



# F:30

FUTSAL CLUB LICENSING  
**REGULATIONS**

EDITION  
**2019**

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# **SECTION A: CLUB LICENSING PROCESS**

## **1. INTRODUCTION**

- A “License”, shall be granted by the Licensor if the applicant club fulfills the requirements specified below in these regulations.
- Should Malaysia qualify into the in AFC Futsal Club Competition based on AFC’s MA assessment, then the futsal club has to obtain a License and undergo an assessment by the AFC Futsal Administration.

## **2. OBJECTIVES**

- Establish reliability, credibility and integrity of the FAM Futsal Pro-League along with the clubs participating in league competition.
- Promotion and continuous improvement of standards of all the aspects of Futsal.
- Ensure qualified coaches are engaged in training of the players in each FAM Futsal Pro-League participating club with the overall aim to improve the standard and quality of the matches.
- Ensure development of Futsal youth teams.
- Ensure adequate and good quality match and training facilities for the Futsal clubs participating in the FAM Futsal Pro-League.
- Improve the overall administration and management organisation of the Futsal clubs and make them more efficient, productive and transparent.
- Improve the economic and financial standings of Futsal clubs and generate revenue through effective marketing and commercial exploitation by the Futsal clubs.

## **3. CRITERIA GRADATION**

The criteria in the FAM Futsal Club Licensing Regulations Edition 2019 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
- 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
- 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.

## **4. LICENSING SANCTIONS**

The following sanctions may be set by the Decision-Making Bodies for breaches any of the regulations set out in the FAM Futsal Club Licensing Regulations Edition 2019 and non-

fulfilment and/or noncompliance of “B” criteria of any sub-criteria for the license applicant:

- a) Caution
- b) Extended deadline to fulfil criteria
- c) Obligation to fulfil criteria deadline
- d) A minimum fine
- e) Seek more financial details
- f) License review
- g) License withdrawal

## **5. LICENSOR**

### **A. WHO IS THE LICENSOR?**

- FAM is the Licensor.
- FAM as the licensor is legally authorised to draft, finalise and issue the license to any applicant that seeks to get the license.
- FAM governs the licensing system, appoints the corresponding licensing bodies and fixes the necessary processes.
- FAM guarantees the license applicant (Futsal club) full confidentiality with regards to information given by the license applicant during the licensing process.
- Anyone involved in the licensing process or appointed by FAM will ensure confidentiality of the tasks undertaken.

### **B. DECISION MAKING BODIES**

The Licensor shall have two decision making bodies to decide on the application and hearing appeals on the granting of a license to the applicants. The two decision making bodies shall be independent of each other and the members shall not have any conflict of interest. Members of the decision making bodies shall have relevant knowledge of professional Futsal and one or more of the criteria mentioned in these regulations. The quorum for the decision making bodies shall be three and all decisions made shall be in writing. The decision making bodies are:

- i. First Instance Body (FIB)
- ii. Appeals Body (AB)

#### **i. First Instance Body (FIB)**

- a. The FIB decides on whether a license should be granted to an applicant club on the basis of the documents provided and in accordance with the FAM Futsal Club

Licensing Regulations Edition 2019. Members of the FIB shall include a qualified lawyer and a qualified accountant/auditor.

ii. Appeals Body (AB)

- a. The AB decides on appeals submitted in writing and makes a final and binding decision on whether a license should be granted or revoked based on the documents submitted by the deadline. Members of the AB shall include a qualified lawyer and a qualified accountant/auditor.
- b. Appeals may be lodged by:
  - i. The license applicant club, who received the refusal of the FIB
  - ii. The licensee club, whose license has been withdrawn by the FIB
  - iii. The FAM Club Licensing Manager
- c. The AB makes its decision based on the documents submitted before the FIB. No new documents or evidence shall be admitted.

C. CLUB LICENSING ADMINISTRATION

- a. The FAM Club Licensing Administration is responsible for all the licensing administrative matters relating to the FAM Futsal Club Licensing Regulations Edition 2019.
- b. The FAM Club Licensing Administration is responsible for:
  - i. Preparing, implementing and further developing the FAM Futsal Club Licensing Regulations Edition 2019
  - ii. Providing administrative support to the decision making bodies
  - iii. Assisting, advising and monitoring the licensed clubs during the season
- c. All persons involved in the licensing process must comply with strict confidentiality rules regarding information received during licensing procedure.
- d. The FAM Club Licensing Administration will not be influenced or affected by the decision making bodies in any aspects.

