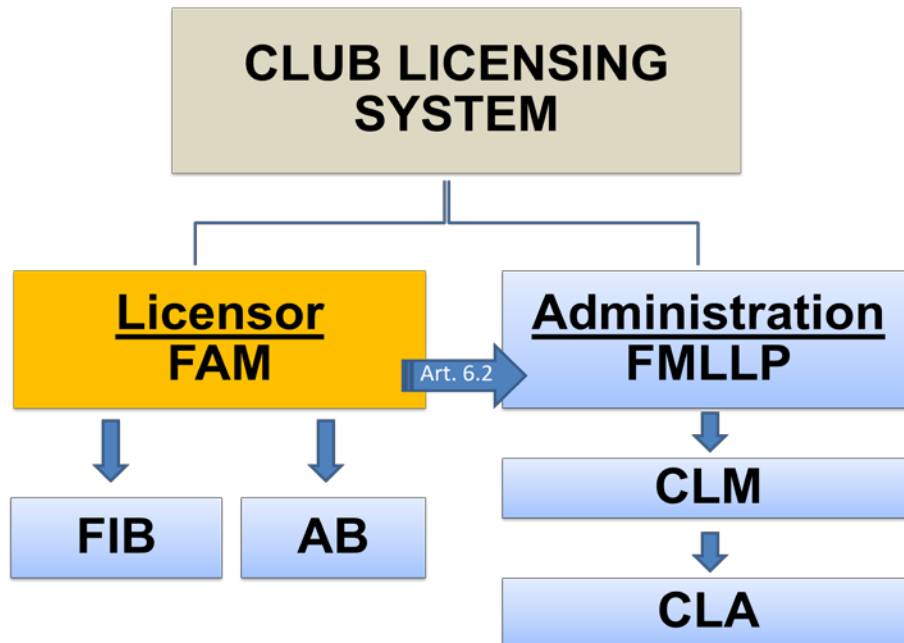
## **ANNEX III: EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM**

1. The extraordinary application shall only apply to the newly promoted clubs from the Malaysian Premier League to the Malaysian Super League. The application should only apply for two seasons: Season 2017/18 and 2018/19 in which from 2019/20 onwards all Malaysia Premier League clubs will be licensed.
2. The minimum criteria applicable for the extraordinary application of the Club Licensing System as specified in Article 4.6.1 shall be the same as in Section II of these regulations. The FAM CLA shall invoke Article 4.6.1
3. FAM CLA must notify the promoted clubs of the application in writing of the clubs concerned latest by 30 September of the year preceding the season to be licensed.
4. The FAM CLA shall be responsible for providing the criteria to the club concerned for the assessment for the extraordinary procedure.. The CLA must also take immediate action with the club concerned to prepare for the extraordinary procedure.
5. The club concerned must provide the necessary documentary proof by the 31 October of the year preceding the season to be licensed to the FAM CLA that will assess the club against the fixed minimum standards.
6. The decision making bodies (cf Article 3.2) bases its decision on the documentation received and grants license permission to enter the Malaysian Super League if all the set criteria are fulfilled and if the club ultimately qualifies on sporting merit.



## ANNEX IV: DELEGATION OF LICENSING AND MONITORING RESPONSIBILITIES TO AN AFFILIATED LEAGUE

### A. Introduction



The Licensors may delegate the Club Licensing System to the approved affiliated League under the conditions :

1. The AFC Executive Committee approves any requests from Licensors to delegate or to withdraw licensing and monitoring responsibilities to/from an affiliated league as specified in Article 3.1
2. Such well-founded requests can be made to the AFC CL Administration at any time. All the requests presented to AFC in writing before the start of the core process will be considered for effect in the following sporting season.
3. The timing of such a request must be carefully considered. AFC will not accept any request to delegate or to withdraw licensing responsibilities during the core process in order to ensure continuity.



4. The AFC Executive Committee may approve a delegation request if the Licensor provides written confirmation that the league:
  - a) is affiliated to the Licensor and has accepted its statutes, regulations and the decisions of its responsible and competent bodies in writing;
  - b) is responsible for running the top domestic championship;
  - c) has submitted a written decision by the legislative body of the affiliated league to comply with the following obligations towards AFC:
    - i) to implement the AFC club licensing criteria according to the provisions of these regulations and any future amendments thereto into National Club Licensing Regulations;
    - ii) to cooperate with the AFC and its nominated bodies/agencies for the purpose of club monitoring;
    - iii) to grant the AFC and its nominated bodies/agencies full necessary access to verify the operation of the club licensing system and the decisions of the decision-making bodies at any time;
    - iv) to allow the AFC and its nominated bodies/agencies to conduct compliance audits at any time, of clubs that qualify for a AFC Club Competition;
    - v) to accept any AFC decision made with regard to exceptions and/or compliance audits;
    - vi) to issue the appropriate sanctions to the relevant parties according to the AFC's recommendations or decisions.
5. The Licensor must have appointed a Licensing Manager (Article 3.7 of the Regulations). Licensing Manager must also appoint an Expert for each of the Club Licensing Criteria and 3 people in the staff (secretarial, IT, Media) of the Club Licensing Administration in accordance to Article 3.7 of the Regulations.
6. Club Licensing Administration is established by the Licensor in accordance with Article 3.6.1 Regulations.



## **B. Regulation & System**

1. The Club Licensing Regulations is to be reviewed and prepared by Licensor and League.
2. Approval (Article 1.2 Regulations) and governing (Article 1.3 Regulations) is to be made by the Licensor.
3. Decision Making Bodies is to be appointed by the Licensor (Article 3.2 Regulations)

## **C. Decision & Reporting**

1. The Decision Making Bodies is to be appointed by the Licensor in accordance to Article 3.2.1 of the Regulations.
2. The Decision Making Bodies, in accordance with Article 2.3 of the Regulations may grant exceptions.
3. Sanctions are to be set by the Decision Making Bodies (Article 2.4 Regulations)
4. Decision Making Bodies have the power to issue sanctions (Article 3.2.3 Regulations)
5. Licenses are issued by the Decision Making Bodies for the Season to be License (Article 3.2.3 Regulations).
6. Licensor through the League will deliver the decision to Licensee.

## **D. Operations & Administration**

1. The Licensing Manager and Licensing Administration with the collaboration with the Licensor are to hold workshops and trainings for License Applicants in the FAM Cub Competitions in accordance to Article 3.6.2 Regulations.
2. Licensing Manager and Licensing Administration with the presence of the Licensor can have spot checks on the License Applicants in accordance to Article 2.5 Regulations.



3. Licensing Manager and Licensing Administration will expedite the Licensing Process.
4. Licensing Manager and Licensing Administration with collaboration with the Licensor will carry out the Assessment Process.

## **E. Implementations**

1. Annual implementation (Core-Processes) to be handled by the Licensing Manager and Licensing Administration.
2. This includes document Reviews and Follow-ups to clubs for submission of documents.
3. Decision Making Bodies to decide on deadline extensions in accordance to Article 2.4 Regulations
4. Decision Making Bodies decides on sanctions and fines in accordance to Article 2.4 Regulations
5. The Licensor issues written invitation to the License Applicants to apply for a License in accordance to Article 4.3.2 Regulations



## Notes



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