D. FAM PRO-FUTSAL LEAGUE SEASON

The FAM Futsal League Season is defined as one cycle of the FAM Pro-Futsal League Competition that usually commences in the month of March and usually concludes in the month of October.

## **6. LICENCE APPLICANT AND LICENCE**

### **A. DEFINITION OF LICENSE APPLICANT**

- A license applicant is defined as a legal entity fully and solely responsible for the Futsal team participating in Malaysia and international club competitions which applies for a license.
- An individual or a natural person cannot apply for a license.

### **B. RESPONSIBILITIES OF THE LICENSE APPLICANT**

The license applicant is responsible for ensuring 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 criteria set out in the FAM Futsal Club Licensing Regulations Edition 2019.

### **C. LICENSE**

- Once the license has been granted with a license it becomes a licensee, i.e.
- Should Malaysia qualify into the in AFC Futsal Club Competition based on AFC's MA assessment, then a licensee is eligible to participate in the AFC Futsal Club Competition, however a licensee has to undergo an assessment by the AFC Futsal Administration as well to grant their entry into AFC Futsal Club Competition.
- The principles governing the License are:
  - a. The FAM Club Licensing Administration will issue in writing to the Futsal clubs to apply for a license. The club applying for license (i.e license applicant) must submit a written application. In this application, the club must, in particular, declare that it will fulfil the obligations of the FAM Futsal licensing system.
  - b. Only clubs which fulfil the criteria set out in the FAM Futsal Club Licensing Regulations Edition 2019 at the deadlines may be granted a license.
  - c. A license expires without prior notice:
    - i. at the end of the season for which it was issued for;
    - ii. on dissolution of the competition.
  - d. License may be withdrawn during a season if:
    - i. for any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the National Law: or
    - ii. any of the conditions for the issuing of a license are no longer satisfied; or
    - iii. the licensee violates any of its obligations under the FAM Futsal Club Licensing Regulations Edition 2019.
  - e. A license cannot be transferred.

## **7. CORE PROCESS & TIMELINE**

The Licensor defines the details and the processes that the Licensor undertakes before deciding if a license applicant can be granted a license or not.

### **A. PRINCIPLE**

- The Licensor defines the core process for the verification of the criteria described in these regulations and thus to control the issuance of a license applicant club.
- The core process is aimed at;
  - i. Establishing an appropriate and efficient licensing process according to its needs and requirements
  - ii. Ensuring that the decision of the granting of the license is made by the appropriate decision making body (FIB and/or AB)
  - iii. Ensuring that the decision making bodies receive adequate support from the FAM Club Licensing Administration.

### **B. PROCESS**

The core process of licensing implementations is as follows:

- i. The Licensor invites the FAM Futsal Pro-Futsal participating clubs who wishes to participate in the AFC Futsal Club Competitions and will provide the circular, application manual and other licensing documents and checklist to the clubs.
- ii. License Applicants should start the process of fulfilling and implementing the criteria in their respective clubs immediately after the Licensor has explained the terms, criteria and the requirements they need to fulfill and has provided the circular, application manual other licensing documents and checklist.
- iii. The FAM Club Licensing Administration will closely monitor and follow up on the License Applicants in fulfilling the criteria. If needed the FAM Licensing Administration will visit the License Applicants and provide them with any kind of information or assistance that the License Applicant needs.
- iv. License Applicants need to submit the required supporting documents to the Licensor to prove compliance with the licensing criteria. The last date for submission of the supporting documents will be on September.
- v. The FAM Club Licensing Administration will assess the documents submitted by the license applicant clubs to verify their compliance with the criteria once the License Applicants submit the application along with supporting documents into the AFC CLAS system.



- vi. The FAM Club Licensing Administration will forward the summary of the license application along with the supporting documents via AFC CLAS link to the FIB.
- vii. The First Instance Body (FIB) will decide on whether a license should be granted to the applicant club on the basis of the documents provided and in accordance with the FAM Futsal Club Licensing Regulations Edition 2019.
- viii. On refusal of the license, the applicant club can lodge an appeal to FAM General Secretary against the refusal. The appeal should be made in writing within 15 days of the receipt of refusal. It shall be compiled by FAM Club Licensing Administration and forwarded to the AB.
- ix. The AB will examine the application, supporting documents and submitted evidence to take a decision on the issuing or refusing of license by October and the decision shall be informed to the license applicant within 3 days of the decision.
- x. The Licensor will communicate to AFC and all the applicant clubs regarding the final decision on granting of license by October.
- xi. The Licensor shall ensure equal treatment to all license applicant clubs during the core process.

## **SECTION B: FUTSAL CLUB LICENSING CRITERIA**

### **8. CRITERIA**

## 8.1 SPORTING CRITERIA



The purpose of having sporting criteria is to encourage the futsal clubs to produce and manage a professional futsal team.

The players need to be provided with effective and quality coaching to develop themselves and achieve positive results for the club.

**The objectives of the sporting criteria are:**

- i. Provide efficient coaching and support to the futsal players on the field
- ii. Continuous production and development of skilled players for the futsal club

S.01 CRITERIA DESCRIPTION	GRADING
<b>FIRST TEAM HEAD COACH</b>	<b>A</b>
<p>The license applicant club must have appointed First Team Head Coach for its futsal first team, who is responsible for all the sporting matters of the first team.</p> <p><b><u>The First Team Head Coach must:</u></b></p> <ul style="list-style-type: none"> <li>i. Hold at least a valid 'Level 2' Certificate or any valid coaching qualification that is equivalent to 'Level 2' recognized by FAM and AFC</li> <li>ii. Be appointed by the executive body or the license applicant club through a written agreement endorsed by head of club administration</li> </ul> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1) Name of the First Team Head Coach</li> <li>2) CV</li> <li>3) Appointment Letter</li> <li>4) Duration of Contract</li> <li>5) Coaching Qualification</li> <li>6) Registration with FAM</li> <li>7) Passport Size Photo</li> </ul>	

S.02 CRITERIA DESCRIPTION	GRADING
<b>ASSISTANT COACH</b>	<b>A</b>
<p>The license applicant club must have appointed Assistant Coach who is responsible for assisting the First Team Head Coach in all futsal matters of the first team and to manage the U-20 Team.</p> <p><b><u>The Assistant Coach must:</u></b></p> <ul style="list-style-type: none"> <li>i. Hold at least a valid 'Level 1' Certificate or any valid coaching qualification that is equivalent to 'Level 1' recognized by FAM and AFC</li> <li>ii. Be appointed by the executive body or the license applicant club through a written agreement endorsed by head of club administration</li> </ul>	

**Required Details / Documents:**

- 1) *Name of the Assistant Coach*
- 2) *CV*
- 3) *Appointment Letter*
- 4) *Duration of Contract*
- 5) *Coaching Qualification*
- 6) *Registration with FAM*
- 7) *Passport Size Photo*

S.03 CRITERIA DESCRIPTION	GRADING
<b>GOALKEEPING COACH</b>	<b>A</b>
<p>The license applicant club must have appointed Goalkeeping Coach for its futsal first team, who is responsible for goal keeping matters of the first team.</p> <p><b><u>The Goalkeeping Coach must:</u></b></p> <ol style="list-style-type: none"> <li>i. Hold at least a valid ‘Level 1’ Certificate or any valid coaching qualification that is equivalent to ‘Level 1’ recognized by FAM and AFC</li> <li>ii. Be appointed by the executive body or the license applicant club through a written agreement endorsed by head of club administration</li> </ol> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1) <i>Name of the Goalkeeping Coach</i></li> <li>2) <i>CV</i></li> <li>3) <i>Appointment Letter</i></li> <li>4) <i>Duration of Contract</i></li> <li>5) <i>Coaching Qualification</i></li> <li>6) <i>Registration with FAM</i></li> <li>7) <i>Passport Size Photo</i></li> </ol>	

S.04 CRITERIA DESCRIPTION	GRADING
<b>FITNESS COACH</b>	<b>A</b>
<p>The license applicant club must have appointed Fitness Coach for its futsal first team, who is responsible for fitness keeping matters of the first team.</p> <p><b><u>The Fitness Coach must:</u></b></p> <ul style="list-style-type: none"> <li>i. Hold at least a valid Fitness Coaching certificate qualification that is recognized by appropriate national body</li> <li>ii. Be appointed by the executive body or the club secretariat of the license applicant club through a written agreement endorsed by club administration</li> </ul> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1) <i>Name of the Fitness Coach</i></li> <li>2) <i>CV</i></li> <li>3) <i>Appointment Letter</i></li> <li>4) <i>Duration of Contract</i></li> <li>5) <i>Coaching Qualification</i></li> <li>6) <i>Registration with FAM</i></li> <li>7) <i>Passport Size Photo</i></li> </ul>	

S.05 CRITERIA DESCRIPTION	GRADING
<b>TEAM DOCTOR or PHYSIOTHERAPIST</b>	<b>A</b>
<p>The license applicant club must have appointed Team Doctor or a Physiotherapist who is responsible for medical support during Futsal matches and training as well as for doping prevention.</p> <p><b><u>The Team Doctor or Physiotherapist Must:</u></b></p> <ul style="list-style-type: none"> <li>i. The qualifications of the Team Doctor or Physiotherapist must be recognized by the appropriate national health authorities.</li> <li>ii. The Team Doctor or Physiotherapist must be duly registered with FAM.</li> </ul>	

**Required Details / Documents:**

- 1) *Name of the Team Doctor or Physiotherapist*
- 2) *CV*
- 3) *Appointment Letter*
- 4) *Duration of Contract*
- 5) *Qualification Certificates*
- 6) *Registration with FAM*
- 7) *Passport Size Photo*

S.06 CRITERIA DESCRIPTION	GRADING
<b>MEDICAL REPORT OF ALL REGISTERED PLAYERS</b>	<b>B</b>
<p>The license applicant club must provide all the players registered in the futsal club with full access to medical support services. The futsal players must undergo a yearly medical examination, including cardio vascular screening. The license applicant club must provide medical treatment to all its players in case of any injuries.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1) <i>List of Players</i></li> <li>2) <i>Passport Size Photos</i></li> <li>3) <i>Medical Insurance Coverage</i></li> <li>4) <i>Medical Report of Each Players</i></li> </ol>	

S.07 CRITERIA DESCRIPTION	GRADING
<b>U-20 YOUTH TEAM</b>	<b>C</b>
<p>The license applicant club must have at least ONE (1) futsal youth team with the age category of U20.</p> <p>The futsal youth team in the above mentioned age category should have regular training and must be coached by at least an AFC 'Level 1' licensed coach.</p>	

The futsal youth team shall participate in the relevant youth competition(s) organised by the Licensor and such other bodies at the national, regional or local level. The futsal youth team should also participate in any futsal youth development activities organised by the Licensor.

**Required Details / Documents:**

- 1) List of Players Details (name, address, date of birth & passport size photos)
- 2) Officials U-20
- 3) Youth Team U-20 Registration documents with FAM/ FA or local Level competitions – Document
- 4) Youth Team U-20 Participation in FAM/ FA or local Level competitions – Document / Images



## 8.2 INFRASTRUCTURE CRITERIA



Infrastructure should be seen as a long term investment whereby a futsal club can attract more fans to the futsal indoor stadium, create a better atmosphere and generate revenue. Therefore, futsal clubs should ensure that they have access to a futsal indoor stadium that is attractive, safe, secure, hygienic and easy to access for the fans.

**The objectives of the infrastructure criteria are:**

- i. Futsal clubs have access to a futsal indoor stadium that is approved by Licensor that provides necessary and adequate facilities for the players, officials and spectators.
- ii. Futsal clubs have suitable training facilities for their players to help them improve their technical skills.

I.01 CRITERIA DESCRIPTION	GRADING
<b>HOME PLAYING COURT (INDOOR STADIUM)</b>	<b>A</b>
<p>The futsal club must either own or have a guaranteed access to a Home Playing Futsal Indoor Stadium that is considered as its home venue for FAM Pro-Futsal League and AFC Futsal Club Competition matches.</p> <p>The futsal playing court must be of minimum size as indicated in the FIFA Laws of the Game.</p> <p>The Home Playing Futsal Indoor Stadium must have adequate:</p> <ul style="list-style-type: none"> <li>i. Dressing rooms for players (home team and away team)</li> <li>ii. Referees room</li> <li>iii. Media facilities (for print, radio and TV)</li> <li>iv. Medical facilities</li> </ul> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1) Ownership Document or Contract with owner</li> <li>2) Futsal Court approval document from FAM</li> <li>3) Name and Address of the Futsal Court</li> <li>4) Capacity of Futsal Court</li> <li>5) Futsal Court Checklist – Venue questionnaire</li> <li>6) Images of various parts of the Futsal Court</li> </ul>	

I.02 CRITERIA DESCRIPTION	GRADING
<b>TRAINING FACILITIES</b>	<b>A</b>
<p>The futsal club must either own or have a guaranteed access to Futsal Indoor Stadium/ Training Facilities that is available throughout the year where the players of the club can train on a regular basis.</p> <p>The Training Facility must have:</p> <ul style="list-style-type: none"> <li>i. A full size futsal pitch of good quality</li> <li>ii. Goal posts</li> </ul> <p>Necessary training equipment such as balls, cones, bibs, etc should be provided to the players.</p>	

**Required Details / Documents:**

- 1) *Ownership Document or Contract with owner*
- 2) *Name and Address of the Training Futsal Court*
- 3) *Images of various parts of the Training Futsal Court*

I.03 CRITERIA DESCRIPTION	GRADING
CLUB SECRETARIAT	B
<p>The futsal club must either own or have a guaranteed access to an office space to conduct its administration. The futsal club administration must be based in this office space.</p> <p>The administrative office must be equipped with all the necessary communication facilities such as telephone, fax, computer, internet, email, etc.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1) <i>Ownership Document or Contract with owner</i></li> <li>2) <i>Name and Address of the Secretariat Office</i></li> <li>3) <i>Images of premise with allocated infrastructure</i></li> </ol>	

## 8.3 PERSONNEL AND ADMINISTRATIVE CRITERIA



Having professional, well-educated and experienced people in the administration of the club is the key in running any professional club in an efficient and effective manner. The license applicant club is responsible for identifying and recruiting people who meet the set requirements and comply with the defined profile either full time or part time.

### **The objectives of the personnel and administrative criteria are:**

- i. Clubs have well-educated, qualified and skilled specialists with specific know how and experience.
- ii. Clubs are run by professionals having experience and knowhow of the professional futsal industry.

<b>P.01</b> <b>CRITERIA DESCRIPTION</b>	<b>GRADING</b>
<b>FULL TIME / PART TIME – CEO / GM / GS</b>	<b>A</b>
<p>The futsal club must have an appointed full time or a part time CEO or General Manager or General Secretary who is the head of the administration of the futsal club. He is responsible for managing and supervising the administrative matters of the futsal club.</p> <p>The CEO/General Manager/General Secretary should have adequate academic qualifications and must have experience of administration of a futsal club. He/she should have the necessary knowledge and communication skills required in club management.</p> <p><u>He/she shall:</u></p> <ul style="list-style-type: none"> <li>i. Be responsible for executing the decisions of the Executive Body of the club.</li> <li>ii. Be responsible for the administration of the futsal club secretariat and appointment and supervision of the administrative staff.</li> <li>iii. Assist and participate in the Congress and Executive Committee meetings of the club.</li> <li>iv. Be responsible for all the official correspondence and communications with the Licensor, Government, Other Clubs and any other stakeholders involved.</li> <li>v. Attend all the club management and club development seminars organised by FAM or any other governing bodies for the development of the club.</li> </ul> <p>The appointment of the full time or the part time CEO/General Manager/General Secretary should be done by the Executive Body of the club through a written contract.</p> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1. <i>Name of the CEO / General Manager / General Secretary</i></li> <li>2. <i>Letter of appointment or contact</i></li> <li>3. <i>Duration of contract</i></li> <li>4. <i>Qualification documents</i></li> <li>5. <i>CV</i></li> <li>6. <i>Passport size picture</i></li> </ul>	

<b>P.02</b> <b>CRITERIA DESCRIPTION</b>	<b>GRADING</b>
<b>FULL TIME / PART TIME – FINANCE OFFICER</b>	<b>A</b>
<p>The futsal club must have an appointed full-time or part-time Finance Officer who is responsible for its financial and accounting matters. He/she is responsible for managing and supervising all the financial matters of the club.</p> <p>The Finance Officer should have adequate financial, accounting and book keeping academic qualifications and experience in these aspects of futsal industry/futsal club.</p> <p><u>He/she shall:</u></p> <ul style="list-style-type: none"> <li>i. Be responsible to manage and oversee all aspects of futsal club's financial functions and financial risks.</li> <li>ii. Be responsible for monitoring, management and reporting of all financial and accounting aspects of the futsal club including: budgeting, accounting, banking, payroll, overhead costs, salaries, expenses and revenues.</li> <li>iii. Be responsible for preparing financial statements, including profit and loss account and balance sheet.</li> <li>iv. Be responsible for preparing the annual budget.</li> <li>v. Be responsible for monitoring and control of cash flow and bank accounts.</li> <li>vi. Attend all the seminars and workshops organised by FAM or any other governing body for the development of the futsal club in financial, accounting and governance aspects.</li> </ul> <p>The appointment of a full-time/part-time Finance Officer should be done by the head of the futsal club administration through a written contract.</p> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1. <i>Name of the Finance Officer</i></li> <li>2. <i>Letter of appointment or contact</i></li> <li>3. <i>Duration of contract</i></li> <li>4. <i>Qualification documents</i></li> <li>5. <i>CV</i></li> <li>6. <i>Passport size picture</i></li> </ul>	

P.03 CRITERIA DESCRIPTION	GRADING
<b>FULL TIME / PART TIME – SECURITY OFFICER</b>	<b>A</b>
<p>The license applicant futsal club must have an appointed part-time or full-time security officer or a security advisor who is responsible for safety and security matters.</p> <p>The appointment of full-time/part-time Security Officer or Security Advisor should be through a written contract.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Security Officer</i></li> <li>2. <i>Letter of appointment or contact</i></li> <li>3. <i>Duration of contract</i></li> <li>4. <i>Qualification documents</i></li> <li>5. <i>CV</i></li> <li>6. <i>Passport size picture</i></li> </ol>	

P.04 CRITERIA DESCRIPTION	GRADING
<b>FULL TIME / PART TIME – MEDIA OFFICER</b>	<b>A</b>
<p>The futsal club must have an appointed part-time or full-time Media Officer being responsible for all media matters.</p> <p>The Media Officer should have adequate academic qualifications and experience in media aspects of the futsal industry/futsal club.</p> <p>He/she shall:</p> <ol style="list-style-type: none"> <li>i. Be responsible to manage and oversee all aspects of the futsal club's media management.</li> <li>ii. Be responsible for communicating and interacting with mass media and external media/newspapers to provide all relevant information on futsal club matters.</li> <li>iii. Be responsible for communicating with the Licensor for all media related matters of the futsal club.</li> </ol>	

- iv. Be responsible for handling media operations including press conferences, flash interviews, media briefings, etc during match days and non-match days.
- v. Be responsible for all the Public Relations (PR) and Promotional aspects of the futsal club.

The appointment of a full-time/part-time Media Officer should be done by the head of the futsal club administration through a written contract.

**Required Details / Documents:**

1. *Name of the Media Officer*
2. *Letter of appointment or contact*
3. *Duration of contract*
4. *Qualification documents*
5. *CV*
6. *Passport size picture*



## 8.4 LEGAL CRITERIA



It is necessary that the futsal club has an appropriate legal personality as per the legal principles in the country. The benefit of having legal criteria is to encourage the futsal clubs to be stable over a long term.

### **The objectives of the legal criteria are:**

- i. Establishing a stable and sustainable entity.
- ii. Compliance of the rules and regulations of FAM.
- iii. Increased protection for futsal club, players and officials through compliance of contractual obligations.
- iv. Increased efficiency in player transfer procedures.
- v. Transparency in financial management.
- vi. Ability to secure contracts with sponsors and commercial partners.
- vii. Streamlining of approvals from government bodies for construction/ ownership of futsal club infrastructure.

L.01 CRITERIA DESCRIPTION	GRADING
<b>LEGAL ENTITY</b>	<b>A</b>
<p>The license applicant must be registered with an appropriate national authority as a legal entity as per the law prevailing in the country.</p> <p>The license applicant must be in possession of a legally valid declaration confirming the following:</p> <ul style="list-style-type: none"> <li>i. It is a legal entity registered with a recognised legal authority.</li> <li>ii. It holds a certificate/document stating its legal entity status.</li> </ul> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1. <i>Certificate of registration or extract from public register</i></li> <li>2. <i>Copy of Statutes or Company Articles</i></li> <li>3. <i>Registered name of the license applicant</i></li> <li>4. <i>Date of Registration</i></li> </ul>	

L.02 CRITERIA DESCRIPTION	GRADING
<b>WRITTEN CONTRACT WITH PROFESSIONAL PLAYERS</b>	<b>A</b>
<p>The professional players of the license applicant futsal club must have a written contract with the license 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 FAM, FIFA and AFC.</p> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1. <i>Contract of each professional player</i></li> <li>2. <i>List of professional players</i></li> </ul>	

## 8.5 FINANCE CRITERIA



For any organisation to sustain and grow, it is of utmost importance that it has a healthy and sound financial position. It not only includes higher revenues but also includes proper maintenance of financial statements and accounts. The financial criteria will help deliver both short and long term improvement for futsal clubs, and futsal in general.

**The objectives of the financial criteria are:**

- i. Improve the economic and financial capability of the futsal clubs;
- ii. Increase futsal clubs' transparency and credibility;
- iii. Place the necessary importance on the protection of creditors;
- iv. Safeguard the continuity of competitions.

F.01 CRITERIA DESCRIPTION	GRADING
AUDITED ANNUAL FINANCIAL STATEMENT	A
<p>The futsal club must submit its audited annual financial statements from the previous financial year.</p> <p>The financial statements should include the following –</p> <ul style="list-style-type: none"> <li>a) Balance Sheet <ul style="list-style-type: none"> <li>i. Current Assets</li> <li>ii. Fixed Assets</li> <li>iii. Current Liabilities</li> <li>iv. Non-Current Liabilities</li> <li>v. Net assets/liabilities</li> </ul> </li> <li>b) Profit and Loss Account Revenue <ul style="list-style-type: none"> <li>i. Expenses</li> <li>ii. Other</li> </ul> </li> </ul> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1. Audited Annual Financial Statement</li> <li>2. Period of Annual Financial Statement</li> <li>3. Date of Audit Report</li> </ul>	

F.02 CRITERIA DESCRIPTION	GRADING
ANNUAL BUDGET	B
<p>The futsal club must submit its annual budget before the start of the season. It should state the following:</p> <ul style="list-style-type: none"> <li>a) projected income for the coming financial year</li> <li>b) projected expenditure for the coming financial year</li> <li>c) all the sources of revenues and income projected for the financial year along with the amount</li> <li>d) all the sources of expenditures projected for the financial year along with the amount</li> </ul>	

**Required Details / Documents:**

1. *Annual Budget*
2. *Date of Annual Budget Approval from the Authorise person*

## **9 RATIFICATION**

*FAM Futsal Club Licensing Regulations Edition 2019 is Prepared by;*

*Vijash Naidu Meniandi, Assistant Manager, FAM Club Licensing Unit*

*Endorsed by;*

*Stuart Micheal Ramalingam, FAM General Secretary*

*Abang Zulkarnain, FAM Assistant General Secretary*

*Chiew Chun Yong, FAM Futsal Technical Director*

*Almintzi Hasmi, FAM Head of Futsal & Beach Soccer Unit*

*Approved by;*

**FAM Executive Committee, on February 2019**

These FAM Futsal Club Licensing Regulations Edition 2019 were adopted by the FAM Executive Committee, at its meeting on **February 2019** and came into force immediately.

# FAM

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